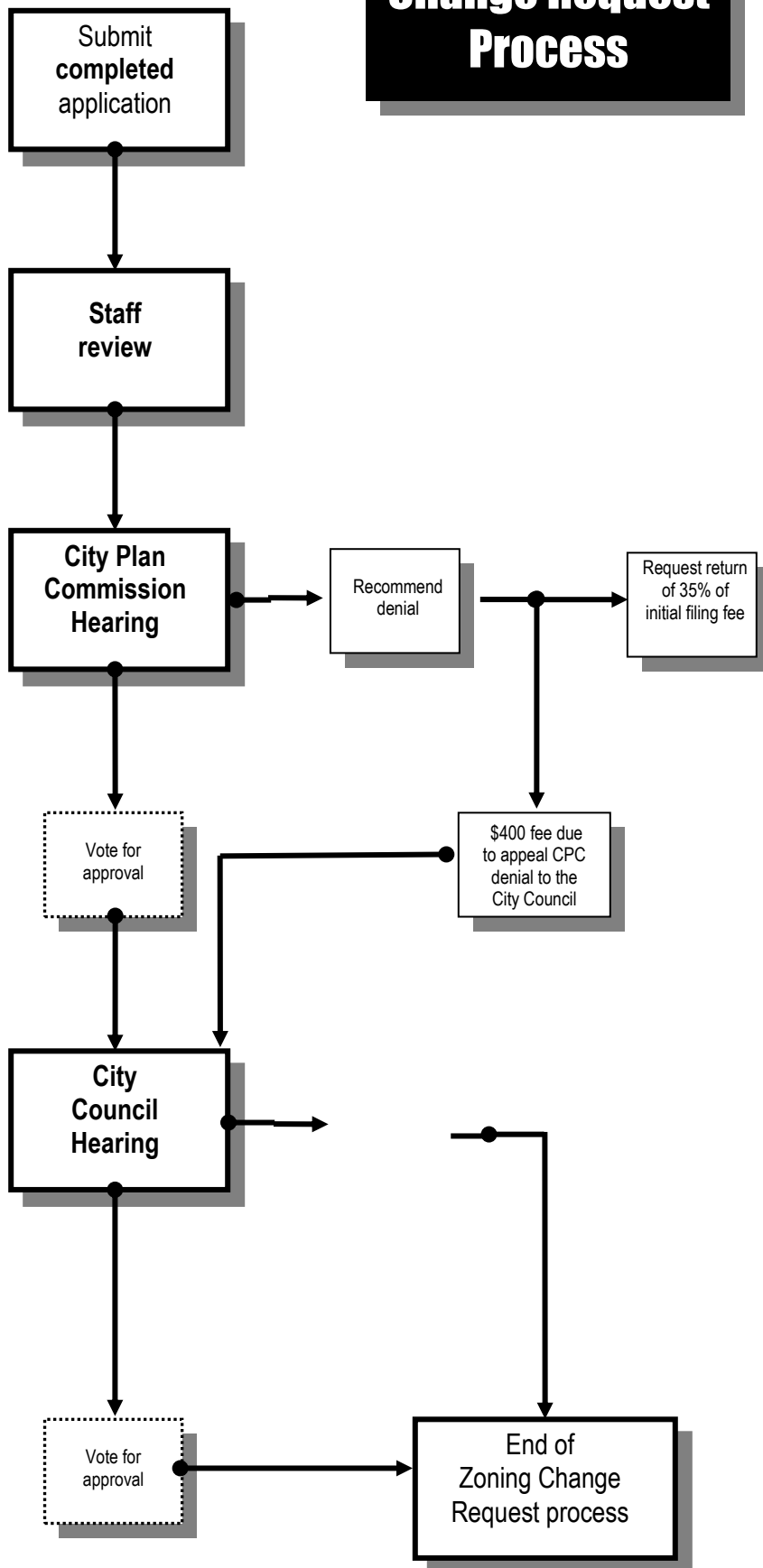


SPECIFIC USE PERMIT INFORMATION PACKET

The Zoning Change Request Process



Staff's review of a completed application will result in the applicant receiving a preliminary recommendation within 2 to 3 weeks of the original submittal date. **This recommendation is subject to change.**

In processing an application, two public hearings are held at which time the applicant or his/her representative should be present.

The first of these hearings is held before the City Plan Commission (CPC). Ten days prior to the CPC hearing the property owners within the required notification area will be notified of their right to appear and express their opinion about the request.

Approximately 6-8 weeks after a completed application is submitted, the CPC holds a hearing on the zoning change request.

A CPC vote of approval results in the automatic forwarding of the request to the City Council (CC).

Any CPC vote of denial can be appealed to the City Council upon written request and receipt of a \$400 administration fee due within 10 days of the City Plan Commission action. Otherwise, a written request with original filing fee receipt can be forwarded for a 35% refund of the initial filing fee.

Approximately 4-6 weeks after a City Plan Commission decision, a forwarded or appealed zoning change request will be considered by the City Council.

Written notification is sent to all property owners within the required notification area 10 days prior to the City Council hearing.

A vote of approval by the City Council results in the passage of an ordinance that makes the decision legally binding.

A vote of **denial with prejudice** at either the CPC or CC hearing or a CC **vote of approval** means that an applicant **cannot** bring in another zoning change request on the same property within two years without a waiver of the two-year waiting period.

A vote of **denial without prejudice** at either the CPC or CC hearing means that an applicant **can** bring in another zoning change request on the same property without filing for a waiver of the mandatory two-year waiting period.

Submitting a Zoning Change Request

To submit a request for a Specific Use Permit (SUP), collect the appropriate documents (see Checklist below) and bring them to the Pre-Development Section of the Department of Development Services in Room 5BN in City Hall located at 1500 Marilla Street. A planner will review your submission for completeness. **An incomplete application will not be accepted.** If your submission is incomplete, a planner will provide you with a list of requirements to make your request acceptable for submission.

The Pre-Development Section conducts submission reviews Monday through Friday between 9:00 a.m and 4:00 p.m. subject to staff availability. On Thursday, staff is at the City Plan Commission meeting and a planner may not always be available during this time.

The planner assigned to your application will assist you in obtaining contact information for neighborhood groups and others who are interested in the area of request. It is also recommended that you **contact the Plan Commissioner** for the area to discuss the case.

Use the following checklist as a guideline to gather the information necessary to submit a completed request. Not all requirements apply to all requests. A detailed explanation of each requirement is provided in this packet. Each requirement explanation will be referenced to the letter in the far left column.

Specific Use Permit Request Checklist		
A.	Application form	<input type="checkbox"/>
B.	Proper signatures	<input type="checkbox"/>
C.	Letter of authorization	<input type="checkbox"/>
D.	Land use statement	<input type="checkbox"/>
E.	Proposed conditions	<input type="checkbox"/>
F.	Zoning Location Maps (2)	<input type="checkbox"/>
G.	Tax Plat Maps (2)	<input type="checkbox"/>
H.	Correct lot & block or Metes & Bounds survey with drawing (2)	<input type="checkbox"/>
I.	Copy of Deed	<input type="checkbox"/>
J.	Tax Certificate	<input type="checkbox"/>
K.	Verification of no unpaid liens	<input type="checkbox"/>
L.	Traffic Impact Worksheet	<input type="checkbox"/>
M.	Traffic impact Study or Waiver	<input type="checkbox"/>
N.	Site plans (10 folded)	<input type="checkbox"/>
O.	Landscape plans (10 folded)	<input type="checkbox"/>
P.	Tree survey (2) (folded)	<input type="checkbox"/>
Q.	List of partners/principals/officers	<input type="checkbox"/>
R.	Application & Sign Fees	<input type="checkbox"/>

Upon submission of a completed application, staff will assign a **tentative** City Plan Commission hearing date and work closely with you to hold that date. Your responsiveness in providing staff with any additionally requested, necessary information will determine when your request is scheduled and therefore considered by the City Plan Commission.

Checklist Explanations

A Application Form

- Please provide the information requested on the attached zoning application.
- Applicant, representative and owner information will be required as appropriate. Also see requirements **B, C, and M**.
- Site information can be obtained by collecting F, G, H, and I. Also, WWW.dallascityhall.org is an informative website.
- Staff can answer some site information questions at 214-670-4209 or 214-948-4480.

B Proper Signatures

- Applicant, representative and/or owner sign the application form and letters of authorization as appropriate.

C Letter of Authorization

- If the applicant and the owner are not the same person, the relationship between the two must be documented by a letter authorizing the applicant to act on the owner's behalf to pursue the requested zoning change.
- If a representative is retained by an owner to pursue a zoning change request, the relationship between the two must be documented by a letter authorizing the representative to act on the owner's behalf to pursue the requested zoning change

D Land Use Statement

- A land use statement is a written explanation which describes the request and includes **at a minimum** the following:
 - The reason this request is being submitted;
 - The size of the area of request (in acres or square feet);
 - The existing zoning and use of the area of request;
 - The existing zoning and uses of the properties surrounding the area of request;
 - The current and proposed use of any existing structures;
 - The proposed use for the area of request;
 - The proposed maximum building height in feet and stories of new structures;
 - The proposed lot coverage for buildings, parking structures or parking lots (list each separately).
- Additional information requirements for **child care facility requests**:
 - The maximum number of children;
 - The number of employees;
 - Business hours of operation;
 - The square footage of indoor floor area;
 - The square footage of outdoor play area;
 - Description of traffic circulation plan including site ingress and egress and identification of drop off/loading/unloading areas (must be identified on the site plan);
 - The number of parking spaces required and provided.
- Additional information requirements for **public, private and charter school requests**:
 - The maximum number of students;
 - The total number of classrooms provided;
 - A breakdown of the number of anticipated classrooms per grade;
 - The number of employees;
 - Business hours of operation;
 - Description of traffic circulation plan including site ingress and egress and identification of drop off/loading/unloading areas (must be identified on the site plan);
 - The number of parking spaces required and provided;
 - The height in feet and stories of all existing and/or proposed structures;
 - Describe any proposed security policies and procedures.

E Proposed Conditions

- It is not required, but is helpful to provide a list of draft conditions with your application.
- Examples of conditions include use, hours of operation, provided parking.
- An electronic SUP conditions form may be obtained from the Pre-Development Section, (214) 670-4209.

F 8 ½" x 11" Zoning Location Maps (2 required)

- Can be obtained at **City Hall, Room 5CN** for \$1.00 each.
- Outline the borders of the area of request in **red**.

G 18" x 24" Tax Plat Maps (2 required) – One map must be certified with raised seal

- Can be obtained at the **Dallas County** located at **500 Elm Street**.
- Please outline the area of request in **red** and fold maps.

Checklist Explanations

H Correct Lot and Block or Metes and Bounds Survey with drawing

- If the area of request cannot be described as all of a platted lot, two copies of a metes and bounds description are required.
- The metes and bounds description must be typed on an 8½ "x 11" sheet of paper and legible.
- A metes and bounds description can be prepared by a surveyor, engineer or architect.
- The metes and bounds description is necessary to legally bind the property to the ordinance, if the City Council approves the request.
- Although not a requirement, it would helpful to include a 3.5" diskette with the text description of the survey saved as either a Microsoft Office Document '.doc' or a Rich Text Format, '.rtf' file.

I Deed

- A copy of a deed that verifies ownership of the property
- A copy of the deed may be obtained from the Dallas County offices at **500 Elm Street**.

J Tax Certificate

- Can be obtained at the **Dallas County** tax office located at **500 Elm Street**.

K Verification of no unpaid liens

- Can be obtained at **City Hall, Room 2DS**.

L Traffic Impact Worksheet

- Please fill out the Traffic Impact Worksheet included this packet and submit it with your application.
- If the total trips generated are **less** than 1,000 trips per day, a Traffic Impact Study or a Traffic Impact Study Waiver is **not** required with your submission.
- If the total trips generated exceed 1,000 trips per day, either a Traffic Impact Study or a Traffic Impact Study Waiver will be required with your submission (see **M**).

M Traffic Impact Study or Waiver

- If upon filling out the Traffic Impact Study Worksheet included in this packet the total trips generated **exceed** 1,000 trips per day, either a Traffic Impact Study or a Traffic Impact Study Waiver will be **required** with your submission.
- Contact the **Department of Engineering** at **214-948-4205** for further information.

N Site Plans

- Site Plans **must** be 24"x36".
- 10 folded copies are due with each SUP request. The title block, located in the lower right hand corner, should be visible.
- The Site Plan requirements are the foundation for all plans submitted.
- The following are the minimum requirements which should be provided as appropriate:
 - Title block, located in the lower right hand corner, with:
 - + North arrow;
 - + Scale (architect or engineer);
 - + Title and address of the proposed development;
 - + Date of preparation and revisions;
 - + Plan label (i.e. Site Plan);
 - + Zoning Case No. (to be provided on plans prior to scheduling City Council hearing).
 - Dimensions, bearings and street frontage of the property;
 - Location of buildings, structures and uses;
 - Square footage of each building;
 - Building setbacks from property lines (after right-of-way dedications);
 - Square footage of impervious coverage;
 - The method of ingress and egress;
 - A 20 foot visibility triangle at all entries and exits to the property;
 - A 45 foot visibility triangle at street and alley intersections;
 - Off-street parking and loading arrangements;
 - Parking spaces with a total at the end of each row;
 - Parking table indicating required parking and provided parking;
 - Screening, lighting and landscaping;
 - Contour lines at no less than five foot intervals;
 - Location of flood plain, escarpment, water bodies, creeks, marshes or drainage areas;
 - Location of all trees including caliper, common name and scientific name;
 - Location, identification and dimensions of all existing public and private easements;
 - Location/vicinity map showing major circulation routes and any landmarks that would locate the site.

Checklist Explanations

O Landscape Plan

- If Article X standards are proposed, no plans are needed.
- Landscape Plans must be 24" x 36". The title block, located in the lower right hand corner, should be visible.
- 10 folded copies are required at submittal.
- Landscape requirements listed below may be added to the Site Plan and submitted as a Site/Landscape Plan in lieu of a separate Landscape Plan.
- Refer to Article X of the Dallas Development Code for landscaping standards. A copy is available in 5BN of Dallas City Hall and on the Internet at <http://www.dallascityhall.org> (look under "codes" for the Development Code.) You can also call one of the City Arborists at 214-948-4480.
- In addition to the Site Plan requirements (see requirement N), please provide the following additional information:
 - Show the location of:
 - + Curbs, wheel stops, or other permanent barriers that protect the landscape area;
 - + Turf areas;
 - + Earthform barriers (berms) should be represented by one foot contour intervals;
 - + Irrigation methods for required landscaping.
 - Plant Schedule to include:
 - + Legend, symbol or abbreviation of plant types;
 - + Quantity of each plant type;
 - + Plant name (both common and scientific);
 - + Size at time of planting (container, height, spread, caliper and/or spacing as appropriate);
 - + Plant divisions (i.e. trees versus shrubs versus ground cover).
 - Approximate floor area for all nonresidential uses;
 - Delineation of all undeveloped areas (except for required yards, landscaped areas, areas unobstructed to the sky and open recreation facilities such as tennis courts and swimming pools);
 - Indication of maximum heights for all structures in feet and stories;
 - Location of all proposed screening between the site and adjacent property and between land uses within the site;
 - Location of all minimum building setbacks along the site boundaries, on dedicated streets, and between residential and nonresidential uses;
 - Identification of major access points and right-of-ways to be dedicated to the city;
 - Indication of each phase of development if separate phases are proposed.

General Plan requirements

- Title block, located in the lower right hand corner, with:
 - * North arrow;
 - * Scale (architect or engineer);
 - * Title and address of the proposed development;
 - * Date of preparation and revisions;
 - * Plan label (i.e. Landscape Plan, Site/Landscape Plan);
 - * Zoning Case number (to be provided on plans prior to scheduling City Council hearing).
- Any proposed public or private streets and alleys;
- Building sites;
- Areas proposed for dedication or reserved as parks, open space, parkways, playgrounds, utility and garbage easements, school sites, street widening or street changes;
- Points of ingress or egress from existing public streets;
- An accurate survey of the boundaries of the site (a metes and bounds drawing will suffice);
- Site topography at no less than 5 foot contour intervals or spot grades where relief is limited;
- Location of proposed land uses;
- Location and the minimum distance between buildings, buildings and property lines, street and alley right-of-ways, and private streets;
- Arrangement of off-street parking and loading;
- Indication of any special traffic regulation facilities proposed or required;
- Screening, landscaping, and major tree groupings to be retained if this information is essential to the proper arrangement of the development in relation to the adjacent property and internal land uses;
- Indication of each phase of development if separate phases are proposed.

Checklist Explanations

P Tree Survey

- Although this requirement is part of requirement **N**, the Site Plan requirement, it is an important and often overlooked portion of many submissions.
- The tree survey may be included on a Site or Landscape Plan.
- If the site is heavily wooded, the applicant should turn in a separate plan to cover this requirement. The City Arborist can tell you the items needed for the tree survey. An arborist can be reached at 214-948-4480.

Q List of Partners/Principles/Officers

- If the applicant and/or the owner are a corporation, partnership or trust, a list of partners/principals or officers, position held, and corporate address must be provided so that any conflict of interest by City Plan Commissioners or City Council Members can be identified before voting.

R Application and Sign Fees

- Both the application and sign fees for a zoning request must be paid at the time of application.
- Consult the Zoning Fee/Sign schedule for a list of current fees.

Article X Landscape Checklist

To meet the Article X landscape requirements of the Dallas Development Code, the following standards apply. For specific questions regarding the landscape requirements, a City Arborist can be reached at 214-948-4480.

Mandatory Provisions <i>Article X requirements except where noted below</i>	Design Standards <i>Must provide two of the nine listed below</i>
Protected Tree Mitigation <input type="checkbox"/> <ul style="list-style-type: none"> Caliper per caliper inch replacement required Building permit or tree removal permit required Refer to the list of approved replacement trees^A Tree survey and replacement plan may be required 	Enhanced Perimeter <input type="checkbox"/> <ul style="list-style-type: none"> Minimum average width > or = 15 feet Refer to the list of approved plant groups^B
Perimeter Landscape Buffer <input type="checkbox"/> <ul style="list-style-type: none"> Minimum 10 foot width from property line where residential adjacency occurs Refer to list of approved plant groups^B 	Street Buffers <input type="checkbox"/> <ul style="list-style-type: none"> Minimum 10 foot width or 10% lot depth from property line (whichever is less) Required along the entire public street frontage Refer to list of approved plant groups^B
Screening of Off-Street Loading Spaces <input type="checkbox"/> <ul style="list-style-type: none"> Required where residential adjacency and public street adjacency occur (except in CS Commercial Service and Industrial districts) Minimum of 6 foot height Refer to the methods of screening^C 	Screening of Off-Street Parking <input type="checkbox"/> <ul style="list-style-type: none"> Mandatory requirement only for all Office Districts Large evergreen shrubs 3 feet in height at time of installation (7-9 gallon) Required along the entire frontage of the parking lot except at driveways and visibility triangles Spaced three feet on center
Site Trees <input type="checkbox"/> <ul style="list-style-type: none"> Minimum of 4 trees must be provided Minimum of 2 inch caliper trees must be provided Minimum of 1 tree per 4,000 square feet of lot area 	Enhanced Vehicular Pavement <input type="checkbox"/> <ul style="list-style-type: none"> Minimum 25% of all outdoor vehicle pavement Brick, stone or grass pavers Exposed aggregate or stamped and stained concrete Mutually exclusive from the Permeable Vehicular option^D
Street Trees <input type="checkbox"/> <ul style="list-style-type: none"> Minimum of 2 large trees must be provided^E Minimum of 3 inch caliper large trees must be provided^E Minimum of 1 large tree per 50 feet of street frontage^E Must be located within 30 feet of projected street curb 	Permeable Vehicular Pavement <input type="checkbox"/> <ul style="list-style-type: none"> Minimum 25% of all outdoor vehicle pavement Gravel is not acceptable Permits water penetration to soil depth > or = 18 inches Mutually exclusive form the Enhanced Vehicular option^D
Parking Lot Trees <input type="checkbox"/> <ul style="list-style-type: none"> Minimum of 2 inch caliper trees must be provided All required parking spaces must be located within 30 feet of projected street curb Must be planted no closer than 2-½ feet from paving or concrete 	Pedestrian Facilities <input type="checkbox"/> <ul style="list-style-type: none"> Minimum 5% of total lot area Publicly accessible facilities including plazas, covered walkways, fountains, lakes, ponds, seating areas and outdoor recreation facilities
Screening of Off-Street Parking <input type="checkbox"/> <ul style="list-style-type: none"> Mandatory requirement only for all Office Districts Large evergreen shrubs 3 feet in height at time of installation (7-9 gallon) Spaced three feet on center Required along the entire frontage of the parking lot except at driveways and visibility triangles 	Foundation Planting Strip <input type="checkbox"/> <ul style="list-style-type: none"> Minimum 3 foot wide bed along 50% of the portion of the foundation that faces the street Must contain large evergreen shrubs at least 3 feet in height at time of installation (7-9 gallon)
	Understory Preservation <input type="checkbox"/> <ul style="list-style-type: none"> Preserved understory must occupy a minimum 5% of the lot area Grouping of natural low-level woody, herbaceous or ground cover species
	Enhanced Pedestrian Walkways <input type="checkbox"/> <ul style="list-style-type: none"> Must occupy a minimum 5% of the lot area Enhanced pavement intended for pedestrian use

^A Refer to the Dallas Development Code 51-A Section 10.134(b)

^C Refer to the Dallas Development Code 51-A Section 4.602(b)(3)

^E Refer to the Dallas Development Code 51-A Section 10.101(13)

^B Refer to the Dallas Development Code 51-A Section 10.125(b)(7)

^D Use of one cannot be counted towards use of the other

Traffic Impact Study Worksheet

This worksheet will help you determine if a Traffic Impact Study (T.I.S.) needs to be submitted with your zoning change request. **Please read the following paragraphs before filling out this worksheet.**

First, read all of the uses listed in column A and check the box to the right of each use that characterizes the proposed development. Next, fill in the number of units or gross square footage of each use in column 'B'. If the development has a Number of Units, then multiply that number by the Trip Rate (column 'B' times column 'C') and indicate the total in column 'D'. If the development has a Gross Square Footage, then divide the gross square footage in column 'C' by 1,000, then multiply the result by the Trip Rate in column 'B' and indicated the total in column 'D'. Finally, total all the trips per day to the space at the bottom of column 'D'.

If the total exceeds 1,000 trips per day, then either a Traffic Impact Study (T.I.S.) or a Waiver of the T.I.S. is required with the zoning request. Traffic Impact Study waivers will be considered on a per case basis by the Director of the Department of Development Services. The Engineering Division is located in Oak Cliff Municipal Center, 320 E. Jefferson, Room 200 and can be reached by telephone at 214-948-4205. If a proposed project cannot be defined within the uses provided on this worksheet, contact the Department of Development Services for assistance. Finally, fill out the applicant and development information below the chart.

A Use		B Trip Rates ¹	C Number of Units/SQ. FT.	D Trips Generated
Lodging	<input type="checkbox"/>	9.11 per room		
Residential				
Single Family	<input type="checkbox"/>	9.57 per dwelling unit		
Other	<input type="checkbox"/>	6.59 per dwelling unit		
Industrial	<input type="checkbox"/>	6.96 per 1,000 gsf		
Office				
Financial Institution w/o drive-in	<input type="checkbox"/>	156.48 per 1,000 gsf		
Financial Institution with drive-in	<input type="checkbox"/>	265.21 per 1,000 gsf		
Other: 10,000 gsf or less	<input type="checkbox"/>	26.59 per 1,000 gsf		
10,001-50,000 gsf	<input type="checkbox"/>	22.64 per 1,000 gsf		
50,000-100,000 gsf	<input type="checkbox"/>	15.58 per 1,000 gsf		
100,001-150,000 gsf	<input type="checkbox"/>	13.27 per 1,000 gsf		
150,001-200,000 gsf	<input type="checkbox"/>	12.08 per 1,000 gsf		
Retail/Personal Service				
General Merchandise > 3,500 sq.ft.	<input type="checkbox"/>	177.59 per 1,000 gsf		
General Merchandise < 3,500 sq.ft.	<input type="checkbox"/>	863.10 per 1,000 gsf		
Restaurant w/o drive-in	<input type="checkbox"/>	158.37 per 1,000 gsf		
Restaurant with drive-in	<input type="checkbox"/>	722.03 per 1,000 gsf		
Other: 10,000 gsf or less	<input type="checkbox"/>	278.24 per 1,000 gsf		
10,001-50,000 gsf	<input type="checkbox"/>	215.39 per 1,000 gsf		
50,000-100,000 gsf	<input type="checkbox"/>	118.36 per 1,000 gsf		
100,001-150,000 gsf	<input type="checkbox"/>	91.46 per 1,000 gsf		
150,001-200,000 gsf	<input type="checkbox"/>	78.65 per 1,000 gsf		
Church	<input type="checkbox"/>	36.63 per 1,000 gsf		
School (1.29 Elem., 1.62 JH, 1.71 H.S.)	<input type="checkbox"/>	Per student @ 22 students/class	25 Student/ JH & HS	
Day Care	<input type="checkbox"/>	79.26 per 1,000 gsf		
Wholesale/Distribution/Storage				
Mini-warehouse	<input type="checkbox"/>	2.50 per 1,000 gsf		
Warehouse	<input type="checkbox"/>	4.96 per 1,000 gsf		
Total trips generated				

1 All rates are based on ITE Trip Generation Report, 7th edition, November 2003.
 2 These rates may change based on new data/ publications, directional distribution and specific development.

Article X Landscape Checklist

Applicant:

Phone Number

Site:

Size (in Acres)



City of Dallas

Department of Development Services

1500 Marilla Street Room 5B North Dallas, TX 75201 Phone 214.670.4209 Fax 214.670.4210

Zoning Change Application

October 2002

Applicant		Representative		Owner	
Owner <input type="checkbox"/> <input type="checkbox"/> Prospective Buyer				Individual <input type="checkbox"/> <input type="checkbox"/> Corporation	
Tenant <input type="checkbox"/>				Partnership <input type="checkbox"/> <input type="checkbox"/> Trust	
Name:		Name:		Name:	
Address:		Address:		Address:	
City/St/Zip:		City/St/Zip:		City/St/Zip:	
Telephone:		Telephone:		Telephone:	
Fax:		Fax:		Fax:	
E-mail:		E-mail:		E-mail:	
_____ Signature of Applicant			_____ Signature of Owner		

Existing zoning:		Location & cross street:	
Mapsco no.		Request:	
Zoning map no.			
Council district			
School district			
Census tract no.		Lot(s)/Block(s):	Size of request:

Areas below to be completed by staff during application intake.

General Zoning Change*	Specific Use Permit*	Planned Development District*	Deed Restrictions*
	New <input type="checkbox"/> <input type="checkbox"/> Renewal Amendment <input type="checkbox"/> <input type="checkbox"/> Auto Renewal***		Termination <input type="checkbox"/> <input type="checkbox"/> Amendment
Proper signatures <input type="checkbox"/>	Proper signatures** <input type="checkbox"/>	Proper signatures <input type="checkbox"/>	Proper signatures <input type="checkbox"/>
Letter(s) of authorization <input type="checkbox"/>	Letter(s) of authorization*** <input type="checkbox"/>	Letter(s) of authorization <input type="checkbox"/>	Letter(s) of authorization <input type="checkbox"/>
Land use statement <input type="checkbox"/>	Land use statement <input type="checkbox"/>	Land use statement <input type="checkbox"/>	Land use statement <input type="checkbox"/>
Zoning Location Maps (2) <input type="checkbox"/>	Draft Conditions <input type="checkbox"/>	Draft Conditions <input type="checkbox"/>	Zoning Location Maps (2) <input type="checkbox"/>
Tax Plat Maps (2) <input type="checkbox"/>	Zoning Location Maps (2)*** <input type="checkbox"/>	Zoning Location Maps (2) <input type="checkbox"/>	Tax Plat Maps (2) <input type="checkbox"/>
Correct lot & block or Metes & Bounds survey with drawing (2) <input type="checkbox"/>	Tax Plat Maps (2) <input type="checkbox"/>	Tax Plat Maps (2) <input type="checkbox"/>	Correct lot & block or Metes & Bounds survey with drawing (2) <input type="checkbox"/>
Copy of Deed <input type="checkbox"/>	Correct lot & block or Metes & Bounds survey with drawing (2) <input type="checkbox"/>	Correct lot & block or Metes & Bounds survey with drawing (2) <input type="checkbox"/>	Copy of Deed <input type="checkbox"/>
Tax and lien statements <input type="checkbox"/>	Copy of Deed <input type="checkbox"/>	Copy of Deed <input type="checkbox"/>	Tax and lien statements <input type="checkbox"/>
Traffic Impact Worksheet <input type="checkbox"/>	Tax and lien statements <input type="checkbox"/>	Tax and lien statements <input type="checkbox"/>	List of partners/principals/officers** <input type="checkbox"/>
Traffic impact Study or Waiver** <input type="checkbox"/>	Traffic Impact Worksheet <input type="checkbox"/>	Traffic Impact Worksheet <input type="checkbox"/>	Termination instrument** <input type="checkbox"/>
List of partners/principals/officers** <input type="checkbox"/>	Traffic impact Study or Waiver** <input type="checkbox"/>	Traffic impact Study or Waiver** <input type="checkbox"/>	New instrument** <input type="checkbox"/>
	List of partners/principals/officers** <input type="checkbox"/>	List of partners/principals/officers** <input type="checkbox"/>	Copy of executed deed restrictions** <input type="checkbox"/>
	Site Plans (10 folded) <input type="checkbox"/>	Conceptual plans (10 folded) or <input type="checkbox"/>	
	Landscape Plans (10 folded)** <input type="checkbox"/>	Development Plans (10 folded) <input type="checkbox"/>	
	Tree Survey (2 folded)** <input type="checkbox"/>	Landscape Plans (10 folded)** <input type="checkbox"/>	
		Tree Survey** <input type="checkbox"/>	
		Elevation/perspectives (optional) <input type="checkbox"/>	

*Additional requirements may be determined as necessary prior to application acceptance. ** If required.

2 year waiver: Y <input type="checkbox"/> N <input type="checkbox"/>	Filing fee: \$	Sign fee: \$	Date filed:
Escarpment Y <input type="checkbox"/> N <input type="checkbox"/>	Receipt no.	Receipt no.	Accepted by:
Floodplain Y <input type="checkbox"/> N <input type="checkbox"/>	Notification area: FT.	No. of signs:	Date withdrawn:

Tentative CPC Hearing Date:	Planner:	File No.: Z - / ()
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CITY OF DALLAS

Specific Use Permit		0 to 1 acre*	>1 acre to 5.0 acres *	>5.0 acres to 25 acres *	>25.0 acres*
New**	Fee	\$1,170.00	\$1,170.00	\$1,170.00	\$1,170.00
	Notification area	200 ft.	300 ft.	400 ft.	500 ft.
Amendment	Fee	\$825.00	\$825.00	\$825.00	\$825.00
	Notification area	200 ft.	300 ft.	400 ft.	500 ft.
Renewal	Fee	\$825.00	\$825.00	\$825.00	\$825.00
	Notification area	200 ft.	300 ft.	400 ft.	500 ft.
Automatic Renewal	Fee	\$825.00 (\$350 refundable if 51A-1.105(a)(4) criteria met)			
	Notification area	200 ft.			

**Any fraction of an acre is rounded up to the next acre.*

****The fee for an SUP for a skybridge is \$10,000. Please consult the Dallas Development Code, 51A-4.217b(12) for requirements for a skybridge submittal.**

Notification Signs

- ✓ One sign for every 500 feet or less of street frontage, with one additional sign required for each additional 500 feet or less of street frontage, with at least one sign required but not to exceed five signs
- ✓ Signs cost **\$10.00 each**, which is due upon submission of a completed application.
- ✓ The sign(s) must be posted **no later than 5:00 pm on the 14th day after your application was filed.**
- ✓ The sign(s) must be **visible from all street frontages.**
- ✓ Signs not properly displayed leave the City Plan Commission only two considerations:
 - 1) denial of the request** or
 - 2) postponement of the zoning case.**



Posting of Notification Sign(s)

The Dallas Development Code, 51A-1.106(b)(c), requires one sign for every 500 feet or less of street frontage, with one additional sign required for each additional 500 feet or less of street frontage, with at least one sign required but not to exceed five signs, are to be posted on the request site within 14 days after an application is filed and remain until a final decision is made on the application. The signs must be posted in a prominent location adjacent to a public street and easily visible from the street. **Failure to properly post the sign(s) will result in either the postponement or denial of the zoning case.**

Zoning Case Number: Z ___ - ___ - ___

Location: _____

I, _____, affirm that I have posted the
(Representative or Applicant)
required _____ signs for the above mentioned zoning case. The sign(s) was/were
(number)
posted on _____ at _____ am/pm.
(date of posting) *(time of posting)*

Signature of Representative or Applicant

It is a criminal offense to knowingly make a false entry in a governmental record. (Texas, Penal Code 37.10)

Please return this form, signed and dated, to the Senior Planner assigned to your case via email, fax (214-670-4210), or in person at City Hall, 1500 Marilla St, Room 5BN **no later than 5:00 on 14th day after your application was filed.** **Failure to return this form on time will result in staff indicating to the City Plan Commission that the sign(s) was/were not posted properly.**