

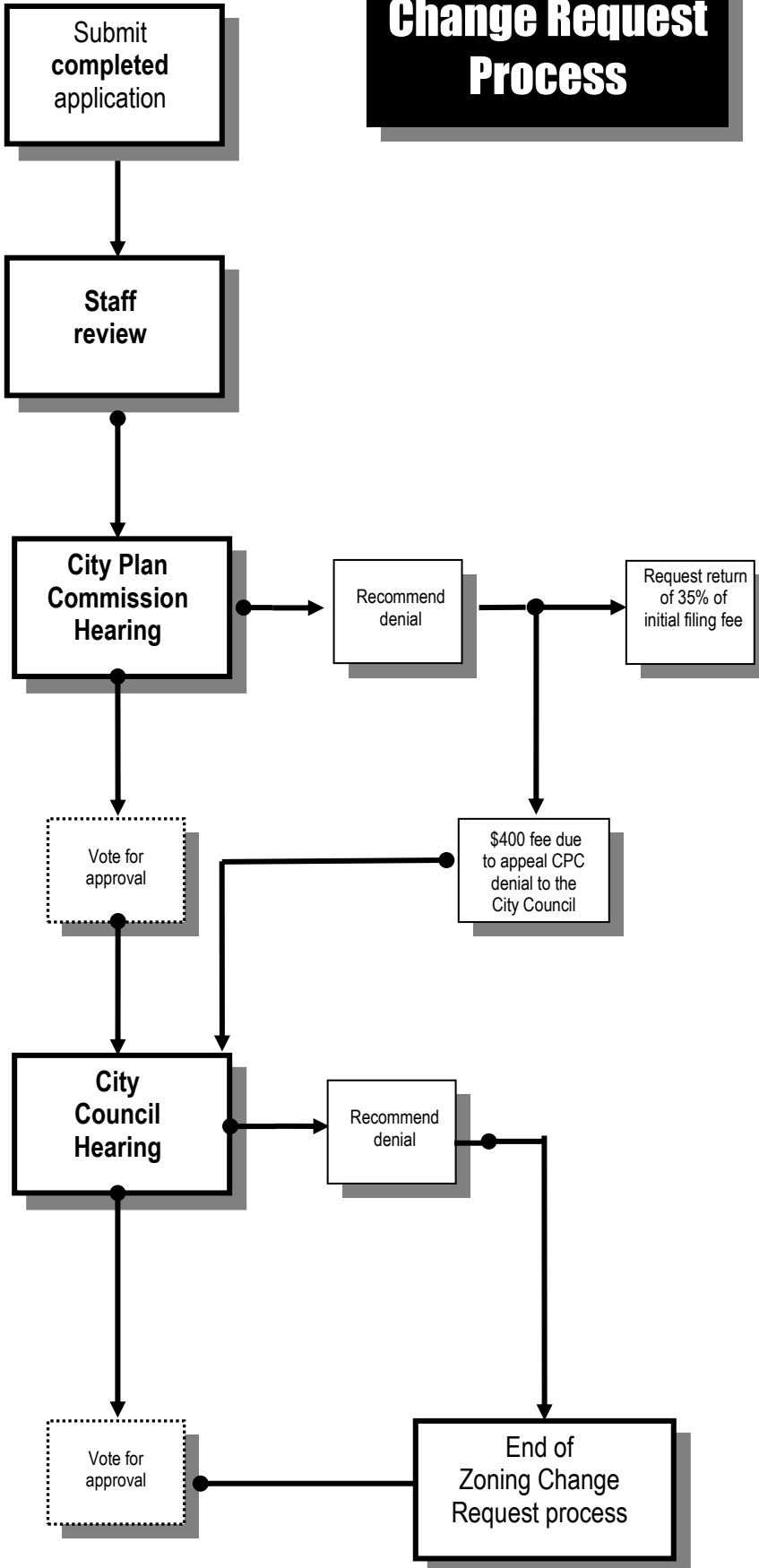
ZONING CHANGE INFORMATION PACKET

City of Dallas Sustainable Development and Construction Department

1500 Marilla St. #5BN Dallas, TX 75201
214-670-4209

April 2019

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 zoning change, collect the appropriate documents (see Checklist below) and bring them to the Current Planning Division of the Sustainable Development and Construction Department 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 Current Planning Division 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.

Obtaining approval of property description for the area of request before submitting a zoning application is encouraged. Information on the requirements and fees for the property description review is attached. For questions, contact ZonMaps@dallascityhall.com.

It is recommended that you **contact the Plan Commissioner** for the area to discuss the case. Contacts can be found on the Current Planning webpage <https://dallascityhall.com/government/meetings/Pages/city-plan-commission.aspx>

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.

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 for Planned Development Districts and Specific Use Permits <input type="checkbox"/>
F.	Deed Restriction instruments
G.	Zoning Location Maps (2) <input type="checkbox"/>
H.	Tax Plat Maps (2) <input type="checkbox"/>
I.	Correct lot & block or Metes &
J.	Bounds survey with drawing (2) <input type="checkbox"/>
K.	Copy of Deed <input type="checkbox"/>
L.	Tax Certificate <input type="checkbox"/>
M.	Verification of no unpaid liens <input type="checkbox"/>
N.	Traffic Impact Worksheet <input type="checkbox"/>
O.	Traffic impact Study or Waiver <input type="checkbox"/>
P.	Conceptual Plan (10 folded) or
	Development Plan (10 folded) for Planned Development Districts <input type="checkbox"/>
Q.	Site Plans for Specific Use Permits
R.	Landscape Plan (10 folded) for SUP/PDs <input type="checkbox"/>
S.	Tree survey (2) (folded) <input type="checkbox"/>
T.	Elevation/perspectives (optional) for Planned Development Districts <input type="checkbox"/>
U.	List of partners/principals/officers <input type="checkbox"/>
V.	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 Explanation

A Application Form

- Please provide the information requested on the attached zoning application.
- Do not alter the application form. Altered forms will not be accepted.
- Applicant, representative and owner information will be required as appropriate. Also see requirements **B, C, and S**.
- Site information can be obtained by collecting E, F,G, 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

- The applicant, representative and/or owner must sign the application and/or 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 and/or applicant 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 and/or the applicant's behalf.

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 number of housing units, total and per acre;
 - 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 open-enrollment 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 provided in a Traffic Management Plan – for more info about the TMP, contact Engineering at 214-671-5115);
 - 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 for Planned Development Districts and Specific Use Permits

- It is not required, but is helpful to provide a list of draft conditions with your application.
- Examples of conditions include allowed uses, setbacks, height, lot coverage, parking requirements, and landscape.

F Deed Restriction Instruments

- Executed instruments for new deed restrictions, amendment, or termination required after City Plan Commission action
- Staff can provide a generic form. Call 214-670-4209.

Checklist Explanation

G 8 1/2" x 11" Zoning Location Maps (2 required)

- Must be a current zoning map.
- Can be obtained at **City Hall, Room 5CN** for \$1.00 each.
- See attached **GIS Requirements** for additional information.
- Outline the borders of the area of request in **red**.

H 18" x 24" Tax Plat Maps (2 required)

- Can be obtained at the **Dallas County Clerk's office** located at **1201 Elm Street, Renaissance Tower, 22nd Floor**.
- One copy must be certified with a raised seal.
- See attached **GIS Requirements** for additional information.
- Please outline the area of request in **red** and fold maps.

I 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, then a metes and bounds description is required (2 copies).
- See attached **GIS Requirements** for requirements and fee for review.

J Deed

- A copy of a deed that verifies ownership of the property
- A copy of the deed may be obtained at the **Dallas County Clerk's office** located at **1201 Elm Street, Renaissance Tower, 22nd Floor**.
- If the property is not within Dallas County, the deed can be obtained at the appropriate county tax office.

K Tax Certificate

- Can be obtained at the **Dallas County Clerk's office** located at **1201 Elm Street, Renaissance Tower, 22nd Floor**.
- If the property is not within Dallas County, the deed can be obtained at the appropriate county tax office.

L Verification of no unpaid liens

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

M Traffic Impact Worksheet

- Please fill out the worksheet included this packet and submit the worksheet 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 (only the Traffic Impact Worksheet).
- If the total trips generated **exceed** 1,000 trips per day, either a Traffic Impact Study or a Traffic Impact Study Waiver is required with your submission (see **L**).

N 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 is **required** with your submission.
- Contact the Engineering Section of the **Department of Development Services** at **214-671-5115** for further information.

O Conceptual or Development Plans For Planned Development Requests

- An applicant must provide either a Conceptual Plan or a Development Plan with their request for a PDD. Consult the Dallas Development Code Section 51A-4.702(e) for requirements.
- Conceptual Plans and/or Development Plans **must** be 24"x36".
- 10 folded copies are due with each PDD request. The title block, located in the lower right hand corner, should be visible.
 - 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. Conceptual Plan);
 - + Zoning Case No. (to be provided on plans prior to scheduling City Council hearing).

Conceptual Plan requirements

- Site topography at no less than 5 foot contour intervals;
- Location of all land uses;
- Gross acreage for each use;
- Maximum lot coverage;
- Net residential densities;
- Floor area ratio for each use;

Checklist Explanation

P Conceptual or Development Plans For Planned Development Requests (continued)

- The 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 rights-of-way to be dedicated to the city;
- Indication of each phase of development if separate phases are proposed.

Development Plan requirements

- Any proposed public or private streets and alleys
- Building sites
- Square footage of all buildings
- Square footage of impervious coverage
- Minimum set backs
- 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 rights-of-way, and private streets
- Arrangement of off-street parking and loading
- 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

Q Site Plans for Specific Use Permit Requests

- 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 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. Development 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 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, 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 Explanation

R Landscape Plans, if not following Article X

- If Article X standards are proposed, no plans are needed.
- Landscape Plans must be 24" x 36".
- 10 folded copies are required at submittal. The title block, located in the lower right hand corner, should be visible.
- 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 www.dallascityhall.com (look under "codes" for the Development Code.) You can also call one of the City Arborists at 214-948-4480.
- In addition to the Development 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).
 - The 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 rights-of-way 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. Development Plan);
 - + Zoning Case No. (to be provided on plans prior to scheduling City Council hearing).

S Tree Survey

- Although this requirement is part of requirement **N**, the Development Plan requirement, it is an important and often overlooked portion of many submissions
- The tree survey may be included on a Development 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

T Elevations/Perspectives (optional)

- When submitting a request for a PDD, it is helpful to communicate the intent of a project/proposal with a drawing
- Please provide elevations or perspectives for buildings more than 12 feet in height, which are not to be used for single family or duplex uses

U List of Partners/Principals/Officers

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

V 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.

GIS REQUIREMENTS FOR ZONING SUBMISSIONS

CUSTOMER GIS REQUIREMENTS FOR ZONING SUBMISSIONS

Prices for Legal Description Review

	Cost per description
Platted Descriptions:	\$12.50
Metes and Bounds Descriptions:	\$25.00
Large Metes and Bounds (4 pages and more):	\$50.00

- 1) 8.5" x 11" Zoning Location Maps (2 required)
 - a) Zoning maps must be current.
 - b) Zoning maps can be printed from the Web or purchased at City Hall.
 - i) Printed from the City's website.
 - (1) Go to gis.dallascityhall.com/zoningweb/ using your Chrome or Firefox browser.
 - (2) Click OK to Approve the City of Dallas Zoning Web Disclaimer.
 - (3) Click on the Locate Property accordion pane on the left.
 - (4) Enter the Parcel Address and click the Locate button.
 - (5) After the property is located and confirmed, click on the Printer toolbar button to open the map selection dialog box.
 - (6) Click the Print button.
 - (7) After the pdf is created, click on the Click to Preview button to open the document.
 - (8) Save or print the document.
 - ii) Purchased at City Hall, Room 5CN for \$1.00 each.
 - c) The area of request's border must be outlined in red on each map.
- 2) 18" x 24" Tax Plat Maps (2 required)
 - a) One map must be certified with a Raised Seal
 - b) Tax Plat Maps can be obtained from the Dallas County Clerk's office located on the 22nd floor of Renaissance Tower, 1201 Elm Street.
 - c) The area of request's border must be outlined in red on each map.
- 3) Area of Request

If the area of request does not consist entirely of platted lots, a metes and bounds survey of the area must be submitted.

GIS REQUIREMENTS FOR ZONING SUBMISSIONS

- a) Platted Lots
 - (1) A stamped certified copy of the County Plat or final replat must be submitted.
 - (2) The area of request's border must be outlined in red on each map.
- b) Metes and Bounds Survey
 - (1) The metes and bounds description is necessary to legally bind the property to the ordinance if the City Council approves the request.
 - (2) The metes and bounds description can be prepared by a surveyor, engineer or architect.
 - (3) The survey must completely describe the boundaries of the area of request and meet the acceptable closure standards. See Appendix A.
 - (4) All metes and bounds descriptions must be submitted as Microsoft Word documents to ZonMaps@dallascityhall.com for review and closure confirmation. See Appendix B for formatting information.
 - (5) All other legal descriptions requested for the case must be submitted as metes and bounds.

Appendix A – Legal Description Standards

All boundary surveys shall be in accordance with the Texas Professional Land Surveying Practices Act and General Rules of Procedures and Practices, current revision. In addition, the City of Dallas requires the following:

Acceptable Closure Standards for Metes & Bounds

- 1. The Relative Error Ratio must be better than 1:50,000
- 2. The Misclosure as X/Y must be better than 0.1 feet
- 3. If the Relative Error Ratio is smaller than 15,000, no matter what the misclosure distance is, the description does not close and is rejected.
- 4. If the Relative Error Ratio is between 15,000 and 50,000 and the misclosure is smaller than .1 feet, the property description is acceptable. If the Relative Error Ratio is between 15,000 and 50,000 and the misclosure is larger than .1 feet, we will ask you to "force closure", by adding one final call to the metes and bounds using the misclosure as direction/distance from the closure report we will provide to you.

The Beginning Point of Legal Descriptions Shall be One of the Following

- 1. The intersection of two public Right-of-Ways (ROW)
- 2. Any corner of any platted lot or addition to the City of Dallas
- 3. A GPS point in the State Plane Coordinate System, Texas North Central Zone FIPS 4202 Feet, North American Datum 1983 (NAD 83), realization of 2011.

GIS REQUIREMENTS FOR ZONING SUBMISSIONS

Appendix B – Metes and Bounds Formatting

- Word file document (.docx or .doc)
- Times New Roman
- 12-point font
- Single spaced
- Justified
- 1" Margins
- NOT ALL CAPS

Use the Following for Revising Existing Legal Descriptions

- Strikethrough (~~example~~), text being removed
- Underline (example), text being added
- Everything else should stay exactly the same, including headers, footers, any titles, etc.

Appendix C - Legal Description Example

EXHIBIT A

BEING portions of Lot 20, Lot 21, and Lot 22, Hughes Brothers Subdivision, in Block F/873, according to the Plat recorded in Volume 98, Page 43, Map Records, Dallas County, Texas, and said portions being described by metes and bounds as follows:

BEGINNING at a 1/2-inch iron rod found at the present intersection of the northeasterly right of way line of Harwood Street (variable width right of way) with the northwesterly right of way line of Coombs Street (50' right of way);

THENCE North 36° 15' 00" West, along the northeasterly line of Harwood Street, 130.50 feet to a 1/2-inch iron rod found on the westerly line of Lot 20, of said Block F/873, said point being South 36° 15' 00" East from the northwesterly corner of said Lot 20;

THENCE North 53° 45' 00" East, 136.75 feet to a 1/2-inch iron rod found on the westerly line of China Alley, (variable width right of way);

THENCE South 36° 15' 00" East, along the westerly line of said China Alley, 130.50 feet to a point on the northwesterly line of said Coombs Street;

THENCE South 53° 45' 00" West, along the northwesterly line of said Coombs Street, 136.75 feet to the POINT OF BEGINNING, and containing 17,845.88 square feet, or 0.41 acres of land, more or less.

If applicable:

GIS REQUIREMENTS FOR ZONING SUBMISSIONS

NOTE: This document was prepared under 22 TAC §663.21, does not reflect the results of an on the ground survey, and is not to be used to convey or establish interests in the real property except those rights and interests implied or established by the creation or reconfiguration of the boundary of the political subdivision for which it was prepared.



TRIP GENERATION WORKSHEET

Department of Sustainable Development and Construction
1500 Marilla Street, Room 5BN • (214) 671.5115

Instructions to determine if a Traffic Impact Analysis (TIA) needs to be submitted with your zoning application:

1. Read uses in column A and check the box of each use that best characterizes the proposed development;
2. Fill in the corresponding amounts (i.e. number of units or gross square footage) of each use in column C;
3. Multiply values in column B by the corresponding amount(s) in column C and enter result(s) in column D;
4. Total all trip ends in the space at the bottom of column D, rounded to the nearest whole number.

Zoning applications must include a TIA when the proposed development generates more than 1,000 vehicle trip ends per day or 100 vehicle trip ends per hour or at the discretion of the director. TIA waivers will be considered on a case-by-case basis when prepared by a licensed Professional Engineer registered in the State of Texas with specific expertise in transportation and traffic engineering, preferably certified as a Professional Traffic Operations Engineer.

Land Use [A]	Base Rate* [B]	Amount [C]	Trip Ends [D]
Industrial Uses			
Industrial (Inside, Outside) <input type="checkbox"/>	10 per 1,000 SF		
Institutional and Community Service Uses			
Church <input type="checkbox"/>	100 per 1,000 SF		
Library, art gallery, museum <input type="checkbox"/>	80 per 1,000 SF		
Public or private school <input type="checkbox"/>	TRAFFIC STUDY REQUIRED		
Lodging Uses			
Hotel or motel <input type="checkbox"/>	8 per room		
Office Uses			
Financial institution <input type="checkbox"/>	200 per 1,000 SF		
Medical clinic <input type="checkbox"/>	35 per 1,000 SF		
Office <input type="checkbox"/>	12 per 1,000 SF		
Residential Uses			
Multifamily <input type="checkbox"/>	7 per DU		
Retirement housing <input type="checkbox"/>	5 per DU		
Single family <input type="checkbox"/>	10 per DU		
Retail and Personal Service Uses			
Auto service center <input type="checkbox"/>	22 per 1,000 SF		
Bar, lounge, or tavern <input type="checkbox"/>	150 per 1,000 SF		
Commercial amusement (inside) <input type="checkbox"/>	150 per 1,000 SF		
General merchandise/personal service <input type="checkbox"/>	140 per 1,000 SF		
Restaurant without drive-thru <input type="checkbox"/>	350 per 1,000 SF		
Restaurant with drive-thru <input type="checkbox"/>	500 per 1,000 SF		
Coffee shop with drive-thru <input type="checkbox"/>	1500 per 1,000 SF		
Vehicle display, sales, and service <input type="checkbox"/>	30 per 1,000 SF		
Motor vehicle fueling station <input type="checkbox"/>	200 per pump		
Wholesale, Distribution and Storage Uses			
Warehouse, Mini-warehouse <input type="checkbox"/>	2 per 1,000 SF		
Other			
<input type="checkbox"/>			
Total Trip Ends:			0

*IMPORANT: Average rates are based on selected uses from the ITE Trip Generation Manual, 10th Edition (2017) and may not necessarily apply to specific developments. Trip rates for uses not listed therein must be determined from surveys of similar existing uses. Applicant must consult with staff before assuming any other average trip generation rates or equations (where applicable) and/or any adjustments thereof (including pass-by, internal capture, or mode split reductions). The director reserves the right to review and approve any deviations from these base rates.

APPLICANT:		CASE NUMBER:	
LOCATION:		PHONE NUMBER:	



TRIP GENERATION WORKSHEET

Department of Sustainable Development and Construction
1500 Marilla Street, Room 5BN • (214) 671.5115

APPROXIMATE AMOUNTS REQUIRING TRAFFIC STUDY

Industrial



100,000 SF

Warehouse



500,000 SF

Lodging



125 rooms

Financial Institution



5,000 SF

Medical Clinic



28,000 SF

Office



83,000 SF

Multifamily



140 D.U.

Single Family



100 D.U.

Retirement Housing



200 D.U.

General Retail



7,000 SF

Commercial Amusement



6,500 SF

Bar, Lounge or Tavern



6,500 SF

Restaurant w/o Drive-Thru



2,900 SF

Restaurant w/ Drive-Thru



2,000 SF

Coffee Shop w/ Drive-Thru



667 SF



City of Dallas

Sustainable Development & Construction Department

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

Zoning Change Application

April 2019

Provide the following information. (Please print).

Applications that alter this form will not be accepted. Please attach a second page if necessary.

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***	New <input type="checkbox"/> <input type="checkbox"/> Amendment	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"/>	
	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:

Staff Review Date:	Planner:	File No.: Z _____ - _____
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Zoning Fee/Sign Schedule

General Zoning Change	0 to 1 acre	>1 acre to 5.0 acres *	>5.0 acres to 15 acres *	>15.0 acres to 25 acres *	>25.0 acres *
Fee	\$1,050.00	\$2,610.00	\$5,820.00	\$9,315.00	\$9,315 + \$113 for each acre over 25 to a maximum of \$37,500
Notification area	200 ft.	300 ft.	400 ft.	400 ft.	500 ft.

Includes Conservations Districts and Historic Overlay Districts.

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.			

**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.

**The fee for an SUP for gas drilling \$2,000. Please consult the Dallas Development Code, 51A-4.203(3.2) for requirements for gas drilling.

***The notification area for an SUP for a tower/antenna for cellular communication is 500 feet from the building site on which the use will be located. 51A-4.212(10.1)

Planned Development District	0 to 5 acres*	>5.0 acres*
Amendment Fee	\$2,610.00 + \$1,000 per regulation type** being amended	
Notification area	500 ft.	

**Parking, Landscaping, Signs

Planned Development District	0 to 5 acres*	>5.0 acres*
New, enlargement or new subdistrict Fee	\$5,820.00 + \$1,000 per regulation type** being amended	\$5,820.00 + \$250.00 per acre for each acre over 5 to a maximum of \$50,000 + \$1,000 per regulation type** being amended
Notification area	500 ft.	

**Parking, Landscaping, Signs

Deed Restrictions	0 to 1 acre	>1 acre to 5.0 acres *	>5.0 acres to 15 acres *	>15.0 acres to 25 acres *	>25.0 acres *
New Fee	\$350.00				
Notification area	200 ft.	300 ft.	400 ft.	400 ft.	500 ft.
Amendment or Termination Fee	\$900.00				
Notification area	Same as original notification				

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

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 signed 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 is filed.**
- ✓ The sign(s) must be **visible from all street frontages.**
- ✓ Return Notification Sign Posting form to staff.
- ✓ Signs not properly displayed leave the City Plan Commission only two considerations:
1) denial of the request or 2) postponement of the zoning case.