



UPDATED
MISCELLANEOUS*
ZONING CASE
INFORMATION PACKET

**Previously referred to as Development Plan or Minor Amendment Application.*

Submitting a Miscellaneous Zoning Application Request

To submit a request for a miscellaneous zoning application:

- Collect the appropriate documents (see checklist below) and bring in your application packet for pre-check by an intake planner (City Hall, 1500 Marilla Street, Rm 5BN). If you have a referral from another city office, please provide that referral form to the intake planner.
- **NEW:** Obtaining approval of property description for the area of request **before** filing a miscellaneous zoning application is now **required**. Information on the requirements and fees for the property description review is attached. For questions, contact ZonMaps@dallas.gov. (GIS fees must be paid in order for staff to accept your miscellaneous zoning application for pre-check.)
- Full payment for miscellaneous zoning application is accepted and the filed application is placed in queue after legal description is approved and intake staff determines the application is complete.

If you have questions about the process or for prescreening of your application packet:

- Book an appointment with an intake planner by visiting: <https://dallascityhall.com/departments/pnv/pages/book-a-planner.aspx>.

It is recommended that you contact the Plan Commissioner for the area to discuss the case. Contacts can be found on the City Plan Commission webpage: <https://dallascityhall.com/government/Boards-and-Commissions/City-Plan-and-Zoning-Commission/Pages/default.aspx>.

Use the following checklist as a guideline to gather information necessary to submit a complete 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.

Miscellaneous Zoning Change Request Checklist

	Development &/or Landscape Plan Review	Minor Amendment
A	Application Form <input type="checkbox"/>	Application Form <input type="checkbox"/>
B	Proper Signatures <input type="checkbox"/>	Proper Signatures <input type="checkbox"/>
C	Letter of Authorization** <input type="checkbox"/>	Letter of Authorization** <input type="checkbox"/>
D	Statement of Request <input type="checkbox"/>	Statement of Request <input type="checkbox"/>
E	Zoning Location Map (Must be obtained from 5BN) <input type="checkbox"/>	Zoning Location Map (Must be obtained from 5BN) <input type="checkbox"/>
F	List of partners/principals/officers <input type="checkbox"/>	List of partners/principals/officers <input type="checkbox"/>
G	Not required.	Site plans* (SUP) (2 folded) <input type="checkbox"/>
H	Landscape plans* (2 folded) <input type="checkbox"/>	Landscape plans* (SUP/PDD) (2 folded) <input type="checkbox"/>
I	Development plans* (2 folded) <input type="checkbox"/>	Development plans* (PDD) (2 folded) <input type="checkbox"/>
J	Application Fee <input type="checkbox"/>	Application Fee <input type="checkbox"/>
K	Recorded copy of Deed <input type="checkbox"/>	Recorded copy of Deed <input type="checkbox"/>

*8.5 x 11 copy of plans is required

Not all requirements apply to all requests.

**Original with "wet" signature or digital signature with trace number required.

The Planner assigned to your request will contact you with a **tentative** City Plan Commission (CPC) hearing date and work closely with you to hold that date. After staff has reviewed any submitted plans, we will communicate any concerns and/or problems with the submission. It is your responsiveness to providing staff with any additionally requested, necessary information which will determine when your request will be scheduled and therefore considered by the City Plan Commission.

Requirement Explanations

Miscellaneous Zoning Applications:

Miscellaneous Zoning Applications are not scheduled for City Plan Commission with a staff recommendation of denial. Plans must comply with the conditions of the existing governing ordinance. If the applicant wishes to deviate from the conditions of the PD or SUP, the applicant must apply for a full zoning change application.

Miscellaneous Zoning cases are typically processed in six to eight weeks; however, some cases are more complex than others, and may take longer. It is important that any required revisions are provided in a timely manner in order for the case to remain on track.

Landscape Plans:

Landscape Plans must meet the applicable code requirements of either the PD or Article X. To meet the Article X landscape requirements of the Dallas Development Code, the standards on pages 8-10 of this application apply. For specific questions regarding the landscape requirements, a City Arborist can be contacted at 214-948-4117. Article X can be reviewed online at:

https://codelibrary.amlegal.com/codes/dallas/latest/dallas_tx/0-0-0-91662.

New fees approved by City Council and effective May 1, 2024 may be required for specific reviews required with your application including engineering, landscaping, and sign-related reviews. For more information, please contact the specific reviewer and see the adopted ordinance: <http://citysecretary2.dallascityhall.com/resolutions/2024/03-27-24/24-0456.pdf>.

Pages 10-11 include the application and fee information for required engineering reviews.

Requirement Explanations

A Application Form

- Please provide the information requested on the Development Plan/Minor Amendment Application.
- Applicant, representative and owner information will be required as appropriate. Also see requirements **B**, **C**, and **F**.
- The online zoning map is an informative resource: <https://developmentweb.dallascityhall.com/publiczoningweb/>.
- 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 the letter(s) of authorization.

C Letter of Authorization

- If the applicant and the owner are not the same person, the relationship between the two must be documented in a letter authorizing the applicant to act on the owner's behalf in pursuing 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 in a letter authorizing the representative to act on the owner's behalf.
- Original with "wet" signature or digital signature with trace number required.

D Statement of Request

- Indicate the reason for the submittal.
- For a Minor Amendment request, please include a detailed list, which summarizes all of the requested changes.

E 8 ½" x 11" Zoning Location Map

- Must be a current zoning map.
- Can be obtained at City Hall, Room 5CN for \$2.00 each or requested via email at ZonMaps@dallas.gov.
- Outline the borders of the area of request in **red**.

F List of Partners/Principals/Officers

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

G Site Plan – Minor Amendments

- Site Plans are associated with Specific Use Permits (SUP).
- Two (2) plans (full-sized, folded) and one (1) 8.5x11 plan are required with the application. It is common practice that plans will need to be revised after staff review. Once the plan meets all requirements, a total of seven (7) full-sized, folded plans and one (1) 8.5x11 plan will be required.
- The following are the minimum requirements, which should be provided as appropriate.
 - Title block 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, Development Plan, Landscape Plan);
 - Dimensions, bearings and street frontage of the property;
 - Location of buildings, structures and uses;
 - Building setbacks from property lines (after Right-of-Way dedications);
 - 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;
 - 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.

H Landscape Plan

- The landscape requirements listed below may be submitted alone as a Landscape Plan or added to a Development Plan or a Site Plan and submitted as a Development/Landscape Plan or a Site/Landscape Plan.
- Minor Amendment: Two (2) plans (full-sized, folded) and one (1) 8.5x11 plan are required with the application. It is common practice that plans will need to be revised after staff review. Once the plan meets all requirements, a total of seven (7) full-sized, folded plans and one (1) 8.5x11 plan will be required.
- Development Plan: Two (2) plans (full-sized, folded) and one (1) 8.5x11 plan are required with the application. Once the plan meets all requirements, a total of six (6) full-sized, folded plans and one (1) 8.5x11 plan will be required.
- Full-sized plans should be folded so that the title block, located in the lower right hand corner, is showing.

Requirement Explanations

H

Landscape Plan—continued

- If your plan requires the Article X landscaping standards of the Dallas Development Code, then please refer to the Article X Landscaping Checklist included in this packet [pages 7-9](#).
- Refer to Article X of the Dallas Development Code for landscaping standards. A copy is available in 5BN of Dallas City Hall and online at: https://codelibrary.amlegal.com/codes/dallas/latest/dallas_tx/0-0-0-91662. You can also call one of the City Arborists at 214-948-4117.
- In addition to the Site Plan requirements (see requirement G), please provide the following additional information as it applies to submit a separate Landscape Plan:
 - 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).

I

Development Plan

- **Minor Amendments:** Two (2) 24" by 36" plans (full-sized, folded) and one (1) 8.5x11 plan are required with the application. It is common practice that plans will need to be revised after staff review. Once the plan meets all requirements, a total of seven (7) full-sized, folded plans and one (1) 8.5x11 plan will be required.
- **Development Plan:** Two (2) plans (full-sized, folded) and one (1) 8.5x11 plan are required with the application. Once the plan meets all requirements, a total of six (6) full-sized, folded plans and one (1) 8.5x11 plan will be required.
- Plans should be folded so that the title block, located in the lower right hand corner, is showing.
- The Development Plan requirements listed below may be submitted alone as a Development Plan or added to a Landscape Plan and submitted as a Development/Landscape Plan.
- In addition to the Site Plan requirements (see requirement G), the following requirements should be provided as appropriate:
 - Title block 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, Development/Landscape Plan);
 - 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;
 - The 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;
 - The location and the minimum distance between buildings, buildings and property lines, street and alley right-of-ways, and private streets;
 - The 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.

J Application Fees

- The application fees for a miscellaneous zoning request must be paid at the time of application.

K 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 **500 Elm Street, Dallas, TX 75202**.
- If the property is not within Dallas County, the deed can be obtained at the appropriate county tax office.

L Traffic Management Plan Update

- If a Traffic Management Plan Update is included with your request, additional fees may be required.
- Contact the Engineering Section of the Transportation Development Services at 214-671-5115 for further information.
- [Traffic study fee information see pages 10-11 of this packet.](#)



Planning and Development Department

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

Miscellaneous Zoning Application

October 2024

City of Dallas

Is Spanish notification required?

YES NO

Provide the following information. (The form is fillable.)

Applicant		Representative		Owner			
Owner	<input type="checkbox"/>	Prospective Buyer	<input type="checkbox"/>	Individual	<input type="checkbox"/>	Corporation	<input type="checkbox"/>
Tenant	<input type="checkbox"/>			Partnership	<input type="checkbox"/>	Trust	<input type="checkbox"/>
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			

PDD no.		Location & cross street:	
PDD, Tract or subdistrict no.		Request:	
SUP no.			
Mapsco no.			
Zoning map no.			
Council district			Size of request:
Census tract no.			Date of the last City Council action:
Lot(s)/Block(s):			Zoning file number associated with that action:

Fee Schedule

Development Plan Review \$600.00	Minor Amendment \$825.00
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Areas below to be completed by staff during application intake.

Development Plan Review	Minor Amendment
Statement of Request <input type="checkbox"/>	Detailed summary of changes <input type="checkbox"/>
Zoning map (1) (8 1/2"x11") <input type="checkbox"/>	Zoning map (1) (8 1/2"x11") <input type="checkbox"/>
Proper signatures <input type="checkbox"/>	Proper signatures <input type="checkbox"/>
Letter of authorization <input type="checkbox"/>	Letter of authorization <input type="checkbox"/>
List of partners/principles/officers <input type="checkbox"/>	List of partners/principles/officers <input type="checkbox"/>
2 Development/Landscape plans* (folded) <input type="checkbox"/>	2 Development/Landscape/Site plans* (folded) <input type="checkbox"/>
1 8.5x11 copy of plan(s) <input type="checkbox"/>	1 8.5x11 copy of plan(s) <input type="checkbox"/>
Recorded copy of Deed <input type="checkbox"/>	Recorded copy of Deed <input type="checkbox"/>

* 2 correct and complete full-sized plans and 1 8.5x11 plan(s) will be required prior to the public hearing

* 2 copies of full-sized plans are required with the application
* 7 correct and complete full-sized plans and 1 8.5x11 plan(s) will be required prior to notification of the public hearing

GIS Fee: _____ GIS Review No.: _____

Filing fee: \$	Receipt No.	Accepted by:
File No.:	Planner:	

(H) If Article X compliance is required, please complete this checklist.

LANDSCAPE CHECKLIST – ARTICLE X

7/26/18 PE

ADDRESS: _____

DATE: _____

REVIEWER: _____

TRACE #: _____

MANDATORY PROVISIONS 10.125 (must comply when applicable)

_____ **Street Buffer Zone (SBZ)** - Required____ Provided____ Must have one 3" caliper large or medium tree per 40' of street frontage, except when existing conditions allow two small trees to substitute for each required tree. All street trees must be provided along the entire length of the lot, excluding paved surfaces at points of ingress/egress, and within an area measured from the property boundary, unless authorized for distance from the street curb.

<u>Right-of-way</u>	<u>Average Depth</u>	<u>Minimum Depth</u>	<u>MaximumDepth</u>
<u>Freeways</u>	<u>15 feet</u>	<u>5 feet</u>	<u>50 feet</u>
<u>Arterials and community collectors</u>	<u>10 feet</u>	<u>5 feet</u>	<u>30 feet</u>
<u>Local and residential collectors</u>	<u>7.5 feet</u>	<u>5 feet</u>	<u>25 feet</u>

10.125(b)(1)

_____ **Urban Streetscape** – (Option) If approved, must have a six-foot wide planting area of open soil and covered soil conditions. A minimum of one design option must be provided in the front yard or right-of-way area, as written in code.

_____ **Right-of-Way** – (Option) May be used for SBZ, if qualified. Must provide SBZ area of a minimum of 5' depth along the property line. The right-of-way must be suitable for planting by city standards.

_____ **Residential Buffer Zone (RBZ)** - Must be provided along the entire length of the portion of the perimeter of the lot where a residential adjacency exists, with an **average depth of 10' or greater, minimum depth of 5', and maximum depth of 30'**. Must include one plant group per 40' of adjacency, except when existing local utility conditions allow two small trees to substitute for each required tree, and excluding paved points of ingress/egress.

_____ **Screening is required:** Plant group is one large or medium tree per 40'.

_____ **Screening is not required:** Plant group is:

- ___ One large or medium tree and three small trees;
- ___ One large or medium tree and three large evergreen shrubs;
- ___ One large and medium tree, two small trees, and one large evergreen shrub; or
- ___ One large or medium tree, one small tree, and two large evergreen shrubs.

10.125(b)(2)

_____ **Interior Zone** – All required large and medium trees must be a minimum of 3" caliper. Minimum landscape area is 160 sf, with a minimum soil width of 8 feet. The center of trunk must be a minimum of 4 feet from pavement.

_____ **21 to 100 parking spaces.** No parking space may be located more than 70 feet from the trunk of a large/medium tree.

_____ **101 or more parking spaces.** Same as above, except for parking lots in IM or IR districts with industrial and warehouse uses. Landscape area is required at end of each single row of parking spaces with a minimum of one tree, the maximum number of parking spaces between islands is 12, but no maximum number of parking spaces in a row when it abuts a median landscape area, a residential buffer zone landscape area, or a street buffer zone landscape area.

10.125(b)(3)

Additional Provisions:

_____ **Screening of off-street loading spaces**-Must be screened from residential adjacency. Must also be screened from all adjacent public streets, except CS and industrial districts. Minimum 6' height.

10.125(b)(4)(A)

Site trees

Standard - Required____ Provided____ Must have one 2" caliper tree per **4,000** square feet of lot area.

All site trees must be located on the lot.

IM and IR zoning-Required____ Provided____ Must have one 2" caliper tree per **6,000** square feet, **when contains industrial or warehouse uses.**

➤ **site tree credits**-eligibility based upon protective measures taken, health of the tree(s), diameter measurement and species...see Sec. 51A-10.125(b)(4)(B) for details

<u>CALIPER OF RETAINED TREE</u>	<u>NUMBER OF SITE TREES CREDIT GIVEN FOR RETAINED TREE</u>
<u>Less than 2 inches</u>	<u>0</u>
<u>2 inches or more but less than 8 inches</u>	<u>1</u>
<u>8 inches or more but less than 14 inches</u>	<u>2</u>
<u>14 inches or more but less than 20 inches</u>	<u>4</u>
<u>20 inches or more but less than 26 inches</u>	<u>8</u>
<u>26 inches or more and less than 32 inches</u>	<u>10</u>
<u>32 inches or more but less than 38 inches</u>	<u>18</u>
<u>38 inches or more</u>	<u>20</u>

10.125(b)(4)(B)

ARTICLE X - LANDSCAPE DESIGN OPTIONS – 10.126

ADDRESS: _____ DATE: _____

REVIEWER: _____ TRACE # _____

Points are required for each building site. The minimum number of design option points required for a building site:

<u>Lot size</u>	<u>Points required</u> (Ex.: a 4500 square foot lot requires 4 points to be obtained)	
_____ 0 to 999 sf	0	
_____ 1,000 sf to 1,999 sf	1	
_____ 2,000 sf to 9,999 sf	2-9	
<i>(One point for every 1000 sf)</i>		
_____ 10,000 sf to 19,999 sf	10	
_____ 20,000 sf to 39,999 sf	15	
_____ 40,000 sf to 2.99 acres	20	
_____ 3 acres to 9.99 acres	30	
_____ 10 acres to 19.99 acres	35	
_____ 20 acres to 49.99 acres	40	
_____ 50 acres and greater	50	10.126(a)

_____ **(1) Plant material bonus – 5 points maximum** – Plant materials added to the landscape design when the required amount of points for a standard design option is deficient by five points or less. All plant material must be placed in the front yard. **Added:**

- _____ Large/medium tree caliper increase 1 pt. per 1 caliper inch for each required tree (up to 6 in.)
- _____ Large shrub 0.25 pts.
- _____ Small tree 0.5 pts.
- _____ Large/medium tree 1.0 pt. 10.126(b)(1)

_____ **(2) Buffer zone enhancements - 20 points maximum** – Each required buffer zone depth may be increased by a minimum number of feet. It is not available where the street buffer zone is reduced to no more than 5% of lot area.

Options:

- _____ Large enhanced buffer zone (5 feet): 5 pts.
- _____ Small enhanced buffer zone (2 feet): 2 pts. 10.126(b)(2)

_____ **(3) Engineered solutions for soil volume – 10 points maximum** - Use engineered solutions for providing the minimum and additional soil volume for a minimum of 75% of required street buffer trees.

Options:

- _____ Minimum required soil volume, 5 pts.;
- _____ increase in soil volume 10% above minimum requirements, 6 pts.;
- _____ + 15%, 7 pts.;
- _____ + 20%, 8 pts.;
- _____ + 25%, 9 pts.;
- _____ + 30% or more, 10 pts. 10.126(b)(3)

_____ **(4) Screening – 20 points maximum.** Screen all off-street parking lots along the entire adjacent public street frontages on a building site or artificial lot, excluding driveways and visibility triangles. Screening must be voluntary. **Options:**

- 1) _____ Standard design (shrub ht. min. of 2' at installation), 5 pts.;
 - 2) _____ Enhanced design*, 10 pts.;
 - 3) _____ Grouped beds, 5 pts.**;
 - 4) _____ Screening wall or fence (min. ht. of 3'), 5 pts.**;
 - 5) _____ Berm (min. ht. of 3'), 5 pts.**
- (* - landscape architect required; ** - may complement option 1 or 2)

Screening is mandatory in NO(A), LO(A), LO-1, LO-2, LO-3, MO(A), MO-1, MO-2 and GO(A) districts. 10.126(b)(4)

_____ **(5) Building facade – 15 points maximum.** Facade planting areas adjacent to public streets or private driveways.

Options:

- 1) _____ Standard design, 5 pts.;
- 2) _____ Enhanced design*, 10 pts.;
- 3) _____ Additional grouping of medium/small trees, 5 pts.;
- 4) _____ One small tree per 30 ft. within 15 feet of facade, 5 pts. 10.126(b)(5)

_____(6) **Pedestrian uses - 25 points maximum.** Provide private or publicly accessible pedestrian amenities for at least 5% of the lot area. **Options:**

- 1) ____ Urban streetscape (minimum of 2 amenity types): ____ Benches; ____ Lamps; ____ Enhanced sidewalk (*not available for option 7*); ____ 8-ft. Unobstructed sidewalk; ____ Water feature; 10 pts.
- 2) ____ Special amenities in building site, exclude private courtyards 5 pts. (private), 10 pts. (public);
- 3) ____ Habitat restoration adjacency, 10 pts. (private), 15 pts. (public);
- 4) ____ Athletic fields, 10 pts., or 20 pts. (on lots over 10 acres). 10.126(b)(6)

_____(7) **Pavements – 15 points maximum.** Provide enhanced or special pavement to a minimum of 25% of all outdoor vehicular pavement, or 5% pedestrian-use pavement, on the lot, as applicable. **Options:**

- 1) ____ Enhanced vehicular pavement: Texture 3 pts., Color 3 pts.;
- 2) ____ Permeable vehicular pavement, 5 pts.;
- 3) ____ Enhanced pedestrian walkways: Texture 3 pts., Color 3 pts. 10.126(b)(7)

_____(8) **Conservation – 25 points maximum.** Provide conservation programs on the property. It must occupy at least 5% of the lot area. **Options:**

- 1) ____ Tree preservation in development impact area, 2 pts./tree; 5 pts./significant tree; up to 10 pts.;
- 2) ____ Habitat preservation and restoration (native grassland or woodland), 5 pts.;
- 3) ____ Habitat preservation and restoration – active management plan, pro design, 10 pts.;
- 4) ____ Habitat preservation and restoration – adjacent to primary natural areas, 15 pts. 10.126(b)(8)

_____(9) **Low Impact Development – 20 points maximum.** Improve the property with design to manage stormwater flow and provide surface heat abatement. **Options:**

- 1) ____ Rain garden: 1 to 5,000 sf, 3 pts.; each additional 1,000 sf, 1 pt.: max. 6 pts.;
- 2) ____ Bioswale: 50-100 ft. long, 3 pts.; each additional 50 ft., 1 pt.: max. 10 pts.;
- 3) ____ Water-wise plant materials and planting beds; max. 10 pts. 10.126(b)(9)

_____(10) **Parking Lots – 30 points maximum** for DIA 10 acres or larger; **20 points maximum** for DIA less than 10 acres. Surface parking and vehicle outside display and storage areas qualify. **Options:**

- 1) ____ Pedestrian pathways, 5 pts.;
- 2) ____ Parking islands – maximum of 10 parking spaces between landscape islands, 5 pts.;
- 3) ____ Parking islands - increase landscape area to a minimum of 200 sf for each large/medium tree.
____ +50% of required islands, 5 pts.
____ +75% of required islands, 10 pts.
- 4) ____ Parking islands - increase landscape area to a minimum of 300 sf for each large/medium tree.
____ +50% of required islands, 7 pts.
____ +75% of required islands, 12 pts.
- 5) ____ Parking lot landscape islands – each additional parking lot landscape island provided, 3 pts.
- 6) ____ Landscape medians – provide a minimum of 10 ft. wide landscape median with large/medium trees for a minimum of a 12-space parking row, 5 pts. for maximum of 20 pts.
- 7) ____ Landscape medians – provide a minimum of 12 ft. wide landscape median with large/medium trees for a minimum of 12-space parking row, 7 pts. for each full median for a maximum of 28 points on the lot.
- 8) ____ Landscape medians – provide a minimum of 16 ft. wide landscape median with large/medium trees for a minimum of 12 space parking row, 10 pts. for each full median for a maximum of 30 points on the lot.
- 9) ____ Large legacy tree in minimum of 500 sf dedicated open soil area, 2 pts. for maximum of 20 pts.
- 10) ____ Pocket park. Provide a minimum of 2,500 sf of contiguous open soil landscape area, 20 pts. 10.126(b)(10)

_____(11) **General –** Provide documentation and demonstrate ability to achieve any of the following conditions.

Options:

- 1) ____ Provide SITES (Sustainable Sites Initiative) documentation and demonstrate ability to attain SITES certified level (65 points) or greater, 10 pts.
- 2) ____ Provide and implement a landscape maintenance plan for a minimum of a 3 year period, 3 pts. 10.125(b)(11)

_____**TOTAL POINTS** _____**REQUIRED POINTS** _____**Reviewer**

**(L)
If a traffic management plan update is proposed, please submit this application and the fee, as directed below. Review of the zoning case will not continue until the engineering review is completed.**



TRAFFIC STUDY APPLICATION & CHECKLIST SUBMITTAL PACKET

GENERAL INFORMATION

The general objective of the City of Dallas traffic study guidelines is to promote and protect the health, safety, and general welfare of the public through the establishment of an administrative procedure to evaluate proposed developments considered likely to significantly impact surrounding properties and/or public infrastructure.

Traffic studies for new development must objectively summarize a basis to quantify impact. More explicitly, a traffic study should, at a minimum:

1. Document anticipated traffic operations and access needs for a subject site.
2. Identify any potential hazard to traffic safety.
3. Identify existing patterns emphasizing movements potentially impacted by proposed development.
4. Quantify any burden on public infrastructure that can be avoided or substantially mitigated by reasonable modifications of a proposed plan.
5. Provide a basis for commensurate impact mitigation on public rights-of-way and proportionate share of costs for such improvements and modifications.

A traffic study is required before an application is submitted for permits when the proposed development increases the trip generation of an individual lot by more than 1,000 vehicle trip ends per day or 100 vehicle trip ends per hour. A traffic study may also be required to quantify any amount of additional traffic that could adversely impact existing infrastructure at the discretion of the director.

A study

All traffic studies must be prepared under direct supervision of, and signed, stamped, and dated 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.

INSTRUCTIONS

Fill out the following application and checklist completely prior to submission. A scoping meeting is not required prior to submittal but recommended. This submittal must be reviewed concurrently with a site development or subdivision review. This application and attachments can be uploaded as part of the corresponding zoning, subdivision, or site development application including a receipt of fee payment. Applicant may pay in person in room 5BN or room 118 at OCMC with the invoice provided (cash or check) or directly through the customer portal: <https://developdallas.dallascityhall.com/>

TRAFFIC STUDY REVIEW PROCESS

The applicant is recommended to prepare a study scope proposal to determine the purpose and contents of a traffic study. As needed, engineering staff reserves the right to request additional information upon review of the study findings and recommendations. The following general guidelines apply:

1. City staff welcomes an opportunity to discuss the purpose and scope of traffic study.
2. Traffic study must conform to the traffic study guidelines, applicable city ordinance and standards, including the Street Design Manual.
3. Traffic study must include executive summary and describe the study methodology, the data used, and the study findings and provide recommendations based on the results.
4. All traffic studies must be signed/sealed by a registered professional engineer in the State of Texas.
6. A professional engineer licensed to practice in Texas and retained by the city shall evaluate the report and notify the applicant of comments within 30 days after deeming the report and analysis complete.

Refer to Appendix A.6 of the City of Dallas Street Design Manual for latest traffic study guidelines.

REQUIRED ITEMS FOR SUBMITTAL PACKAGE

REQUIRED ITEMS	PROVIDED	Check each applicable box. This checklist is a guide; staff reserves the right to request additional information upon review of proposed scope or traffic study findings.
	<input type="checkbox"/>	1. Completed and signed application and checklist with applicant's signature.
	<input type="checkbox"/>	2. Pre-development meeting application and relevant comments.
	<input type="checkbox"/>	3. Study scope proposal, or correspondence.
	<input type="checkbox"/>	4. Complete Traffic Study (or Studies) and all support materials/appendices.

PROJECT INFORMATION

1. Property Location Address: _____

2. Property Acreage: _____

3. Project Name: _____

4. Project/Case No. (Z/DP/BDA-): _____

5. Type of Traffic study:

Traffic Impact Analysis; date: _____

Revised Traffic Impact Analysis; date: _____

Traffic Management Plan; date: _____

Preliminary Traffic Assessment; date: _____

Site Access Evaluation; date: _____

Parking Demand or Management Study; date: _____

Other: _____

APPLICANT INFORMATION

Name: _____ Company: _____

Email: _____ Address: _____

Phone: _____ City, State: _____

APPLICATION FEE

FILING FEE	Traffic study review fee: \$1,000 per study	\$ _____
	Review of revised analysis: \$100/hour x _____ hours	\$ _____
	Technology Fee:	\$ 15.00
TOTAL:		\$ _____

Payment Receipt No: _____

I attest that I prepared this application, and that all information is correct and complete to the best of my knowledge:

Signature

Name (printed)

Date