

ENGINEERING Q-TEAM PREQUALIFICATION CHECKLIST

Engineer of Record: _____

Project Name: _____

Paving/Drainage Record #: _____

Water/Wastewater Record #: _____

The Engineering Q-Team offers expedited review for engineering plans, including water/wastewater, paving/drainage, traffic, fire, and landscape. Applicants may opt for an enhanced “Q-Team+”, which adds zoning site plan review.

The process culminates in a scheduled meeting with key stakeholders – consisting of the applicant, developer, design team, and City reviewers – to collaboratively resolve issues and streamline the project. While final approval is not guaranteed, this approach improves coordination and boosts the chances of a timely, successful outcome.

Standard permit fees apply, plus \$1,000 per hour for Q-Team review services.

MANDATORY REQUIREMENTS

1. Does the project comply with the existing zoning? ☐ Yes ☐ No

2. Is the property a legal building site? ([51A-4.601](#)) ☐ Yes ☐ No

If yes, please specify which document you will provide to confirm this.

- ☐ Certified copy of the plat ☐ Yes ☐ No
- ☐ CPC approved preliminary plat and approval conditions letter ☐ Yes ☐ No
- ☐ Determination letter ☐ Yes ☐ No

3. Is the property being platted? ☐ Yes ☐ No

If yes, has the City Plan Commission approved the preliminary plat? ☐ Yes ☐ No

If yes, provide the Subdivision Plat file #: _____ and the name of the addition: _____

4. Checklists that must be completed:

- ☐ [Paving and Drainage, Plan Review Submittal Procedure and Checklist](#)
- ☐ [Water and Wastewater Engineering Design Checklist](#)
- ☐ [Traffic Engineering Review Checklist \(.xlsx file\)](#)

5. Projects located in Historic or Conservation Districts, or within FEMA Floodplain, do not qualify for Engineering Q-Team.

ENGINEERING

1. If the site is within the 100-year or 500-year floodplain, have you obtained a permit from DWU Floodplain? If not in the 100-year or 500-year floodplain, check N/A.
☐ Yes ☐ No ☐ N/A
2. If the site is within the 500-year floodplain, do the plans show the 100-year water surface elevation and a finished floor elevation to be at least 3 feet above it? If not in the 500-year floodplain, check N/A.
☐ Yes ☐ No ☐ N/A
3. If the site is within the Mills Creek hazardous drainage area, is the finished floor elevation at least 3 feet above the top curb elevation of the nearest downstream inlet? If not in Mills Creek, check N/A.
☐ Yes ☐ No ☐ N/A
4. If the project conflicts with a current or upcoming bond or Capital Improvement project from another City Department, has coordination with the project manager occurred? If not in conflict, check N/A.
☐ Yes ☐ No ☐ N/A
5. If external authorization (e.g., DART, Corps of Engineers) is required, has it been obtained? If no authorization needed, check N/A.
☐ Yes ☐ No ☐ N/A
6. If the property is in or near the Escarpment Zone, has an Escarpment Permit been obtained? Submit a copy of the permit. If not required, check N/A.
☐ Yes ☐ No ☐ N/A
7. If the project triggers street lighting upgrades per plat conditions, has the engineer completed street lighting designs (e.g., photometric plan) in compliance with city standards? If so, include in the submittal. If not required, select N/A.
☐ Yes ☐ No ☐ N/A
8. If this project is adjacent to a traffic signal or related appurtenances, has the engineer completed any necessary traffic signal design plans in compliance with city standards? If so, include in the submittal. If not required, select N/A.
☐ Yes ☐ No ☐ N/A
9. If the total project size triggers the need for any traffic study, has the study been reviewed and approved by Transportation Department? If so, include copy of approval. If not required, select N/A.
☐ Yes ☐ No ☐ N/A

ZONING

1. If the project is located within a Planned Development (PD), does the approved Development Plan (if applicable, provide a copy of the approved PD and most recent approved Development Plan) comply with the plat conditions? Confirm that all design elements required by the PD are shown on the plans. If straight zoning or no Development Plan, check N/A.
☐ Yes ☐ No ☐ N/A
2. Are all required separate instruments or by-plat easements filed at the County and shown on the plans? If not required, check N/A.
☐ Yes ☐ No ☐ N/A
 - Examples include, but are not limited to, wastewater backflow agreements, covenants, acquisition of right-of-way or private property, dedications, easements, abandonment, maintenance agreements, and licenses.
3. If this is a Mixed Income Housing Development Bonus (MIHDB) project, have you obtained the MVA approval letter from Housing? If not MIHDB project, check N/A.
☐ Yes ☐ No ☐ N/A
4. A site plan including the following must be submitted:
☐ To scale with north arrow.
☐ Location of all existing or proposed structures, including buildings, dumpster, signs, walls, accessory structures, etc.
☐ Building and lot area tabular data.
☐ Architectural site plan that dimensionally matches landscape and civil site plan.
☐ Property lines must be located and dimensioned per plat/legal build site documentation.
☐ Clearly show and label building setbacks.
☐ Parking and loading areas with the quantity shown.

OPTIONAL ENGINEERING Q-TEAM +

1. Optional requirements for review and potential site plan approval are listed on the last page, titled '*General Submission Requirements for Zoning Site Plan Review*.' Do you intend to seek zoning site plan approval in addition to the engineering trade approvals? If so, the site plan must comply with the requirements outlined on the last page of this document.
☐ Yes ☐ No

ARBORIST/LANDSCAPE

1. Has a landscape plan been provided that fully conforms to the landscape and zoning requirements prescribed by general zoning, PD, Specific Use Permit (SUP), or by authorized amendment for the property?
☐ Yes ☐ No ☐ N/A
2. If your property is populated with one or more trees, including the lot boundary and premises, provide a tree survey to identify trees for removal or protection. A tree survey is required for all properties where a tree may be removed or disturbed by construction and when a tree may be retained for landscaping. No trees may be removed prior to approval. Has a tree survey been provided?
☐ Yes ☐ No ☐ N/A

FIRE

1. Does this development have adequate fire hydrant coverage? Provide a copy of the Fire Coordination Certificate signed by the Engineer of Record.
☐ Yes ☐ No ☐ N/A

DSST

1. Is this a school-related project? If so, have you coordinated with DSST?
☐ Yes ☐ No ☐ N/A

ADDITIONAL RESOURCES

Developer and Engineer of Record are responsible for reviewing and complying with all Paving & Drainage, Water & Wastewater, Floodplain Design and Traffic Control Engineering checklists, design manuals, standard and requirements, including but not limited to:

- 2019 Drainage Design Manual - [2019 Drainage Design Manual.pdf \(dallascityhall.com\)](#)
- 2019 Street Design Manual - [Street Design Manual 091219.pdf \(dallascityhall.com\)](#)
- 2019 Street Process Manual - [2019 Street Process Manual.pdf \(dallascityhall.com\)](#)
- Traffic Sign Standards - [TRAFFIC SIGN STANDARDS 6-8-2021 \(dallascityhall.com\)](#)
- DWU-Design and Construction Standards - [dwu design standards \(dallascityhall.com\)](#)
- To access all Engineering design, references, checklist and forms, please follow this link: [Land Development engineering forms \(dallascityhall.com\)](#)

General Submission Requirements for Zoning Site Plan Review

Last updated: May 15, 2025

- 1) Dimensioned architectural site plan drawn to a standard scale
- 2) Architectural site plan must dimensionally match landscape and civil site plan and must be consistent with all other drawings in permit set
- 3) Property lines must be located and dimensioned per plat/legal building site documentation (ref 51A-4.601)
[Note: If the property has a CPC-approved preliminary plat, property lines must be located and dimensioned per the approved preliminary plat, adjuster per CPC approval conditions letter.]
- 4) Show all existing [to remain] and proposed points of ingress and egress
- 5) Show all existing [to remain] and proposed fire lanes
- 6) Show all existing [to remain] and proposed off-street parking and loading areas, indicating the general dimensions of parking bays, aisles, driveways, and the number of cars to be accommodated in each row of parking spaces
- 7) Show the location of all existing/proposed streets, alleys, and sidewalks.
- 8) Show the established centerline of streets/alleys abutting the property, and provided a dimension string from CL to property line.
- 9) Show all existing [to remain] and proposed easements (per plat or by separate instrument) on all site plans
- 10) Show full extents of coverage without obscuring ground-level information
 - Building footprint dimensions should include exterior materials and must be consistent with floor plans and elevations
 - Show all building projections, roof perimeter lines, tower outline, etc., by means of a drafting technique that does not obscure ground-level information (e.g. as dashed lines above)
 - Include all existing [to remain] and proposed buildings, structures, site features, equipment, light standards, fencing/screening, retaining walls, ramps/steps, etc.
- 11) Show zoning setback lines and any building lines established by plat or by ordinance
- 12) Show visibility triangles at intersection of driveways/alleys with street and at street intersections
- 13) Include a location diagram showing the position of the lot in relation to surrounding streets in the city's major street network
- 14) Include scale and north arrow
- 15) Any other pertinent information needed for full zoning site plan review
- 16) Include tabular data required for zoning review
 - Lot area (net, after dedications) in square feet and acres
 - Total floor area and floor area proposed for each use on the lot in square feet
 - Proposed floor area ratio of the lot
 - Proposed lot coverage (in square feet and as a percentage)
 - Detailed parking analysis for the entire building site, including all uses on the site. In addition to required/proposed motor vehicle spaces, the analysis should include loading spaces and bicycle parking spaces and indicate how these requirements will be met for the site (on site, remote agreement, etc.).
 - Any additional information needed for verification of compliance with zoning district/land use regulations.