

PRE-DEVELOPMENT MEETING APPLICATION FORM

ESSENTIAL INFORMATION:

- DRAWINGS THAT ARE SUBMITTED BY THE APPLICANT AND PRESCREENED BY CITY STAFF CANNOT BE UPDATED OR REPLACED. REQUESTING SUCH AN UPDATE OR REPLACEMENT WILL RESULT IN YOUR MEETING BEING RESCHEDULED. ACCORDINGLY, PLEASE ENSURE ALL DRAWINGS ARE SATISFACTORY BEFORE APPLYING.
- WE ARE UNABLE TO ACCEPT SINGLE-FAMILY DWELLING AND DUPLEX PROJECTS.
- ALL DOCUMENTS ARE TO BE SUBMITTED VIA EMAIL ATTACHMENT.

REQUIRED DOCUMENTS:

- ☐ SIGNED AND COMPLETE APPLICATION FORM
- ☐ SITE PLAN DRAWING INCLUDING:
 - LABELS
 - DIMENSIONS
 - SETBACKS
 - PROPERTY LINES
 - ADJACENT STREETS

OPTIONAL DOCUMENTS:

- ☐ ADDITIONAL DRAWINGS (FLOOR PLANS, ELEVATIONS, CONCEPT DRAWINGS, ETC.)
- ☐ SPECIFIC QUESTIONS FOR PLAN REVIEWERS (PLEASE ATTACH VIA WORD DOCUMENT)

ACKNOWLEDGEMENT

I, THE UNDERSIGNED, AM THE APPLICANT AND REQUEST A PRE-DEVELOPMENT MEETING FOR THE PURPOSE OF DISCUSSING A PROPOSED PROJECT IN GENERAL TERMS. I HAVE PROVIDED THE INFORMATION REQUESTED IN THIS FORM AND UNDERSTAND THAT THIS MEETING DOES NOT CONSTITUTE CITY REVIEW FOR THE PURPOSES OF APPROVAL OR PERMIT ISSUANCE.

FURTHERMORE, I UNDERSTAND THE COMMENTS PROVIDED BY STAFF AT THE PRE-DEVELOPMENT MEETING ARE BASED ON THE INFORMATION PROVIDED TO THE CITY PRIOR TO AND DURING THE MEETING. THE COMMENTS DO NOT REPRESENT OR GUARANTEE APPROVAL OF ANY PROJECT OR PERMIT. SUBMITTAL OF A COMPLETE PERMIT APPLICATION MAY REVEAL ADDITIONAL ITEMS THAT WERE NOT IDENTIFIED DURING THE PRE-DEVELOPMENT MEETING. PLANS SHALL BE PREPARED IN ACCORDANCE WITH THE CITY OF DALLAS ORDINANCES, AS WELL AS ANY INTERNATIONAL, FEDERAL, STATE, AND LOCAL CODES INCORPORATED OR REFERENCED THEREIN.

APPLICANT'S NAME

DATE

SIGNATURE



PRE-DEVELOPMENT MEETING APPLICATION FORM

THE FOLLOWING INFORMATION IS **REQUIRED** TO SCHEDULE A PRE-DEVELOPMENT MEETING. PLEASE NOTE THAT THE MORE DETAIL YOU CAN PROVIDE REGARDING YOUR PROJECT, THE MORE FEEDBACK STAFF WILL BE ABLE TO PROVIDE.

PROJECT NAME:	ZONING – EXISTING: _____ ZONING – PROPOSED: _____
SITE ADDRESS:	
LEGAL DESCRIPTION (LOT/TRACT/BLOCK):	
PROPOSED USE(S) OF PROPERTY:	
PROJECT GOALS AND ADDITIONAL NOTES:	

WILL YOU BE UTILIZING DEVELOPMENT BONUSES FOR MIXED-INCOME HOUSING?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
WE WILL REQUIRE AN APPROVED MVA FOR DEVELOPMENT BONUSES	<input type="checkbox"/> YES	<input type="checkbox"/> NO

DESCRIPTION OF PROPOSED PROJECT:			
<input type="checkbox"/> MULTIFAMILY	<input type="checkbox"/> RETAIL	<input type="checkbox"/> PRIVATE OR PUBLIC SCHOOL	<input type="checkbox"/> STORM SHELTER
<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> MIX USE	<input type="checkbox"/> GENERAL MERCHANDISE	<input type="checkbox"/> FUEL
<input type="checkbox"/> OTHER: _____			

PROPOSED BUILDING HEIGHT:	NUMBER OF STORIES:
NUMBER OF DWELLING UNITS:	TOTAL SITE AREA (SQ. FT. / AC.):

PROPOSED FLOOR AREA (SQ. FT.):			
<input type="checkbox"/> MULTIFAMILY	SQ. FT:	<input type="checkbox"/> RETAIL	SQ. FT:
<input type="checkbox"/> MIX-USE	SQ. FT:	<input type="checkbox"/> GENERAL MERCHANDISE	SQ. FT:
<input type="checkbox"/> WAREHOUSE	SQ. FT:	<input type="checkbox"/> STORM SHELTER	SQ. FT:
<input type="checkbox"/> OTHER	SQ. FT:		

EXISTING FLOOR AREA (SQ. FT.):			
<input type="checkbox"/> MULTIFAMILY	SQ. FT:	<input type="checkbox"/> RETAIL	SQ. FT:
<input type="checkbox"/> MIX-USE	SQ. FT:	<input type="checkbox"/> GENERAL MERCHANDISE	SQ. FT:
<input type="checkbox"/> WAREHOUSE	SQ. FT:	<input type="checkbox"/> STORM SHELTER	SQ. FT:
<input type="checkbox"/> OTHER	SQ. FT:		

PROPOSED TYPE OF CONSTRUCTION (E.G. I-A, V-B): _____	PROPOSED OCCUPANCY: (E.G. B, M, R): _____
IS THERE A FIRE SPRINKLER SYSTEM BEING PROPOSED / EXISTING?	
TYPE OF PROJECT: <input type="checkbox"/> REMODEL <input type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> ADDITION	
IS THE SITE PLATTED? <input type="checkbox"/> YES <input type="checkbox"/> NO	
IF CURRENTLY PLATTING, PLEASE PROVIDE FILE NUMBER: (ex. S190-001): _____	



PRE-DEVELOPMENT MEETING APPLICATION FORM

DATE ANTICIPATED FOR PERMIT SUBMITTAL:

TARGET DATE TO BEGIN CONSTRUCTION:

TARGET DATE FOR COMPLETION OF CONSTRUCTION:

APPLICANT NAME:

PHONE:

ADDRESS:

CITY:

STATE:

ZIP:

EMAIL:

MEETING SCHEDULING:

EMAIL: DEVPredevelopmentmeeting@dallas.gov

PHONE: 214.948.4538

MEETING AVAILABILITY:

- DAYS: TUESDAY, WEDNESDAY, AND THURSDAY
- TIME SLOTS:
 - 9:00 AM – 10:00 AM
 - 1:30 PM – 2:30 PM

MEETINGS ARE TYPICALLY CONDUCTED ONLINE VIA MICROSOFT TEAMS, BUT UNDER SPECIAL REQUEST THEY MAY ALSO BE CONDUCTED IN OUR OFFICE AT 320 E. JEFFERSON BLVD., DALLAS, TX 75203.

THE MEETINGS ARE SCHEDULED ON A FIRST COME, FIRST SERVED BASIS AND ARE SUBJECT TO RESCHEDULING IF THE FEE IS NOT PAID BY THE FRIDAY PRIOR TO YOUR SCHEDULED MEETING.

PRE-DEVELOPMENT MEETING FEE

\$1316.00

CANCELLATION AND RESCHEDULING:

IF THERE IS A NEED FOR CANCELLATION OR RESCHEDULING OF THE MEETING, THE APPLICANT OR REPRESENTATIVE MUST NOTIFY CITY STAFF OF THE CHANGE WITHIN A MINIMUM OF 48 HOURS BEFORE THE SCHEDULED PRE-DEVELOPMENT MEETING.

CASE MANAGER:

THE PROJECT COORDINATOR WHO PRESCREENS YOUR PROJECT AND ENTERS THEIR NAME IN THE FIELD BELOW WILL BE YOUR PROJECT'S CASE MANAGER. IF FOR ANY REASON A DIFFERENT PROJECT COORDINATOR ATTENDS AND FACILITATES YOUR PRE-DEVELOPMENT MEETING, THAT PROJECT COORDINATOR WILL BE YOUR PROJECT'S CASE MANAGER MOVING FORWARD.

FOR STAFF USE ONLY

STAFF NAME: _____

PRESCREEN COMPLETION DATE: _____

