



# Planning and Development Department

320 E. Jefferson Blvd. Dallas, TX 75203  
(214) 948-5327

## PRE-DEVELOPMENT MEETING APPLICATION

**THIS APPLICATION WITH THE REQUESTED DOCUMENTS ARE REQUIRED IN ORDER TO SCHEDULE THE PRE-DEVELOPMENT MEETING.** IF AVAILABLE, PLEASE PROVIDE IN ADVANCE ANY QUESTIONS REGARDING THE PROPOSED PROJECT. THIS IS NOT A REQUIREMENT, BUT IT IS STRONGLY ENCOURAGED.

**REQUIRED:**

- APPLICATION
- EXPECTED NUMBER OF ATTENDEES: \_\_\_\_\_
- AREAS OF CONCERN WITH DEVELOPMENT (SUBMIT WITH THE APPLICATION)
- SITE LOCATION MAP OR TAX MAP INDICATING THE LOCATION OF THE PROPOSED PROJECT SITE
- SITE PLAN AND FLOOR PLAN
- ADDITIONAL DRAWINGS OR OTHER GRAPHIC INFORMATION TO DEPICT THE PROPOSED PROJECT

IS THIS A MULTIFAMILY DEVELOPMENT?  YES  NO

IF YES, PLEASE INDICATE THE NUMBER OF DWELLING UNITS PROPOSED PER LOT \_\_\_\_\_

**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. UPON SUBMITTAL OF THE APPROPRIATE APPLICATION(S), ADDITIONAL COMMENTS ARE TO BE EXPECTED THAT MAY NOT BE DISCUSSED IN THIS MEETING.

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 AT 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, LOCAL CODES INCORPORATED OR REFERENCED THEREIN.

\_\_\_\_\_  
APPLICANT'S NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

TO ENSURE THAT STAFF HAS ADEQUATE TIME TO REVIEW THE SUBMITTED DOCUMENTS AND ELIMINATE CONFUSION, ANY REVISIONS TO THE DOCUMENTS THAT WERE INITIALLY SUBMITTED MAY RESULT IN THE NEED TO RESCHEDULE THE MEETING. FUTHERMORE, IF THERE IS NEED FOR CANCELLATION OR RESCHEDULING OF THE MEETING, THE APPLICANT OR REPRESENTATIVE MUST NOTIFY STAFF OF THE CHANGE WITHIN A MINIMUM OF 48 HOURS PRIOR TO THE SCHEDULED PRE-DEVELOPMENT MEETING. THE FEE MUST BE PAID BY FRIDAY THE WEEK PRIOR TO YOUR SCHEDULED MEETING IN ORDER TO AVOID RESCHEDULING TO THE NEXT AVAILABLE MEETING DATE.





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THE FOLLOWING INFORMATION IS **REQUIRED** IN ORDER 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:	
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.	ADDITIONAL NOTES:	

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.		





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## PRE-DEVELOPMENT MEETING APPLICATION

PROPOSED TYPE OF CONSTRUCTION (EG. I-A, V-B): _____	PROPOSED OCCUPANCY: (EG. 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): _____	

DATE ANTICIPATED FOR PERMIT SUBMITTAL:
TARGET DATE TO BEGIN CONSTRUCTION:
TARGET DATE FOR COMPLETION OF CONSTRUCTION:

APPLICANT NAME:	PHONE:		
ADDRESS:			
CITY:	STATE:	ZIP:	EMAIL:

### **TO SCHEDULE A PRE-DEVELOPMENT MEETING PLEASE CONTACT:**

EMAIL: [DEVPredevelopmentmeeting@dallascityhall.com](mailto:DEVPredevelopmentmeeting@dallascityhall.com)

PHONE: 214.948.4538

THERE ARE TWO MEETINGS PER DAY HELD ON TUESDAY, WEDNESDAY, AND THURSDAY. THESE MEETINGS ARE CONDUCTED IN PERSON AT OUR OFFICES, BUT MAY BE CONDUCTED VIA MICROSOFT TEAMS AT 9:00 AM AND 1:30 PM. THE MEETINGS ARE SCHEDULED ON A FIRST COME FIRST SERVE BASIS AND ARE SUBJECT TO RESCHEDULING IF THE FEE IS NOT PAID BY FRIDAY PRIOR TO YOUR SCHEDULED MEETING.

PRE-DEVELOPMENT MEETING FEE	\$1316.00
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## FOR STAFF USE ONLY

STAFF NAME: _____
DATE RECEIVED: _____

