



Development Services

Service First Bulletin #307

COMMERCIAL PRE-DEVELOPMENT PRELIMINARY PLAN REVIEW

PURPOSE

As a customer service initiative, the Development Services Department (DSD) created this Service First Bulletin (SFB) #307 to inform our customers of the commercial pre-development plan review process. These meetings are intended to connect City staff with applicants as they plan their development projects.

PROCESS

This program offers opportunities for the applicant to assemble their design team and work with DSD staff to review proposed development projects. The meeting is an advisory meeting only and is not a comprehensive plan review, where collaborative discussions can occur between City staff and the owner, developer, engineer, architect, and other design professionals to address project related questions and concerns in the initial stages of design.

NOTE: *These project discussions are not intended in any way to replace the responsibilities of the owner, applicant, and the client's design professionals from ensuring compliance with Federal, State, or Local laws, codes, and regulations in effect at time of permit application, whether they were discussed or not discussed during the pre-development meetings. Formal approvals will not be issued at pre-development meetings and applicants will be required to follow the Department's established submittal, acceptance, review, and permitting issuance process.*

Applicants are encouraged to come prepared to provide City staff with an agenda, Power Point, or an overview of the proposed talking points. In addition, it is advised that applicants are ready to present specific questions and inquiries. This will allow City staff to make the best use of time and make every effort to answer all development related questions. This service is intended to provide preliminary comments for future development projects.

Before the preliminary plan review team conducts the advisory review, the customer must submit a completed [Pre-Development Meeting Application](#) and make an appointment. It is highly recommended that the applicant provides site plans, photos, conceptual plans, elevation details, plats, surveys, previous development/zoning history and other critical information. Applicants should request only those disciplines that are being requested (Building, Fire, MEP, Zoning, Arborist, Floodplain, Transportation, Dallas Water, Conservation, Historic, etc.).

In addition, applicants should notify DSD if City of Dallas special credits, bonuses, or tax incentives are part of the development plan. This will allow DSD to extend invitations to the applicable City Department Liaisons (Economic Development, Housing & Revitalization, Dallas Water, etc.).

The following qualifying projects may be submitted:

- ❖ All commercial occupancy classifications and square footages
- ❖ New commercial site/full development construction projects (ground up)
- ❖ Commercial exterior building renovations/modifications
- ❖ Commercial interior finish outs, renovations, or expansions within existing building footprint

The following are examples of projects that would not qualify:

- ❖ Single-family residential projects
- ❖ Sitework projects
- ❖ Plats and subdivision applications

Once the application is accepted, staff will provide the applicant with the schedule of available times, slots, and instructions. City staff will confirm and respond within five (5) business days to all requests for appointment. Appointments will be scheduled at least five (5) days in advance and may be held on Tuesday, Wednesday, or Thursday at 9:00am or 1:30pm. Appointments will not be scheduled on days falling on a City Holiday. Each pre-development plan review session is limited to one (1) hour maximum. Meetings may be held in-person at the office or may be virtual if requested. It is highly recommended that customers request in person meetings to facilitate discussions and connect with City staff.

Applicants may contact the pre-development plan review team by phone or email:

214.948.4385 or kamil.miskowiec@dallas.gov

Appointment cancellations must be made three (3) business days in advance. These processes will allow DSD to coordinate appropriate staffing levels and allow more customers to take advantage of the program. Applicants may elect to submit electronic documents in advance of the meeting. Appointments are address specific, and substitutions of project sites are not allowed.

FEES

A non-refundable fee for the project review must be paid by Friday, the week prior to the scheduled meeting. The following pre-development plan review fees apply:

<u>Project Lot Area</u>	<u>FEE</u>
Less than 25,000 square feet	\$250.00
25,001-50,000 square feet	\$500.00
Greater than 50,000 square feet	\$750.00

SUMMARY

This Bulletin is intended for information purposes and should be used by commercial permitting applicants seeking to fast track their development projects. Application and document requirements are subject to change. The Department reserves the right to modify and administer this program progressively. If you have any questions or concerns about this process, please email the Director at buildingofficial@dallascityhall.com.

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