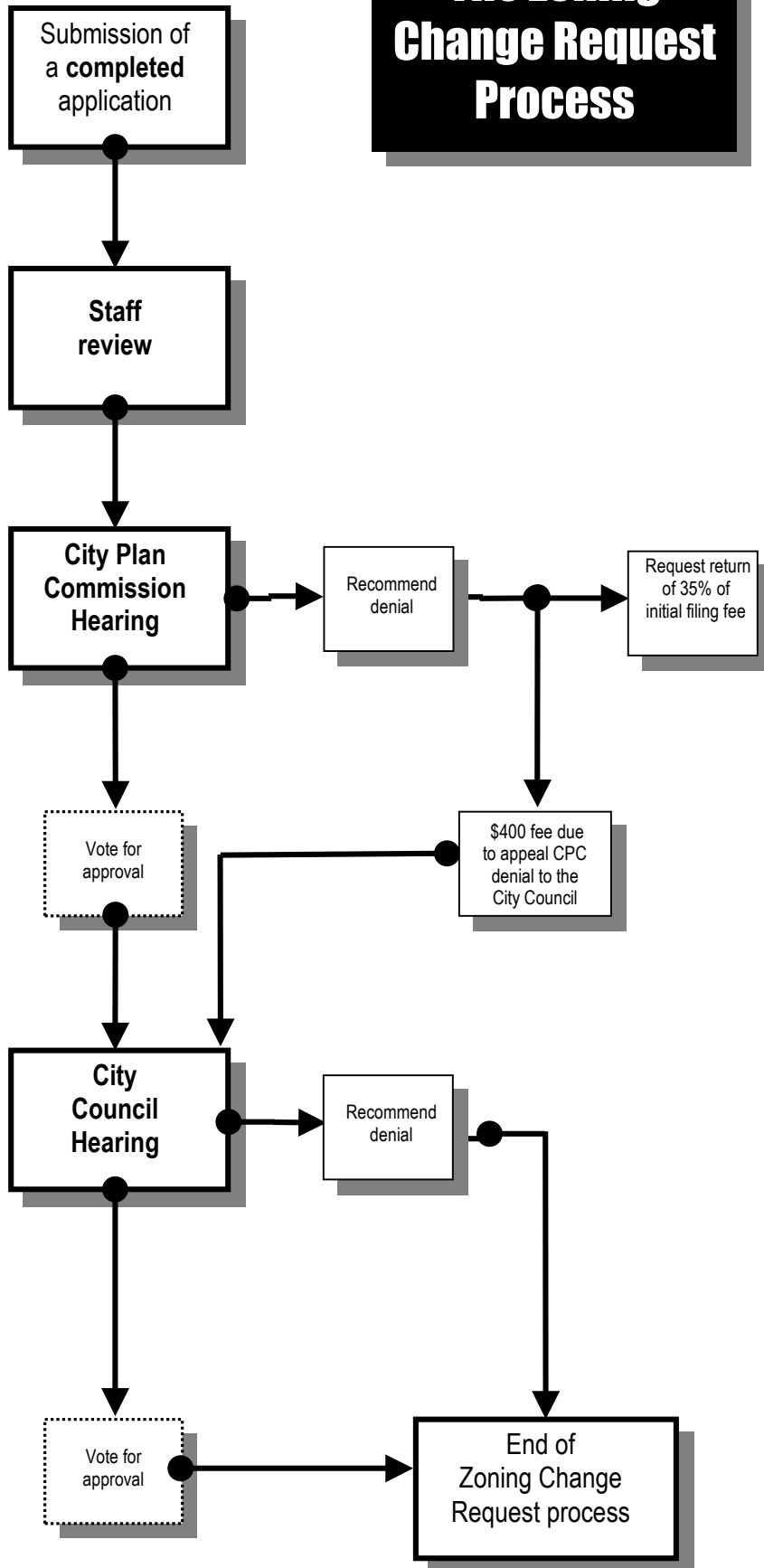


# **PLANNED DEVELOPMENT DISTRICT INFORMATION PACKET**

# The Zoning Change Request Process



Staff's review of a completed application will result in the applicant receiving a preliminary recommendation within 2 to 3 weeks of the original submittal date. **This recommendation is subject to change.**

In processing an application, two public hearings are held at which time the applicant or his/her representative should be present.

The first of these hearings is held before the City Plan Commission (CPC). Ten days prior to the CPC hearing the property owners within the required notification area will be notified of their right to appear and express their opinion about the request.

Approximately 6-8 weeks after a completed application is submitted, the CPC holds a hearing on the zoning change request.

A CPC vote of approval results in the automatic forwarding of the request to the City Council (CC).

Any CPC vote of denial can be appealed to the City Council upon written request and receipt of a \$400 administration fee due within 10 days of the City Plan Commission action. Otherwise, a written request with original filing fee receipt can be forwarded for a 35% refund of the initial filing fee.

Approximately 4-6 weeks after a City Plan Commission decision, a forwarded or appealed zoning change request will be considered by the City Council.

Written notification is sent to all property owners within the required notification area 10 days prior to the City Council hearing.

A vote of approval by the City Council results in the passage of an ordinance that makes the decision legally binding.

A vote of **denial with prejudice** at either the CPC or CC hearing or a CC **vote of approval** means that an applicant **cannot** bring in another zoning change request on the same property within two years without a waiver of the two-year waiting period.

A vote of **denial without prejudice** at either the CPC or CC hearing means that an applicant **can** bring in another zoning change request on the same property without filing for a waiver of the mandatory two-year waiting period.

# Submitting a Zoning Change Request

To submit a request for an amendment to or a new Planned Development District, collect the appropriate documents (see Checklist below) and bring them to the Pre-Development Section of the Department of Development Services in Room 5BN in City Hall located at 1500 Marilla Street. A planner will review your submission for completeness. **An incomplete application will not be accepted.** If your submission is incomplete, a planner will provide you with a list of requirements to make your request acceptable for submission.

The Pre-Development Section conducts submission reviews Monday through Friday between 9:00 a.m and 4:00 p.m. subject to staff availability. On Thursday, staff is at the City Plan Commission meeting and a planner may not always be available during this time.

The planner assigned to your application will assist you in obtaining contact information for neighborhood groups and others who are interested in the area of request. It is also recommended that you **contact the Plan Commissioner** for the area to discuss the case.

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

Planned Development District Request Checklist		
A.	Application form	<input type="checkbox"/>
B.	Proper signatures	<input type="checkbox"/>
C.	Letter of authorization	<input type="checkbox"/>
D.	Land use statement	<input type="checkbox"/>
E.	Proposed conditions	<input type="checkbox"/>
F.	Zoning Location Maps (2)	<input type="checkbox"/>
G.	Tax Plat Maps (2)	<input type="checkbox"/>
H.	Correct lot & block or Metes & Bounds survey with drawing (2)	<input type="checkbox"/>
I.	Copy of Deed	<input type="checkbox"/>
J.	Tax Certificate	<input type="checkbox"/>
K.	Verification of no unpaid liens	<input type="checkbox"/>
L.	Traffic Impact Worksheet	<input type="checkbox"/>
M.	Traffic impact Study or Waiver	<input type="checkbox"/>
N.	Conceptual Plan (10 folded) or Development Plan (10 folded)	<input type="checkbox"/>
O.	Landscape Plan (10 folded)	<input type="checkbox"/>
P.	Tree survey (2) (folded)	<input type="checkbox"/>
Q.	Elevation/perspectives (optional)	<input type="checkbox"/>
R.	List of partners/principals/officers	<input type="checkbox"/>
S.	Application & Sign Fees	<input type="checkbox"/>

Upon submission of a completed application, staff will assign a **tenative** City Plan Commission hearing date and work closely with you to hold that date. Your responsiveness in providing staff with any additionally requested, necessary information will determine when your request is scheduled and therefore considered by the City Plan Commission.

# Checklist Explanation

## A Application Form

- Please provide the information requested on the attached zoning application.
- Applicant, representative and owner information will be required as appropriate.
- Site information can be obtained by collecting F, G, H, and I. Also, [www.dallascityhall.org](http://www.dallascityhall.org) is an informative website.
- Staff can answer some site information questions at 214-670-4209 or 214-948-4480.

## B Proper Signatures

- Applicant, representative and/or owner must sign the application form and/or letters of authorization as appropriate.

## 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 to pursue the requested zoning change.
- If a representative is retained by an owner or an applicant 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 or the applicant's behalf.

## D Land Use Statement

- A land use statement is a written explanation which describes the request and includes **at a minimum** the following:
  - The reason this request is being submitted;
  - The size of the area of request (in acres or square feet);
  - The existing zoning and use of the area of request;
  - The existing zoning and uses of the properties surrounding the area of request;
  - The current and proposed use of any existing structures;
  - The proposed use for the area of request;
  - The proposed maximum building height in feet and stories of new structures;
  - The proposed lot coverage for buildings, parking structures or parking lots (list each separately).
- For a use allowed with a Specific Use Permit (SUP), such as a public school, consult the SUP Information Packet for additional items to include in the Land Use Statement.

## E Proposed Conditions

- It is not required, but is helpful to provide a list of draft conditions with your application.
- Examples of conditions include allowed uses, setbacks, height, lot coverage, parking requirements, and landscape requirements.
- An electronic PDD conditions form may be obtained from the Pre-Development Section, (214) 670-4209.

## F 8 1/2" x 11" Zoning Location Maps (2 required)

- Must be a current zoning map.
- Can be obtained at **City Hall, Room 5CN** for \$1.00 each.
- Outline the borders of the area of request in **red**.

## G 18" x 24" Tax Plat Maps (2 required)

- Can be obtained at the **Department of Public Works/Transportation, Survey Section** located at **320 E. Jefferson, Room 318**.
- Please outline the area of request in **red** and fold the maps.

## H Correct Lot and Block or Metes and Bounds Survey with drawing

- If the area of request cannot be described as all of a platted lot, a metes and bounds description is required. (2 copies)
- A metes and bounds description with drawing can be prepared by a surveyor, engineer or architect.
- The metes and bounds description must be typed on an 8 1/2" x 11" sheet(s) of paper and legible.
- The correct lot and block or metes and bounds description is necessary to legally bind the property to the ordinance, if the City Council approves the request.
- Although not a requirement, it would be helpful to include a 3.5" diskette with the text description of the survey saved as either a Microsoft Office Document '.doc' or a Rich Text Format, '.rtf' file.

## I Deed

- A copy of a deed that verifies ownership of the property
- A copy of the deed may be obtained at the Dallas County offices at **500 Elm Street**.

## J Tax Certificate

- Can be obtained at the **Dallas County** tax office located at **500 Elm Street**.

## K Verification of no unpaid liens

- Can be obtained at **City Hall, Room 2DN**.

# Checklist Explanation

## L Traffic Impact Worksheet

- Please fill out the Traffic Impact Worksheet included this packet and submit it with your application.
- If the total trips generated are **less** than 1,000 trips per day, a Traffic Impact Study or a Traffic Impact Study Waiver is **not** required with your submission.
- If the total trips generated exceed 1,000 trips per day, either a Traffic Impact Study or a Traffic Impact Study Waiver **is** required with your submission (see M).

## M Traffic Impact Study or Waiver

- If upon filling out the Traffic Impact Study Worksheet included in this packet the total trips generated **exceed** 1,000 trips per day, either a Traffic Impact Study or a Traffic Impact Study Waiver will be **required** with your submission.
- Contact the **Department of Development Services** at **214-670-4869** for further information.

## N Conceptual or Development Plans

- An applicant must provide either a Conceptual Plan or a Development Plan with their request for a PDD. Consult the Dallas Development Code Section 51A-4.702(e) for requirements.
- Conceptual Plans and/or Development Plans **must** be 24"x36".
- 10 folded copies are due with each PDD request. The title block, located in the lower right hand corner, should be visible.

### Conceptual Plan requirements

- Title block, located in the lower right hand corner, with:
  - + North arrow;
  - + Scale (architect or engineer);
  - + Title and address of the proposed development;
  - + Date of preparation and revisions;
  - + Plan label (i.e. Conceptual Plan or Development Plan);
  - + Zoning Case No. (to be provided on plans prior to scheduling City Council hearing).
- Site topography at no less than 5 foot contour intervals;
- Location of all land uses;
- Gross acreage for each use;
- Maximum lot coverage;
- Net residential densities;
- Floor area ratio for each use;
- The approximate floor area for all nonresidential uses;
- Delineation of all undeveloped areas (except for required yards, landscaped areas, areas unobstructed to the sky and open recreation facilities such as tennis courts and swimming pools);
- Indication of maximum heights for all structures in feet and stories;
- Location of all proposed screening between the site and adjacent property and between land uses within the site;
- Location of all minimum building setbacks along the site boundaries, on dedicated streets, and between residential and nonresidential uses;
- Identification of major access points and right-of-ways to be dedicated to the city;
- Indication of each phase of development if separate phases are proposed.

### Development Plan requirements

- Title block, located in the lower right hand corner, 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);
  - + Zoning Case No. (to be provided on plans prior to scheduling City Council hearing).
- Any proposed public or private streets and alleys;
- Building sites;
- Square footage of all buildings;
- Square footage of impervious coverage;
- Minimum set backs;
- Areas proposed for dedication or reserved as parks, open space, parkways, playgrounds, utility and garbage easements, school sites, street widening or street changes;
- Points of ingress or egress from existing public streets;

## N Conceptual or Development Plans (continued)

# Checklist Explanation

- 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;
- Location and the minimum distance between buildings, buildings and property lines, street and alley right-of-ways, and private streets;
- 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.

## **O Landscape Plan**

- If Article X standards are proposed, no plans are needed.
- Landscape Plans must be 24" x 36".
- 10 folded copies are required at submittal. The title block, located in the lower right hand corner, should be visible.
- Landscape requirements listed below may be added to the Development Plan and submitted as a Development/Landscape Plan in lieu of a separate Landscape Plan.
- Refer to Article X of the Dallas Development Code for landscaping standards. A copy is available in 5BN of Dallas City Hall and on the Internet at <http://www.dallascityhall.org> (look under "codes" for the Development Code.) You can also call one of the City Arborists at 214-948-4480.
- In addition to the Development Plan requirements (see requirement **N**), please provide the following additional information:
  - 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).
  - The approximate floor area for all nonresidential uses;
  - Delineation of all undeveloped areas (except for required yards, landscaped areas, areas unobstructed to the sky and open recreation facilities such as tennis courts and swimming pools);
  - Indication of maximum heights for all structures in feet and stories;
  - Location of all proposed screening between the site and adjacent property and between land uses within the site;
  - Location of all minimum building setbacks along the site boundaries, on dedicated streets, and between residential and nonresidential uses;
  - Identification of major access points and right-of-ways to be dedicated to the city;
  - Indication of each phase of development if separate phases are proposed.

### **General Plan requirements**

- Title block, located in the lower right hand corner, with:
  - \* North arrow;
  - \* Scale (architect or engineer);
  - \* Title and address of the proposed development;
  - \* Date of preparation and revisions;
  - \* Plan label (i.e. Landscape Plan, Site/Landscape Plan);
  - \* Zoning Case number (to be provided on plans prior to scheduling City Council hearing).
- 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;

# Checklist Explanation

## **O Landscape Plan (continued)**

- 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.

## **P Tree Survey**

- Although this requirement is part of requirement **N**, the Development Plan requirement, it is an important and often overlooked portion of many submissions.
- The tree survey may be included on a Development or Landscape Plan.
- If the site is heavily wooded, the applicant should turn in a separate plan to cover this requirement. The City Arborist can tell you the items needed for the tree survey. An arborist can be reached at 214-948-4480.

## **Q Elevations/Perspectives (optional)**

- When submitting a request for a PDD, it is helpful to communicate the intent of a project/proposal with a drawing.
- Please provide elevations or perspectives for buildings more than 12 feet in height, which are not to be used for single family or duplex uses.

## **R. List of Partners/Principles/Officers**

- If the applicant and/or the owner are a corporation, partnership or trust, a list of partners, principals or officers, position held, and corporate address must be provided so that any conflict of interest by City Plan Commissioners or City Council Members can be identified before voting.

## **S. Application and Sign Fees**

- Both the application and sign fees for a zoning request **must** be paid at the time of application.
- Consult the Zoning Fee/Sign schedule for a list of current fees.

# Article X Landscape Requirements

To meet the Article X landscape requirements of the Dallas Development Code, the following standards apply. For specific questions regarding the landscape requirements, a City Arborist can be reached at 214-948-4480.

<b>Mandatory Provisions</b> <i>Article X requirements except where noted below</i>	<b>Design Standards</b> <i>Must provide two of the nine listed below</i>
<b>Protected Tree Mitigation</b> <input type="checkbox"/> <ul style="list-style-type: none"> <li>Caliper per caliper inch replacement required</li> <li>Building permit or tree removal permit required</li> <li>Refer to the list of approved replacement trees<sup>A</sup></li> <li>Tree survey and replacement plan may be required</li> </ul>	<b>Enhanced Perimeter</b> <input type="checkbox"/> <ul style="list-style-type: none"> <li>Minimum average width &gt; or = 15 feet</li> <li>Refer to the list of approved plant groups<sup>B</sup></li> </ul>
<b>Perimeter Landscape Buffer</b> <input type="checkbox"/> <ul style="list-style-type: none"> <li>Minimum 10 foot width from property line where residential adjacency occurs</li> <li>Refer to list of approved plant groups<sup>B</sup></li> </ul>	<b>Street Buffers</b> <input type="checkbox"/> <ul style="list-style-type: none"> <li>Minimum 10 foot width or 10% lot depth from property line (whichever is less)</li> <li>Required along the entire public street frontage</li> <li>Refer to list of approved plant groups<sup>B</sup></li> </ul>
<b>Screening of Off-Street Loading Spaces</b> <input type="checkbox"/> <ul style="list-style-type: none"> <li>Required where residential adjacency and public street adjacency occur (<b>except</b> in CS Commercial Service and Industrial districts)</li> <li>Minimum of 6 foot height</li> <li>Refer to the methods of screening<sup>C</sup></li> </ul>	<b>Screening of Off-Street Parking</b> <input type="checkbox"/> <ul style="list-style-type: none"> <li>Mandatory requirement <b>only</b> for all Office Districts</li> <li>Large evergreen shrubs 3 feet in height at time of installation (7-9 gallon)</li> <li>Required along the entire frontage of the parking lot except at driveways and visibility triangles</li> <li>Spaced three feet on center</li> </ul>
<b>Site Trees</b> <input type="checkbox"/> <ul style="list-style-type: none"> <li>Minimum of 4 trees must be provided</li> <li>Minimum of 2 inch caliper trees must be provided</li> <li>Minimum of 1 tree per 4,000 square feet of lot area</li> </ul>	<b>Enhanced Vehicular Pavement</b> <input type="checkbox"/> <ul style="list-style-type: none"> <li>Minimum 25% of all outdoor vehicle pavement</li> <li>Brick, stone or grass pavers</li> <li>Exposed aggregate or stamped and stained concrete</li> <li>Mutually exclusive from the Permeable Vehicular option<sup>D</sup></li> </ul>
<b>Street Trees</b> <input type="checkbox"/> <ul style="list-style-type: none"> <li>Minimum of 2 large trees must be provided<sup>E</sup></li> <li>Minimum of 3 inch caliper large trees must be provided<sup>E</sup></li> <li>Minimum of 1 large tree per 50 feet of street frontage<sup>E</sup></li> <li>Must be located within 30 feet of projected street curb</li> </ul>	<b>Permeable Vehicular Pavement</b> <input type="checkbox"/> <ul style="list-style-type: none"> <li>Minimum 25% of all outdoor vehicle pavement</li> <li>Gravel is not acceptable</li> <li>Permits water penetration to soil depth &gt; or = 18 inches</li> <li>Mutually exclusive from the Enhanced Vehicular option<sup>D</sup></li> </ul>
<b>Parking Lot Trees</b> <input type="checkbox"/> <ul style="list-style-type: none"> <li>Minimum of 2 inch caliper trees must be provided</li> <li>All required parking spaces must be located within 30 feet of projected street curb</li> <li>Must be planted no closer than 2-½ feet from paving or concrete</li> </ul>	<b>Pedestrian Facilities</b> <input type="checkbox"/> <ul style="list-style-type: none"> <li>Minimum 5% of total lot area</li> <li>Publicly accessible facilities including plazas, covered walkways, fountains, lakes, ponds, seating areas and outdoor recreation facilities</li> </ul>
<b>Screening of Off-Street Parking</b> <input type="checkbox"/> <ul style="list-style-type: none"> <li>Mandatory requirement <b>only</b> for all Office Districts</li> <li>Large evergreen shrubs 3 feet in height at time of installation (7-9 gallon)</li> <li>Spaced three feet on center</li> <li>Required along the entire frontage of the parking lot except at driveways and visibility triangles</li> </ul>	<b>Foundation Planting Strip</b> <input type="checkbox"/> <ul style="list-style-type: none"> <li>Minimum 3 foot wide bed along 50% of the portion of the foundation that faces the street</li> <li>Must contain large evergreen shrubs at least 3 feet in height at time of installation (7-9 gallon)</li> </ul>
	<b>Understory Preservation</b> <input type="checkbox"/> <ul style="list-style-type: none"> <li>Preserved understory must occupy a minimum 5% of the lot area</li> <li>Grouping of natural low-level woody, herbaceous or ground cover species</li> </ul>
	<b>Enhanced Pedestrian Walkways</b> <input type="checkbox"/> <ul style="list-style-type: none"> <li>Must occupy a minimum 5% of the lot area</li> <li>Enhanced pavement intended for pedestrian use</li> </ul>

<sup>A</sup> Refer to the Dallas Development Code 51-A Section 10.134(b)

<sup>C</sup> Refer to the Dallas Development Code 51-A Section 4.602(b)(3)

<sup>E</sup> Refer to the Dallas Development Code 51-A Section 10.101(13)

<sup>B</sup> Refer to the Dallas Development Code 51-A Section 10.125(b)(7)

<sup>D</sup> Use of one cannot be counted towards use of the other



# Traffic Impact Study Worksheet

This worksheet will help you determine if a Traffic Impact Study (T.I.S.) needs to be submitted with your zoning change request. **Please read the following paragraphs before filling out this worksheet.**

First, read all of the uses listed in column A and check the box to the right of each use that characterizes the proposed development. Next, fill in the number of units or gross square footage of each use in column 'B'. If the development has a Number of Units, then multiply that number by the Trip Rate (column 'B' times column 'C') and indicate the total in column 'D'. If the development has a Gross Square Footage, then divide the gross square footage in column 'C' by 1,000, then multiply the result by the Trip Rate in column 'B' and indicated the total in column 'D'. Finally, total all the trips per day to the space at the bottom of column 'D'.

If the total exceeds 1,000 trips per day, then either a Traffic Impact Study (T.I.S.) or a Waiver of the T.I.S. is required with the zoning request. Traffic Impact Study waivers will be considered on a per case basis by the Director of the Department of Development Services. The Department of Development Services is located in City Hall, Room L1BS and can be reached by telephone at 214-670-4869. If a proposed project cannot be defined within the uses provided on this worksheet, contact the Department of Development Services for assistance. Finally, fill out the applicant and development information below the chart.

A Use		B Trip Rates <sup>1</sup>	C Number of Units/SQ. FT.	D Trips Generated
<b>Lodging</b>	<input type="checkbox"/>	9.11 per room		
<b>Residential</b>				
Single Family	<input type="checkbox"/>	9.57 per dwelling unit		
Other	<input type="checkbox"/>	6.59 per dwelling unit		
<b>Industrial</b>	<input type="checkbox"/>	6.96 per 1,000 gsf		
<b>Office</b>				
Financial Institution w/o drive-in	<input type="checkbox"/>	156.48 per 1,000 gsf		
Financial Institution with drive-in	<input type="checkbox"/>	265.21 per 1,000 gsf		
Other: 10,000 gsf or less	<input type="checkbox"/>	26.59 per 1,000 gsf		
10,001-50,000 gsf	<input type="checkbox"/>	22.64 per 1,000 gsf		
50,000-100,000 gsf	<input type="checkbox"/>	15.58 per 1,000 gsf		
100,001-150,000 gsf	<input type="checkbox"/>	13.27 per 1,000 gsf		
150,001-200,000 gsf	<input type="checkbox"/>	12.08 per 1,000 gsf		
<b>Retail/Personal Service</b>				
General Merchandise > 3,500 sq.ft.	<input type="checkbox"/>	177.59 per 1,000 gsf		
General Merchandise < 3,500 sq.ft.	<input type="checkbox"/>	863.10 per 1,000 gsf		
Restaurant w/o drive-in	<input type="checkbox"/>	158.37 per 1,000 gsf		
Restaurant with drive-in	<input type="checkbox"/>	722.03 per 1,000 gsf		
Other: 10,000 gsf or less	<input type="checkbox"/>	278.24 per 1,000 gsf		
10,001-50,000 gsf	<input type="checkbox"/>	215.39 per 1,000 gsf		
50,000-100,000 gsf	<input type="checkbox"/>	118.36 per 1,000 gsf		
100,001-150,000 gsf	<input type="checkbox"/>	91.46 per 1,000 gsf		
150,001-200,000 gsf	<input type="checkbox"/>	78.65 per 1,000 gsf		
<b>Wholesale/Distribution/Storage</b>				
Mini-warehouse	<input type="checkbox"/>	2.50 per 1,000 gsf		
Warehouse	<input type="checkbox"/>	4.96 per 1,000 gsf		
<b>Total trips generated</b>				

<sup>1</sup> All rates are based on ITE Trip Generation Report, 6<sup>th</sup> edition, January 1997.

<b>Applicant:</b>	<b>Phone Number</b>
<b>Location:</b>	<b>Size (in Acres)</b>



City of Dallas

# Department of Development Services

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

## Zoning Change Application

October 2002

Provide the following information. (Please print).

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

Existing zoning:		Location & cross street:	
Mapsc no.		Request:	
Zoning map no.			
Council district			
School district			
Census tract no.		Lot(s)/Block(s):	Size of request:

Areas below to be completed by staff during application intake.

General Zoning Change*	Specific Use Permit*	Planned Development	Deed Restrictions*
	New <input type="checkbox"/> <input type="checkbox"/> Renewal Amendment <input type="checkbox"/> <input type="checkbox"/> Auto Renewal***	District*	Termination <input type="checkbox"/> <input type="checkbox"/> Amendment
Proper signatures <input type="checkbox"/>	Proper signatures*** <input type="checkbox"/>	Proper signatures <input type="checkbox"/>	Proper signatures <input type="checkbox"/>
Letter(s) of authorization <input type="checkbox"/>	Letter(s) of authorization*** <input type="checkbox"/>	Letter(s) of authorization <input type="checkbox"/>	Letter(s) of authorization <input type="checkbox"/>
Land use statement <input type="checkbox"/>	Land use statement <input type="checkbox"/>	Land use statement <input type="checkbox"/>	Land use statement <input type="checkbox"/>
Zoning Location Maps (2) <input type="checkbox"/>	Draft Conditions <input type="checkbox"/>	Draft Conditions <input type="checkbox"/>	Zoning Location Maps (2) <input type="checkbox"/>
Tax Plat Maps (2) <input type="checkbox"/>	Zoning Location Maps (2)*** <input type="checkbox"/>	Zoning Location Maps (2) <input type="checkbox"/>	Tax Plat Maps (2) <input type="checkbox"/>
Correct lot & block or Metes & Bounds survey with drawing (2) <input type="checkbox"/>	Tax Plat Maps (2) <input type="checkbox"/>	Tax Plat Maps (2) <input type="checkbox"/>	Correct lot & block or Metes & Bounds survey with drawing (2) <input type="checkbox"/>
Copy of Deed <input type="checkbox"/>	Correct lot & block or Metes & Bounds survey with drawing (2) <input type="checkbox"/>	Correct lot & block or Metes & Bounds survey with drawing (2) <input type="checkbox"/>	Copy of Deed <input type="checkbox"/>
Tax and lien statements <input type="checkbox"/>	Copy of Deed <input type="checkbox"/>	Copy of Deed <input type="checkbox"/>	Tax and lien statements <input type="checkbox"/>
Traffic Impact Worksheet <input type="checkbox"/>	Tax and lien statements <input type="checkbox"/>	Tax and lien statements <input type="checkbox"/>	List of partners/principals/officers** <input type="checkbox"/>
Traffic impact Study or Waiver** <input type="checkbox"/>	Traffic Impact Worksheet <input type="checkbox"/>	Traffic Impact Worksheet <input type="checkbox"/>	Termination instrument** <input type="checkbox"/>
List of partners/principals/officers** <input type="checkbox"/>	Traffic impact Study or Waiver** <input type="checkbox"/>	Traffic impact Study or Waiver** <input type="checkbox"/>	New instrument** <input type="checkbox"/>
	List of partners/principals/officers** <input type="checkbox"/>	List of partners/principals/officers** <input type="checkbox"/>	Copy of executed deed restrictions** <input type="checkbox"/>
	Site Plans (10 folded) <input type="checkbox"/>	Conceptual plans (10 folded) or <input type="checkbox"/>	
	Landscape Plans (10 folded)** <input type="checkbox"/>	Development Plans (10 folded) <input type="checkbox"/>	
	Tree Survey (2 folded)** <input type="checkbox"/>	Landscape Plans (10 folded)** <input type="checkbox"/>	
		Tree Survey** <input type="checkbox"/>	
		Elevation/perspectives (optional) <input type="checkbox"/>	

\*Additional requirements may be determined as necessary prior to application acceptance. \*\* If required.

2 year waiver: Y <input type="checkbox"/> N <input type="checkbox"/>	Filing fee: \$	Sign fee: \$	Date filed:
Escarpment Y <input type="checkbox"/> N <input type="checkbox"/>	Receipt no.	Receipt no.	Accepted by:
Floodplain Y <input type="checkbox"/> N <input type="checkbox"/>	Notification area: FT.	No. of signs:	Date withdrawn:

Tentative CPC Hearing Date:	Planner:	File No.: Z - / ( )
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City of Dallas

# Department of Development Services

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

## Zoning Fee/Sign Schedule

October 2002

Planned Development District		0 to 5 acres*	>5.0 acres*
<b>New/Enlargement</b>	Fee	\$5,820.00	\$5,820 + \$113 per acre for each acre over 5 to a maximum of \$30,000
	Notification area	500 ft.	
<b>Amendment</b>	Fee	\$1,935.00	
	Notification area	500 ft.	

*\*Any fraction of an acre is rounded up to the next acre.*

### Notification Signs

- ✓ **One** sign must be posted **for each 5 acres** of property up to a maximum of **5** signs.
- ✓ Signs cost **\$10.00 each** which is due upon submission of a completed application.
- ✓ The sign(s) must be posted **at least 10 days** before the scheduled City Plan Commission hearing date.
- ✓ The sign(s) must be **visible from all street frontages**.
- ✓ Signs not properly displayed leave the City Plan Commission only two considerations;
  - 1) *denial of the request* or
  - 2) *postponement until the proper ten day posting is accomplished.*

I have read and understand my responsibility regarding the legal posting of notification signs.

Monday  
(by 1:30 p.m.),

\_\_\_\_\_ **Tentative posting date**

\_\_\_\_\_ **Applicant signature**

\_\_\_\_\_ **Date**