



# Planning & Development Department

320 E Jefferson Blvd, Dallas TX 75203  
(214) 948-4480

## Drainage/Paving & Traffic Engineering Checklist, Submission Guidelines & Plan Review

Project Name: \_\_\_\_\_

City Plan File # (Plat #): S \_\_\_\_\_ - \_\_\_\_\_

Zoning (or PD/SUP #, if applicable): \_\_\_\_\_

Engineering Consulting Firm: \_\_\_\_\_

Engineer-of-Record: \_\_\_\_\_, PE

Date: \_\_\_\_\_

Effective **May 7, 2025**, **initial plan submittals** for all permitting, including engineering, must be initiated through the new centralized **DallasNow (Accela) Portal**: <https://aca-prod.accela.com/DALLASTX/Default.aspx>.

Drainage and Paving Engineering plans are reviewed, and approved electronically via **ProjectDox Portal** which is being accessed through Accela/DallasNow

Both **ProjectDox** and **DallasNow** systems are fully integrated to support a seamless process for Plan Submittals, Fee Payments, Review and Approval Workflows, Permits Issuance, Inspections, Projects Closeout, Archiving Approved Plans.

- Reference guides to assist with making submittals are available on the Engineering website: <https://dallascityhall.com/departments/sustainabledevelopment/land-management/Pages/engineering-forms.aspx>.
- Step-by-step guides to assist with the submittal process for DallasNow on the Planning & Development Website: <https://dallascityhall.com/departments/sustainabledevelopment/Pages/DallasNow.aspx>.

The following submittal procedures should be followed for the review of drainage and paving engineering plans. Per **Chapter 52 of the Dallas City Code**, amended May 1, 2024, the following fees apply to drainage and paving engineering plan reviews:

- Initial Review Fee: \$1,848 for the first two design reviews
- Technology Fee: \$15 one-time, applied during the first submittal
- Subsequent Reviews: \$2,252 for each review after the second
- Design Revision Review (RTF): \$2,252 per resubmittal after plans are stamped

Failure to comply with any of the following may result in delays in your plan review process: completion of all required tasks in DallasNow and later in ProjectDox, Payment of all applicable review and technology fees, and submission of a completed checklist with the plan submittal.

### **Plan Format, General Standards & Helpful Links**

#### **General Sheet Order for Plan Submission**

- Cover Sheet (**Always Required**)
- Preliminary or Final Recorded Plat (**Always Required**)
- Existing Conditions Plan / Topographic Survey
- Demolition Plan
- Site Layout or Dimension Control Plan (**Always Required**)
- Paving Plan (& Profile, where applicable)
- Grading Plan (**Always Required**)
- Existing Drainage Area Map (**Always Required**)
- Proposed Drainage Area Map (**Always Required**)
- Storm Drain Plan (& Profile, where applicable)
- Erosion Control Plan
- Signage, Striping & Lighting Plan
- Construction Details

#### **Standard Plan Sheet Format and Information**

All plans should be landscape-oriented, clear, legible, and to scale. Engineer scales: 1"= 10', 20', 30', 40', or 50'. Larger scales may be used for overall/indexing sheets. No Architectural Scales. Plan orientation should generally face north to the top or left-hand side of the sheet. The following information should be included on **ALL** sheets:

- Engineering Firm Name & Registration #, Address, and Phone Number
- Engineer's Seal or preliminary statement as approved by the Board of Professional Engineers
- Surveying Firm Name & Registration #, Address, and Phone Number
- Developer's Name, Address, and Phone Number
- Owner's Name, Address, and Phone Number
- PAV-DRNG-XX-XXXXXX for electronic plan submittal
- (File number will be assigned at time of submission)
- Plat File#: Plat- XXX - XXX (Has 6 numbers with a hyphen in the middle)

## Helpful Links

- Street Design Manual, Drainage Design Manual, Off-Street Parking and Driveways Handbook, Traffic Sign Standards, 251D-1 Standard Construction Details - <https://dallascityhall.com/departments/sustainabledevelopment/land-management/Pages/engineering-forms.aspx>
- City of Dallas Zoning Website  
<https://dallascityhall.com/departments/pnv/Pages/zoning.aspx>  
<https://developmentweb.dallascityhall.com/publiczoningweb/>
- City of Dallas Thoroughfare Plan -  
<https://dallasgis.maps.arcgis.com/apps/webappviewer/index.html?id=61c4bfdad6ec4c85bc794dad5044288e>
- City of Dallas Codes - <https://dallascityhall.com/government/Pages/city-codes.aspx>
- City of Dallas Planned Development (PD) District Regulations -  
<https://dallascityhall.com/departments/city-attorney/Pages/articles-data.aspx>
- Dallas Central Appraisal District - <https://www.dallascad.org/>
- FEMA Flood Map Service Center - <https://msc.fema.gov/portal>
- NCTCOG Landfills -  
[https://geospatial.nctcog.org/portal/apps/experiencebuilder/experience/?id=03405dc424994bfd84516ee949e9a5e5&page=page\\_0](https://geospatial.nctcog.org/portal/apps/experiencebuilder/experience/?id=03405dc424994bfd84516ee949e9a5e5&page=page_0)
- NOAA Atlas 14 - [https://hdsc.nws.noaa.gov/hdsc/pfds/pfds\\_map\\_cont.html](https://hdsc.nws.noaa.gov/hdsc/pfds/pfds_map_cont.html)
- Traffic Engineering Review Checklist –  
<https://dallascityhall.com/departments/sustainabledevelopment/land-management/Pages/engineering-forms.aspx>

## Engineering Check List

1. Is a complete Traffic Engineering Review Checklist Form included in this submittal?  
\_\_\_\_\_Yes\_\_\_No – Note: This is a required submittal item.
2. Is an itemized breakdown with quantities of all proposed public paving and drainage infrastructure within City ROW and Easements included in this submittal?  
\_\_\_\_\_Yes  
\_\_\_\_\_No – Note: This is required prior to plan approval.  
\_\_\_\_\_N/A
3. Is there a thoroughfare adjacent to the development, or within (passes through) the development? Please refer to the City of Dallas Thoroughfare Plan.  
\_\_\_\_\_Yes, the thoroughfare is adjacent. \*\*Please note that the developer is responsible for the design and construction of half of the width of the thoroughfare, which abuts the proposed development, if the length of the thoroughfare frontage is 1,000 feet or more.



## Planning & Development Department

320 E Jefferson Blvd, Dallas TX 75203  
(214) 948-4480

Yes, a thoroughfare passes within. \*\*Please note that the developer is responsible for the entire width of the thoroughfare within the limits of the proposed development.

\_\_\_\_ No

4. If you answered Yes to #3, that an existing or planned thoroughfare is adjacent to or passes within the development, is the pavement width, right-of-way, and any other elements prescribed in the Thoroughfare Plan provided?

\_\_\_\_ Yes – Please explain: \_\_\_\_\_

\_\_\_\_ No – Please explain: \_\_\_\_\_

\_\_\_\_ N/A (responded “No” to #15)

5. Does this development comply with the International Fire Code?

\_\_\_\_ Yes – I have read the code and verified that it complies.

\_\_\_\_ No – Please explain: \_\_\_\_\_

\*\* Please note: Where the vertical distance between the grade plane and the highest roof surface exceeds 30 feet, adjacent aerial fire apparatus access roads shall have a minimum unobstructed width of 26 feet. Otherwise, adjacent access roads shall have a minimum unobstructed width of 20 feet.

6. Is any work proposed within the Mill Creek hazardous drainage area?

\_\_\_\_ Yes – FF Elevations must be a minimum of 3 feet above the top of curb elevation at the nearest downstream inlet.

\_\_\_\_ No

7. Is any stormwater runoff being discharged onto adjacent cities or other entities?

\_\_\_\_ Yes, onto another City – Please note: Detention may be required, and the adjacent City must approve the plans.

\_\_\_\_ Yes, onto another Entity (e.g., TxDOT, DART, etc.) – Please note: Engineering plans must be reviewed and approved by that entity.

\_\_\_\_ No

### **Required Sheet Information**

#### **Cover Sheet**

- ☐ Project Name, Lot & Block Number/Legal Description
- ☐ Sheet Index
- ☐ Vicinity Map & Mapsco page number (as shown at [www.dcad.org](http://www.dcad.org))
  - ☐ All information is clearly shown on the Cover Sheet.
  - ☐ Some information is missing. Here is what’s missing and why:

---

---

---

## **Preliminary or Final Plat**

- ☐ When the City Plan Commission approves the Preliminary Plat, a conditional approval letter is issued and mailed to the owner and Surveyor. The Engineer should request a copy from the owner and:
  - ☐ Ensure that the surveyor has addressed all conditions on the Preliminary Plat that is being submitted with the engineering plans.
  - ☐ Ensure that all conditions are addressed on the engineering plans.
- ☐ Right-of-Way dedications are clearly shown and dimensioned
- ☐ Easement dedications are clearly shown and dimensioned
- ☐ All existing easements are clearly shown and dimensioned
- ☐ Vicinity Map & Mapsco page number (as shown at <https://maps.dcad.org/prd/dpm/>)
  - ☐ All information is clearly shown on the Plat.
  - ☐ Some information is missing. Here is what's missing and why:

---



---



---

## **Existing Conditions Plan**

- ☐ Show and label existing contour lines (with elevation labels) at one or two-foot contour intervals referenced to the sea-level datum.
- ☐ Show and label existing drive approaches, street frontage sidewalks & barrier-free ramps, street and onsite pavement material (e.g., concrete, asphalt, pavers, gravel, etc.), street pavement & right-of-way widths, on-street parking, street curb lines, bar-ditches, onsite buildings, vehicle circulation lanes, private drives, fire lanes, parking areas, landscape areas, fencing, retaining walls, and all public and private storm/water/wastewater/other utility infrastructure.
- ☐ Show, label, and dimension all existing easements.
- ☐ Show and label all existing signs, utilities, signal poles, parking meters, bike racks, news racks, advertising kiosks, DART bench/shelter, etc. located within the right-of-way.
- ☐ Show and label all streams, creeks, drainage ways, and 100-year floodplain. In addition to FEMA overlays, show and label actual 100-year water surface elevations.
  - ☐ All information is clearly shown on the Existing Conditions Plan.
  - ☐ Some information is missing. Here is what's missing and why:

---



---



---

## **Demolition Plan**

- ☐ All items listed above under “Existing Conditions Plan” is either labeled: “Existing to Remain”, “To be Removed”, or “To be Relocated”.
- ☐ All information is clearly shown on the Demolition Plan.
- ☐ Some information is missing. Here is what’s missing and why:

---



---



---

## **Site Layout or Dimension Control Plan**

- ☐ Show and label street pavement and right-of-way widths, street centerline, street curb lines, proposed drive approaches, width of sidewalk along the street frontage, width of landscape area between the sidewalk and street curb (if applicable), barrier-free ramps, on-site and off-site pavement material (e.g., concrete, asphalt, permeable pavers, etc.), on-street parking, bar-ditches, on-site buildings, on-site sidewalks, vehicle circulation lanes, private drives, fire lanes, parking areas, fencing, retaining walls, and landscape areas.
- ☐ Show and label all existing and proposed signs, utilities, signal poles, parking meters, bike racks, news racks, advertising kiosks, DART bench/shelter, etc., located within the right-of-way.
- ☐ Show, label, and dimension visibility triangles at street intersections and drive approaches.
  - ☐ All information is clearly shown on the Site Layout or Dimension Control Plan.
  - ☐ Some information is missing. Here is what’s missing and why:

---



---



---

## **Paving Plan (& Profile, where applicable)**

- ☐ All proposed work is clearly shown and labeled with a paving legend to distinguish between the different pavement specifications within the right-of-way and private property.
- ☐ Limits of new paving and adjustments to intersecting streets and drives are clearly defined by stations and dimensions, as necessary.
- ☐ Typical cross sections are shown and dimensioned for each proposed street/alley classification with station limits and centerline corrections.
- ☐ Station/top of curb (offset from centerline if not typical) for all PC's, PT's and midpoints of curb returns.
- ☐ A curve schedule should be provided for concentric and non-concentric curves.
- ☐ Check all drives, intersections, and other locations involving cross traffic for possible hazardous situations. Watch for obstructed sight distance, hindrances to safe operation at design speed, danger to pedestrians, etc.

- ☐ Intermediate tangents have been designed between reverse curves based on the design speed along the centerline of the proposed streets.
- ☐ Complete vertical curve information is provided and meets minimum sight distance requirements for design speed.
- ☐ Existing and proposed water/wastewater lines are clearly shown and labeled when located under proposed pavement.
- ☐ Street lighting on divided thoroughfares is clearly shown and labeled.
- ☐ Type, thickness, strength, rebar size, and subgrade preparation of proposed pavement are shown and are in conformance with standards.
- ☐ Show cross-slope of street and driveway slopes into property. Slopes must comply with the Street Design Manual.
- ☐ Show, label, and dimension driveways.
- ☐ Sidewalks are clearly shown and labeled on all street frontages. Concrete thickness, strength, and rebar size are shown and conform to standards.
- ☐ Show, label, and dimension sidewalks on all street frontages. The concrete thickness, strength, and rebar size are shown and conform to the standards.  
(Please note: Where the vertical distance between the grade plane and the highest roof surface exceeds 30 feet, adjacent aerial fire apparatus access roads shall have a minimum unobstructed width of 26 feet. Otherwise, adjacent access roads shall have a minimum unobstructed width of 20 feet.)
- ☐ All information is clearly shown on the Paving Plan.
- ☐ Some information is missing. Here is what's missing and why:

---



---



---

## **Grading Plan**

- ☐ Existing onsite and offsite contour lines (with elevation labels) and proposed grades are clearly shown and labeled.
- ☐ Surface drainage easements are provided for lot-to-lot drainage paths.
- ☐ Typical cross sections for all retaining walls are provided. Show footings, utility crossings, wall heights, and distances to property lines.
- ☐ All utilities are clearly shown and labeled.
- ☐ Show and label all streams, creeks, drainage ways, and 100-year floodplain. In addition to FEMA overlays, show and label actual 100-year water surface elevations.
- ☐ All information is clearly shown on the Grading Plan.
- ☐ Some information is missing. Here is what's missing and why:

---



---



---

## **Existing Drainage Area Map**

- ☐ Existing onsite and offsite contour lines (with elevation labels), onsite and offsite subdivided drainage areas, and drainage area calculation tables are clearly shown.
- ☐ Indicate zoning for each drainage area.
- ☐ Existing inlets and storm drain lines are clearly shown and labeled.
- ☐ Existing onsite and offsite flow directions are clearly shown with directional flow arrows. Reference 311T-/421Q-/DP-file numbers.
- ☐ Show the design storm that the downstream storm drain system was designed for (e.g., 25-year storm, 100-year storm, etc.) and the drainage criteria that were used for that design.
- ☐ Show and label outfall locations.
- ☐ Show and label all streams, creeks, drainage ways, and 100-year floodplain. In addition to FEMA overlays, show and label actual 100-year water surface elevations.
  - ☐ All information is clearly shown on the Existing Drainage Area Map.
  - ☐ Some information is missing. Here is what's missing and why:

---

---

---

## **Proposed Drainage Area Map**

- ☐ Proposed onsite and offsite grades, onsite and offsite subdivided drainage areas, and drainage area calculation tables are clearly shown.
- ☐ Indicate zoning for each drainage area.
- ☐ Existing and proposed inlets and storm drain lines are clearly shown and labeled.
- ☐ Proposed onsite and existing offsite flow direction is clearly shown with directional flow arrows. Reference 311T-/421Q-/DP- file numbers.
- ☐ Show runoff calculations and use design criteria as shown in the Drainage Design Manual.
- ☐ Show and label outfall locations.
- ☐ Demonstrate, with supporting calculations, that there is adequate capacity downstream to convey the 100-year storm.
- ☐ Show and label all streams, creeks, drainage ways, and 100-year floodplain. In addition to FEMA overlays that show and label actual 100-year water surface elevations.
  - ☐ All information is clearly shown on the Proposed Drainage Area Map.
  - ☐ Some information is missing. Here is what's missing and why:

---

---

---

### **Storm Drain Plan (& Profile, where applicable)**

- ☐ Show a plan and profile for all proposed public storm drain lines. Pipe lengths are to be shown by stationing at each structure. Show pipe size, material, slope, and class for each run. Show pipe inverts, discharge, velocity, and friction slope. Show and label the hydraulic gradient.
- ☐ Show all hydraulics, velocity head changes, gradients, computations, and profile outfalls with typical sections and computations.
- ☐ Specify at least Class III RCP. Provide inlets where street capacity is exceeded. Provide inlets where alley runoff exceeds the capacity of the intersecting street. For thoroughfares, one lane must remain dry.
- ☐ Existing and proposed inlets and storm drain lines are clearly shown and labeled.
- ☐ Discharge storm drains at the flowline of creeks and channels with the last 10 feet at a grade not to exceed one percent, unless otherwise directed.
- ☐ Show the 100-year water surface elevation at the outfall of the storm drains.
- ☐ Where connections are made to an existing storm drain, provide the design data of the existing system (Q100, HGL, inverts, diameter, etc.).
- ☐ Intersect laterals at 60 degrees with the trunk line, if possible. Where laterals tie into a trunk line, channel, or creek, place them at a 60-degree angle with center lines connecting them so that longitudinal centers intersect.
- ☐ Indicate flow line elevations of the storm drains on the profile. Label the line grade (in percent). Match the top inside of the pipe to the adjacent pipe of a different size.
- ☐ Do not use high velocities in storm drain design. Refer to the Drainage Design Manual for maximum allowed velocities.
- ☐ The minimum pipe slope is 0.30% unless otherwise directed.
- ☐ The downstream system must be sized to adequately convey the fully developed runoff from the site.
- ☐ Provide a written statement certifying that you have analyzed the proposed storm drainage outfall effects on the adjoining property owner(s), and that your discharge will not adversely affect or jeopardize any downstream properties.
- ☐ Proposed driveway turnouts must be a minimum of 10 feet from any existing or proposed inlet.
- ☐ Do not use bends on public storm drain lines for pipe sizes less than 30-inch diameter.
- ☐ Do not use 90-degree bends on storm drains or outfall. Provide a junction structure or manhole.
- ☐ Show and label all streams, creeks, drainage ways, and 100-year floodplain. In addition to FEMA overlays, show and label actual 100-year water surface elevations.



## Planning & Development Department

320 E Jefferson Blvd, Dallas TX 75203  
(214) 948-4480

- ☐ Drainage swales/channels should have cross sections with 100-year water surface elevation, slopes, side slopes, and velocity clearly shown and labeled.
  - ☐ All information is clearly shown on the Storm Drain Plan.
  - ☐ Some information is missing. Here is what's missing and why:

---

---

---

### **Erosion Control Plan**

- ☐ Existing contour lines (with elevation labels) and proposed grades are clearly shown and labeled.
- ☐ Design plans comply with all current rules and regulations of EPA, TCEQ, and other applicable federal and state agencies.
  - ☐ All information is clearly shown on the Erosion Control Plan.
  - ☐ Some information is missing. Here is what's missing and why:

---

---

---

### **Construction Details**

- ☐ All details are clearly labeled as private or public.
- ☐ All applicable details from the City of Dallas 251D-1 Standard Construction Details should be clearly shown, labeled, and cross-referenced on the plans.
- ☐ All details not covered by the City of Dallas 251D-1 Standard Construction Details are clearly shown, labeled, and dimensioned.
- ☐ All applicable details for work within the right-of-way of another entity (e.g., TxDOT, DART, etc.) are clearly shown, labeled, and cross-referenced on the plans.
  - ☐ All information is clearly shown on the Construction Details.
  - ☐ Some information is missing. Here is what's missing and why:

---

---

---

### **Required Compliances with Sec. 51A-8.601**

Please certify and confirm that your development is designed to comply with all the documents listed below per the SEC. 51A-8.601 (b) and if there are any deviations from any of these documents, then state the reason and the justifications and attach the documents.

Per SEC. 51A-8.601. GENERAL STANDARDS.

(b) All street paving, storm drainage, bridge, and culvert design and construction must conform to the standards, criteria, and requirements of the following, as they may from time to time be amended by those responsible for their promulgation, except that the design criteria in effect on the date the commission approves the preliminary plat must be used to design the infrastructure.

1. The Thoroughfare Plan for the City of Dallas with the latest amendments. (June 1993)
2. The Central Business District Streets and Vehicular Circulation Plan with the latest amendments. (November 1988)
3. The Long-Range Physical Plan for Parks and Recreational Facilities. (August 2002)
4. The Street Design Manual of the city of Dallas. (September 2019)
5. The Drainage Design Manual of the city of Dallas. (September 2019)
6. Drainage/Paving and Traffic Engineering checklists of Planning and Development Department. {December 2024(DP) and July 2024 (Traffic)}.
7. The Standard Construction Details of the Department of Public Works. (September 2022)
8. The Texas Uniform Traffic Control Device Manual. (October 2014)
9. The most recently adopted Dallas Bike Plan. (June 2011)



## Planning & Development Department

320 E Jefferson Blvd, Dallas TX 75203  
(214) 948-4480

I have reviewed this entire checklist and certify that the design plans submitted have been reviewed by me and are in compliance with all City of Dallas design standards and Sec. 51A-8.601(b). I understand that the City reserves the right to provide review comments at any time throughout the plan review process until all standards have been addressed.

\_\_\_\_\_, P.E.  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date