

ENGINEERING Q-TEAM PREQUALIFICATION CHECKLIST (1 of 5)

Engineer of Record: _____ Project Name: _____

Engineering File #'s: DP _____ - _____ WW _____ - _____

Description of Project: _____

MANDATORY REQUIREMENTS

The property must be properly zoned and platted prior to proceeding with this checklist.

1. Will the proposed project comply with the existing zoning? ☐ Yes ☐ No
2. Is this property a legal building site? ☐ Yes ☐ No: If yes, provide a certified copy of the plat.
3. Is the property being platted? ☐ Yes ☐ No: If Yes, has the preliminary plat been approved by City Plan Commission? ☐ Yes ☐ No

If Yes, provide the Subdivision Plat file #: _____ and the name of the addition:

_____.

GENERAL

1. Have you had a pre-development meeting for this project? ☐ Yes ☐ No If Yes, please provide date _____.
2. Have you completed the Drainage/Paving, Water/Wastewater, and Traffic Engineering review checklists?
☐ Yes ☐ No

NOTE: Please be advised that this project **will be ineligible** for Engineering Q-Team review if any of the following criteria are marked as "No".

ZONING

1. If the project is located within a Planned Development (PD), does the approved Development Plan (if applicable, provide a copy of the approved PD and most recent approved Development Plan) comply with the plat conditions? Confirm that all design elements required by the PD are shown on the plans. If straight zoning or no Development Plan, check N/A. ☐ Yes ☐ No ☐ N/A

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2. Are all required separate instrument easements dedicated and shown on the plans? If none required, check N/A. ☐ Yes ☐ No ☐ N/A
3. If this is a Mixed Income Housing Design Bonus (MIHDB) project, have you obtained the approval letter from Housing? If not MIHDB project, check N/A. ☐ Yes ☐ No ☐ N/A
4. A site plan including the following **must** be submitted:
 - ☐ To scale with north arrow.
 - ☐ Location of all existing or proposed structures, including buildings, dumpster, signs, walls, accessory structures, etc.
 - ☐ Building and lot area tabular data.
 - ☐ Architectural site plan that dimensionally matches landscape and civil site plan.
 - ☐ Property lines must be located and dimensioned per plat/legal build site documentation.
 - ☐ Clearly show and label building setbacks.
 - ☐ Parking and loading areas with the quantity shown.

ENGINEERING

1. If your proposed disturbed area or limits of construction is located within the 100-year floodplain, have you obtained a permit from DWU Floodplain? If not in the 100-year floodplain, check N/A.
☐ Yes ☐ No ☐ N/A
2. If your proposed disturbed area or limits of construction is located within the 500-year floodplain, is the 100-year water surface elevation clearly shown on the plans, and is the finished floor elevation shown to be at least 3 feet above the 100-year water surface elevation? If not in the 500-year floodplain, check N/A.
☐ Yes ☐ No ☐ N/A
3. If your proposed disturbed area or limits of construction is located within the Mills Creek hazardous drainage area, is your finished floor elevation at least 3 ft above the top curb elevation of the nearest downstream inlet? If not in Mills Creek, check N/A. ☐ Yes ☐ No ☐ N/A
5. Are all required separate instrument easements filed at the County and shown on the plans? If none required, check N/A. ☐ Yes ☐ No ☐ N/A (see next page for examples)

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Examples include:

- Wastewater Backflow Agreement
- Covenant Agreement
- Acquisition of ROW or private property
- Dedications
- Water/Wastewater and/or Storm Drainage Easements
- Abandonment
- Maintenance Agreement
- License

4. If any adjacent site will be impacted due to the stormwater runoff from the proposed development, do you have documentation from the adjacent property owner allowing runoff to discharge onto their property? If there is no lot-to-lot drainage, check N/A. ☐ Yes ☐ No ☐ N/A
5. If this project conflicts with any current or upcoming bond and/or Capital Improvement project from any other City Department, have you coordinated with the project manager? Provide a copy of as-builts, clearly show, and reference the conflict, and include copies of emails/coordination efforts with the project manager. If not in conflict, check N/A. ☐ Yes ☐ No ☐ N/A
6. If authorization is needed from any outside entity such as DART, Corps of Engineers, etc., has authorization from that entity been obtained? ☐ Yes ☐ No ☐ N/A
7. If the property is within or in close proximity to the Escarpment Zone, have you obtained an Escarpment Permit? If Yes, submit a copy of the permit. ☐ Yes ☐ No ☐ N/A
8. Has flow monitoring testing (24 hours/7day) and a capacity flow study report been performed for developments consisting of 100 units or more, wastewater flows equal to or greater than 100 gallons/minute, and/or in areas identified with capacity concerns? Yes ☐ No ☐ N/A
9. Have any water/wastewater service requests been approved for CCTV inspection, size on size, or pressure/flow test? If not required, select N/A. ☐ Yes ☐ No ☐ N/A
10. If this project triggers street lighting upgrades as required by plat conditions, has the engineer of record completed street lighting design plans (e.g., photometric plan) in compliance with city standards? If so, include in the submittal. If not required, select N/A. ☐ Yes ☐ No ☐ N/A

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11. If this project is located immediately adjacent to a traffic signal or any traffic signal-related appurtenances, has the engineer of record completed any necessary traffic signal design plans in compliance with city standards? If Yes, include design plans in the submittal. ☐ Yes ☐ No ☐ N/A
12. If the total project size triggers the need for any traffic study related to field observations, speeds, stopping or approaching sight distance, traffic (vehicle or pedestrian) counts, parking demand, traffic operations, simulation models to assess development impact, etc., has the study been reviewed and approved by Transportation Department? If Yes, include copy of approval. ☐ Yes ☐ No ☐ N/A

ARBORIST/LANDSCAPING

1. A landscape plan review is needed to assure the design for new construction and applicable additions will conform to the specific landscaping regulations (street buffer zone, residential buffer zone, sidewalk locations, utility conflicts, etc.) for the Property. The landscape site plan must dimensionally match the architectural and civil site plans.
- Has a landscape plan been provided that fully conforms to the landscape and zoning requirements prescribed by general zoning, PD, Specific Use Permit (SUP), or by authorized amendment for the Property? If Yes, provide a copy of a stamped approved plan. ☐ Yes ☐ No
2. If your property is populated with one or more trees, including the lot boundary and premises, provide a tree survey to identify trees for removal or protection. A tree survey is required for all properties where a tree may be removed or disturbed by construction and when a tree may be retained for landscaping. The tree survey must be verified by the city arborist before obtaining an Early Release from Subdivision, or before obtaining a building permit or tree removal permit. Has a tree survey been submitted to the city arborist for verification prior to tree removal? ☐ Yes ☐ No ☐ N/A

FIRE

1. Have you coordinated with the Fire Department to confirm that the proposed design meets all fire protection requirements? If Yes, provide a copy of the approval. ☐ Yes ☐ No
2. Does this development have adequate fire hydrant coverage? Provide a copy of the Fire Coordination Certificate signed by the Engineer of Record. ☐ Yes ☐ No

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ADDITIONAL RESOURCES

Developer and Engineer of Record are responsible for reviewing and complying with all Paving & Drainage, Water & Wastewater, Floodplain Design and Traffic Control Engineering checklists, design manuals, standard and requirements, including but not limited to:

- 2019 Drainage Design Manual - [2019_Drainage Design Manual.pdf \(dallascityhall.com\)](#)
- 2019 Street Design Manual - [Street Design Manual_091219.pdf \(dallascityhall.com\)](#)
- 2019 Street Process Manual - [2019_Street_Process_Manual.pdf \(dallascityhall.com\)](#)
- Traffic Sign Standards - [TRAFFIC SIGN STANDARDS 6-8-2021 \(dallascityhall.com\)](#)
- Traffic Engineering Review Checklist - [Land Development engineering forms \(dallascityhall.com\)](#)
- Paving and Drainage, Plan Review Submittal Procedures and Checklists [Paving_Drainage Check List.pdf \(dallascityhall.com\)](#)
- DWU-Design and Construction Standards - [dwu_design_standards \(dallascityhall.com\)](#)
- Water and Wastewater Engineering Design Checklist - [Microsoft Word - W-WW Engineering Design Checklist-2023 \(dallascityhall.com\)](#)
- To access all Engineering design, references, checklist and forms, please follow this link: [Land Development engineering forms \(dallascityhall.com\)](#)