



SCHOOL PERMIT PRE-SUBMITTAL MEETING REQUEST FORM

PLANNING AND DEVELOPMENT DEPARTMENT

320 E. JEFFERSON, ROOM 105

DALLAS, TX 75203

PRE-SUBMITTAL MEETING REQUEST FORM

THE PRE-SUBMITTAL MEETING REQUEST FORM MUST BE SUBMITTED BY THE APPLICANT WHEN REQUESTING A PRE-SUBMITTAL MEETING. A PRE-SUBMITTAL MEETING IS REQUIRED PRIOR TO APPLYING FOR ANY BUILDING PERMIT. A PRE-SUBMITTAL MEETING CAN ONLY BE SCHEDULED IF THE PROJECT IS COMPLETE AND READY FOR PERMIT SUBMISSION WITHIN 5 BUSINESS DAYS OF THE SCHEDULED PRE-SUBMITTAL MEETING.

APPLICANT'S NAME:	PHONE:
E-MAIL:	CELL:
PROJECT DOX ACCOUNT EMAIL [EPR System]: (If different from email above)	
DESIGN MANAGER'S NAME: (If different from applicant)	PHONE:
E-MAIL:	CELL:
ENGINEER OF RECORD:	
E-MAIL:	PHONE:
ARCHITECT OF RECORD:	
E-MAIL:	PHONE:

PROJECT INFORMATION

SITE ADDRESS:	
PROJECT NAME:	
DESCRIPTION OF PROJECT AND PROPOSED SCOPE OF WORK:	
New/Addition (total S.F.) _____ Remodel (total S.F.) _____	
WILL THE WORK BE DONE IN PHASES? * YES <input type="checkbox"/> NO <input type="checkbox"/>	
IF YES, NUMBER OF PHASES: _____ Is a Temporary Fire Lane Required? YES <input type="checkbox"/> NO <input type="checkbox"/>	
PROJECT ADVERTISEMENT TARGET DATE: _____	
CONSTRUCTION TARGET DATES: BEGIN TARGET DATE _____ COMPLETION TARGET DATE: _____	

BUILD SITE INFORMATION

ZONING

WHAT IS THE ZONING DISTRICT?* ZONING DISTRICT: _____ PD: _____ SUP: _____

IS ZONING CHANGE PD/ SUP REQUIRED? YES ☐ NO ☐ N/A ☐

HAS THE ZONING CASE BEEN APPROVED? YES ☐ NO ☐ N/A ☐

IF YES, PROVIDE THE FOLLOWING:

CASE NUMBER: _____ CPC DATE: _____ COUNCIL DATE: _____

QUEUED ITEMS

IS PROPERTY PLATTED? YES ☐ NO ☐

IS PLATTING REQUIRED? YES ☐ NO ☐

HAS PLAT BEEN SUBMITTED? YES ☐ NO ☐ N/A ☐

IF YES, TO ANY OF THE ABOVE PROVIDE THE FOLLOWING:

PLAT FILE NUMBER: S _____ CPC DATE: _____ (IF APPLICABLE)

ARE THERE ANY REQUIRED/IN PLACE EASEMENT DEDICATIONS? YES ☐ NO ☐

IS THERE ANY RIGHT-OF-WAY DEDICATION? YES ☐ NO ☐

ARE THERE ANY REQUIRED ABANDONMENTS? YES ☐ NO ☐

HAVE THE CIVIL PLANS BEEN SUBMITTED TO ENGINEERING? YES ☐ NO ☐ N/A ☐

IF YES, PROVIDE THE FOLLOWING:

PAVING & DRAINAGE FILE NUMBER: (DP #) _____ W/WW FILE NUMBER: _____

ARE CLASSROOMS BEING ADDED? YES ☐ NO ☐

IS THE COMPLETED STORM SHELTER PACKET INCLUDED? YES ☐ NO ☐ N/A ☐

ARE THE SPECIAL INSPECTION FORMS COMPLETED? YES ☐ NO ☐ N/A ☐

HAS A PRE-DEVELOPMENT MEETING BEEN HELD? YES ☐ NO ☐ N/A ☐

IF YES, PROVIDE DEV # _____

HAVE THE PRE-DEVELOPMENT MEETING ITEMS BEEN ADDRESSED? YES ☐ NO ☐ N/A ☐

ACKNOWLEDGEMENT

I, THE UNDERSIGNED, ACKNOWLEDGE THAT THIS IS A PRE-SUBMITTAL CONSULTATION FOR THE PURPOSE OF DISCUSSING A PROPOSED PROJECT IN GENERAL TERMS. I HAVE PROVIDED THE INFORMATION REQUESTED IN THIS FORM AND UNDERSTAND THAT THIS CONSULTATION 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 ARE NOT DISCUSSED IN THIS MEETING.

FURTHERMORE, I UNDERSTAND THE COMMENTS PROVIDED BY STAFF AT THE PRE-SUBMITTAL CONSULTATION 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 SUBMITTAL MAY REVEAL ADDITIONAL ISSUES THAT WERE NOT IDENTIFIED DURING PREVIOUS MEETINGS WITH STAFF. 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 SIGNATURE

APPLICANT'S PRINT NAME

DATE

STAFF ONLY

IS THE PROJECT READY FOR PERMIT SUBMITTAL? YES ☐ NO ☐

IF NO, PROVIDE REASON:

STAFF'S NAME _____ STAFF'S SIGNATURE _____ DATE: _____

- The Zoning District and Planned Development (DP) or Special Use Permit if applicable must be provided when submitting the Pre-Submittal meeting request form.