

# CONSERVATION DISTRICT SUBMITTAL REQUIREMENTS



City of Dallas

## APPLICATION CHECKLIST AND REQUIRED DOCUMENTS

The documentation listed below must be submitted with a completed **Conservation District Work Review Form Application**. By checking each requirement you are stating that you have supplied correct and complete information. In the event that the required information is not contained in the submitted documents, you will be notified. **Failure to supply the requested information will result in the review of your application being delayed.**

CONSULTATIONS WITH CITY STAFF ARE RECOMMENDED PRIOR TO SUBMITTAL OF FENCING IN CD 10 (GREENWAY PARKS) AND FOR ADDITIONS, EXTERIOR REMODELS, AND NEW STRUCTURES IN ALL CONSERVATION DISTRICTS.

## REMODELING/ADDITIONS AND NEW CONSTRUCTION

Complete sets of plan drawings to include the following:

- ☐ Elevations (labeled north, south, east, and west as applicable) and fully-dimensioned plan drawings to a standard scale indicating proposed alterations or additions, clearly delineating existing and proposed work.
- ☐ Site plan. Provide a site plan that shows the location and dimensions of any additions and/or new construction and all setbacks.
- ☐ Survey. Provide a copy of the survey of the lot that shows: 1) dimensions of lot, 2) location and dimensions of existing structures; and 3) all setbacks.
- ☐ Photographs. Provide color photographs of house and/or other structures on property where work is to be done. Photos should clearly show existing conditions (where work is proposed) from all relevant sides. Multiple photos should be inserted into a single document with a brief description of each image.
- ☐ An elevation of the proposed foundation and wall view(s). Indicate the distance between proposed finished grade and finished floor.

### New Construction in Conservation Districts #9 (M-Streets) #12 (Belmont Addition) and #15 (Vickery Place)

For Conservation Districts #12, and #15 (not required for #9), two grading plans must be provided. The first plan must clearly show the existing grade of the lot through either spot elevations or topography lines. The second must clearly show the proposed grade of the lot, through either spot elevations or topography lines, after all landscaping and sitework has been completed. Directional arrows indicating the flow of water from the site must be included in the proposed grading plan. Both plans must be sealed by a licensed engineer or land surveyor and may be contained on one sheet.

- ☐ If the new single-family dwelling project will be constructed on a slab foundation, a foundation typical section showing the depth of the footer into undisturbed soil, the amount of fill dirt, sod, and height of the foundation above grade must be provided. Please note that if a slab foundation, the plans are required to show 18" of exposed concrete above grade on all elevations and any grade change on the elevations from front-to-back or side-to-side.

## WINDOWS

- ☐ Photographs of all windows to be replaced. Photographs should capture the entirety of the façade of the building where the windows are to be replaced, with the edges of the façade filling the frame. Additional photographs must be provided for each individual window to be replaced.
- ☐ Image(s) of proposed new windows. *Image should clearly show the dimensions of the windows, the number of lites/divisions, whether muntins are expressed outside of the glass, window material and window types (double hung, casement, etc.)*

# CONSERVATION DISTRICT SUBMITTAL REQUIREMENTS

## APPLICATION CHECKLIST AND REQUIRED DOCUMENTS (CONTINUED)

### WINDOWS

- ☐ If window or door openings will be enlarged, reduced in size, removed, or added, fully dimensioned elevations and floor plans indicating the revised, removed, or added windows/doors must be provided.
- ☐ Provide the window quote that includes glazing configuration (grid pattern), operability, and the window brand and specific series to be used (e.g. Pella Proline, Jeld Wen W-2500, etc.). All windows must have a minimum one-quarter-inch expressed profile on the exterior sash, muntins, and mullions.

### ROOFING

Work Review Form **must** specify the following:

- ☐ Type of roofing material on the structure currently (e.g., clay tile, comp. shingles).
- ☐ Proposed roofing material (e.g., clay tile, comp. shingles).
- ☐ Brand name of proposed roofing material and color (e.g., GAF, Timberline in Weathered Wood).
- ☐ If the height, slope, or footprint of the roof is being altered, a fully dimensioned roof plan and elevation of the house at all sides indicating the nature of the change.

### PAINTING

- ☐ Paint color chip required. Color chip should show brand, color number and name (e.g., Sherwin-Williams. SW 6359, Beige). Specify each color placement as body, trim, and accent.

### POOLS/SPAS

- ☐ A section through the length and the width of the pool/spa showing the height (in inches) above grade for any element of the pool and/or spa above grade.
- ☐ An 8.5" by 11" color image of the proposed finished pool/ spa may be required.
- ☐ A site plan showing the location of all improvements on the lot, the lot lines, and the location of the proposed pool.

### FENCES

- ☐ A property survey or site plan clearly showing the locations of existing/proposed fencing, existing/proposed materials and existing/proposed fence heights.
- ☐ Elevation drawings of the fence may be required depending on the fence type, height, location, and need for a permit.

*Note: Submittal requirements for fences may vary according to Conservation District regulations. Additional drawings and information may be required to complete project review.*

### DEMOLITIONS

- ☐ Photographs. Provide photographs of the front façade of the house to be demolished (directly facing the house, and one each from the side of the property lines), taken from the City sidewalk or the City right-of-way if no sidewalk exists.
- ☐ If located in the M-streets (CD #9), M-Streets East (CD #11), Kessler Park (CD #13), or Rawlins Place (CD #16) Conservation Districts, additional documentation will be required. **It is strongly recommended that the Conservation District staff be consulted prior to submittal of any demolition application within these four conservation districts.**

# CONSERVATION DISTRICT SUBMITTAL REQUIREMENTS

## APPLICATION CHECKLIST AND REQUIRED DOCUMENTS (CONTINUED)

### DRIVEWAYS, RETAINING WALLS, WALKWAYS AND OTHER FLATWORK

- ☐ Site plans drawn to scale that show the entirety of the site, including all improvements and lot lines, and the proposed footprint of the flatwork.
- ☐ Specifications of the materials proposed for the flatwork.
- ☐ Retaining wall projects must provide scalable elevations of the wall, including a section showing the footer below grade, the height of the wall above grade, and the soil being retained.

### PLAN DRAWING STANDARDS

1. **Minimum scale of  $1/8" = 1'-0"$  on all plans and elevations, unless otherwise approved by a Conservation District Planner. Plans should not be reduced and must be to scale to verify measurements.**
2. All drawing documents submitted for review must have a minimum text size of  $3/32"$  and a minimum drawing sheet size of 11" by 17" and a maximum of 36" by 48", "E" size.
3. Additional information pertaining to Conservation Districts, including a list of ordinances, maps, and other general information can be found at: <https://dallascityhall.com/departments/pnv/Pages/Conservation-Districts.aspx>

**NOTE:** Additional information required by the Building Official may be necessary for the issuance of the permit (Ordinance no. 26029).

I, \_\_\_\_\_ have read the above information and acknowledge that all required documents have been provided.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please note that staff cannot accept incomplete applications or illegible construction documents.**

# DEPARTMENT OF SUSTAINABLE DEVELOPMENT & CONSTRUCTION

# CONSERVATION DISTRICT WORK REVIEW

# FORM



City of Dallas

NOTE TO APPLICANT: Please complete this form and print out. Information typed on this form can be saved. If you have any questions or need additional information, please contact any of the planners listed on the Conservation District website:

<https://dallascityhall.com/departments/pnv/Pages/Conservation-Districts.aspx>

Submit this form and individual copies of each applicable site plan, elevations and specification sheets to the City of Dallas online permit portal, **DallasNow**, at <https://aca-prod.accela.com/DALLASTX/Default.aspx>. Additional instructions can be found on the Conservation District website under the "Submit Your Project" tab.

|                                     |                        |           |  |
|-------------------------------------|------------------------|-----------|--|
| DATE:                               | CONSERVATION DISTRICT: |           |  |
| PROPERTY ADDRESS:                   |                        |           |  |
| APPLICANT NAME:                     |                        | PHONE NO: |  |
| APPLICANT ADDRESS:                  |                        | FAX NO:   |  |
| EMAIL ADDRESS:                      |                        |           |  |
| ARCHITECTURE STYLE (if applicable): |                        |           |  |
| DESCRIPTION OF PROPOSED WORK:       |                        |           |  |
|                                     |                        |           |  |

The proposed work was reviewed for compliance with the development standards and design requirements for this Conservation District Ordinance.

## FOR OFFICE USE ONLY

The proposed work is:

☐ Approved as submitted - meets development and design standards.

☐ Approved with the following conditions/comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ Denied. Application does not meet the following requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REVIEWED BY: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

DATE REVIEWED: \_\_\_\_\_

BUILDING PERMIT REQUIRED: YES | NO

Copy to: Applicant and File