Dallas Development Process:

New Commercial Construction & Additions

City of Dallas

Start

Initiate Development Concept

About Predevelopment: Coordination for development projects, troubleshooting, and problem solving to address issues that may occur during the development process.

Perform Individual Due Diligence

Are you building:
1. Multifamily
2. Hotel and Motel, or
3. College Dormitory

Yes / No

Predevelopment Meeting

Yes / No

Schedule a Predevelopment Meeting?

Submit A Narrative Description To Chief Arborist if Making a Disturbance to Trees

Is there a net-increase in Density on-site?

Yes / No

Did you know?
Only if you create a net increase in density is the ordinance triggered. Density is assessed per:
1.Dwelling Units;
2.Guest Rooms; or
3.Sleeping Rooms

Located within a PD adopted prior to July 1st, 2019 that contains Open Space or Park Regulations?

Yes / No

Did you know?
Any PD with Open Space or Park Requirements existing prior to July 1, 2019 is exempt.

Follow the Path to Determine where to Comply with the Park Land Dedication Ordinance. The options may be executed at different stages throughout the development process.

***Comply with Park Land Dedication Ordinance**

Options:
1. Pay Fee at Permitting;
2. Dedicate Land;
3. Apply for Credits

About Zoning: Determine what the zoning district allows you to build and whether your project meets the specifications of the zoning district. If you wish to alter the zoning requirements you must be prepared to make a submission to both the City Planning Commission and the City Council.

***Zoning** → **Do You Meet Zoning Requirements?** → No / Yes

***Note:**
Both Zoning and Platting may be processed simultaneously.

***Platting** → **Do you have a Legal Building Site?** → No / Yes

About Platting: You must establish and verify ownership as well as the boundary of your land. This seems obvious, but projects from the sophisticated to the simple often get delayed or changed due to ownership issues regarding liens, deed records, easements, utilities, and approved city plans. It is wise to hire a good surveyor and title company familiar with Dallas standards.

Did you know?
If you are platting and need to abandon public right-of-way (R.O.W) within your submittal, you will need to submit an application for an abandonment with the City of Dallas Real Estate Division.

Did You Verify that the Zoning is Correct?

Yes / No

Verify that the Zoning is Correct Prior to Plat Submittal

Are you dedicating land on-site for Park Land using the plat?

No / Yes

Did you know?
Public and private parks are created using the platting process

Meet with Parks Dept. → Display Park Land on the Preliminary Plat

Are you disturbing trees on property?

No / Yes

Submit Tree Survey or FSD to Chief Arborist

Preliminary Plat Submittal → Meet Thoroughfare Plan; Engineering; City Attorney's → City Planning Commission (CPC) → **Preliminary Plat Conditionally Approved?**

Did you know?
Plats that obtain preliminary approval are eligible to submit for 'Early Release' of the Permit. See Section 'Permit Application Submittals'.

Yes / No

Resubmit Plat

Planned Development District / **Zoning Amendment/ Change** / **Specific Use Permit (SUP)** → Staff Review → City Planning Commission (CPC) → **Approved or Denied?**

Denied → Appeal? → Yes / No → Resubmit Application / END

Approved → City Council → **Approved or Denied?**

Denied → Resubmit Application / END

Approved

Development Plan → Staff Review → Creating Development Plan → City Planning Commission (CPC)

Minor Amendment → Staff Approval

Resubmit Application / END ← No ← **Appeal?** ← Yes ← City Planning Commission (CPC)

Denied

Historic Overlay (Certificate of Appropriateness) → Task Force Review → Staff Review → Landmark Commission → **Approved or Denied?**

Denied → Resubmit Application / END

Approved

Board of Adjustment (BDA) → Staff Review → Special Exception / Variance → Board of Adjustment (BDA) → **Approved or Denied?**

Denied

Approved

About Building Permits:
The City's main permit office is located in Room 118 of the Oak Cliff Municipal Center. The City offers "Q-Team" express plan review for $1,000 per hour to provide expedited plan review for ready-to-permit projects.

Permit Application Submittals

If Trees Are On The Property, Submit Tree Survey to Chief Arborist

Did you know?
You need a separate tree removal application or building permit if you are removing any trees from the property.

Is Civil Review Needed?

No / Yes

About Civil Infrastructure:
You must provide sufficient public infrastructure to safely support your building site. Private Development contracts are required to perform work within the City right-of-way. It is wise to hire a competent engineer and contractor familiar with Dallas standards.

Submit Civil Infrastructure Plans

Did you know?
Projects needing to submit plans for civil review also need to submit their documents for building permit review

- Drainage
- Floodplain
- Paving

Do Plans Require a 311tf?

Yes / No

Submit Engineer Plans → Staff Review

- Backflow
- Water
- Wastewater

Do Plans Require a Private Utility Contract?

No / Yes

Staff Review/Release by Permit

Submit Engineer Plans → Staff Review

Civils Approved?

No / Yes

Revise and/ or Create New Plans

Are you applying for credits with the Park Land Ordinance?

Yes / No

Did you know?
You may obtain credits for:
- Conservation Easements
- Tree Mitigation
- Recreational Amenities
- Private Parks

Did your project trigger The Park Land Dedication Ordinance?

Yes / No

Standard Review / Qteam Review

Qteam or Standard Review Team?

Submit Building Permit Application

Submit Required Documentation for Credit Review

Have your request for credits been approved?

Yes / No

Revisit Ordinance Requirements

Did you know?
If you trigger the Park Land Dedication Ordinance, you may pay a fee in-lieu of dedicating Park Land.
The fee is submitted at permitting.

Submit Park Land Fee Checklist or 'letter of consent' to Staff Detailing your Fee Balance

Submit Plans for Permit to Be Reviewed

Do You Have a Recorded Plat?

Yes / No

About Early Release: This allows a developer to start construction of a building before the plat is recorded. This can be a tremendous time saver but can also introduce monetary and timing risks to the developer since a Certificate of Occupancy still cannot be obtained until ALL platting requirements have been met.

Did you dedicate land for Park land via the plat?

No / Yes

Submit Early Release Application

Early Release Approved?

Yes / No

Submit documents to Parks for finalization

Finalize & Record Plat

Building Permit Approved?

No / Yes

Apply for Fire Protection or Fire Alarm Permit

Permit Application Inspections

- Call for Building Permit Inspections → Receive Green Tag on Building Permit Inspections → Receive Final Inspections
- Setup Fire Inspections Through Fire Department
- Civil Infrastructure Inspections via 3rd Party or Dallas Water Utilities → Receive City Approval for Civil Infrastructure Inspections

Is the Plat Recorded?

Yes / No

Complete Recording of the Plat

Final Certificate of Occupancy

Divisions by Color

- Building Inspection
- City Attorney's
- Current Planning
- Engineering
- Fire Department
- Parks & Recreation
- Planning & Urban Design
- Real Estate
- Subdivision

***DISCLAIMER:** THIS CHART HAS BEEN GENERATED FOR THE PURPOSE OF PORTRAYING A GENERAL OVERVIEW OF THE PROCESS THAT MAY BE ENCOUNTERED WHEN DEVELOPING PROPERTY WITHIN THE CITY OF DALLAS. ALL PROPERTY WITHIN THE CITY OF DALLAS IS DIFFERENT AND THE POTENTIAL OUTCOMES FOR EACH MAY DIFFER.