



PRE-DEVELOPMENT MEETING  
CHECKLIST

SUSTAINABLE DEVELOPMENT & CONSTRUCTION  
320 E. JEFFERSON, ROOM 101  
DALLAS, TX 75203

**REQUIRED ITEMS FOR PRE-DEVELOPMENT MEETING**

APPLICATION

EXPECTED NUMBER OF ATTENDEES: \_\_\_\_\_

AREA OF CONCERN WITH DEVELOPMENT (PROVIDE WITH THE APPLICATION

SITE LOCATION MAP OR TAX MAP INDICATING THE LOCATION OF THE PROPOSED PROJECT

SITE PLAN AND FLOOR PLAN

ADDITIONAL DRAWINGS OR OTHER GRAFIC INFORMATION TO DEPICT THE PROPOSED PROJECT

**IS THIS A RESIDENTIAL SUBDIVISION OR SHARED ACCESS DEVELOPMENT?**

YES OR NO IF YES, PLEASE INDICATE THE NUMBER OF DWELLINGS: \_\_\_\_\_

**THIS APPLICATION WITH THE REQUESTED DOCUMENTS ARE REQUIRED IN ORDER TO SCHEDULE THE PRE-DEVELOPMENT MEETING.** IF AVAILABLE, PLEASE PROVIDE IN ADVANCE ANY QUESTIONS REGARDING THE PROPOSED PROJECT. THIS IS NOT A REQUIREMENT, BUT IT IS STRONGLY ENCOURAGED.

I, THE UNDERSIGNED, AM THE APPLICANT AND REQUEST A PRE-DEVELOPMENT MEETING FOR THE PURPOSE OF DISCUSSING A PROPOSED PROJECT IN GENERAL TERMS. I HAVE PROVIDED THE INFORMATION REQUESTED IN THIS FORM AND UNDERSTAND THAT THIS MEETING 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 MAY NOT BE DISCUSSED IN THIS MEETING.

FURTHERMORE, I UNDERSTAND THE COMMENTS PROVIDED BY STAFF AT THE PRE-DEVELOPMENT MEETING 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 APPLICATION MAY REVEAL ADDITIONAL ITEMS THAT WERE NOT IDENTIFIED DURING PRE-DEVELOPMENT MEETING. 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 NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\*\*\* TO ENSURE THAT STAFF HAS ADEQUATE TIME TO REVIEW THE SUBMITTED DOCUMENTS AND ELIMINATE CONFUSION, ANY REVISIONS TO THE DOCUMENTS THAT WERE INITIALLY SUBMITTED MAY RESULT IN THE NEED TO RESCHEDULE THE MEETING. FUTHERMORE, IF THERE IS NEED FOR A CANCELLATION OR RESCHEDULING OF THE MEETING, THE APPLICANT OR REPRESENTATIVE MUST NOTIFY STAFF OF THE CHANGE WITHIN A MINIMUM OF 48 HOURS PRIOR TO THE SCHEDULED PRE-DEVELOPMENT MEETING. \*\*\*



PRE-DEVELOPMENT MEETING  
STAFF SHEET

SUSTAINABLE DEVELOPMENT & CONSTRUCTION  
320 E. JEFFERSON, ROOM 101  
DALLAS, TX 75203

**FOR STAFF USE ONLY**

**DEV NUMBER:** \_\_\_\_\_

**FEE:** \_\_\_\_\_

**COUNCIL DISTRICT:** \_\_\_\_\_

**DATE APPLICATION SUBMITTED:** \_\_\_\_\_

**DATE MEETING SCHEDULED:** \_\_\_\_\_

**ADDITIONAL NOTES:**



**PRE-DEVELOPMENT MEETING  
APPLICATION**

SUSTAINABLE DEVELOPMENT & CONSTRUCTION  
320 E. JEFFERSON, ROOM 101  
DALLAS, TX 75203

**PRE-DEVELOPMENT MEETING APPLICATION**

THE FOLLOWING INFORMATION IS **REQUIRED** IN ORDER TO SCHEDULE A PRE-DEVELOPMENT MEETING. PLEASE NOTE THAT THE MORE DETAIL YOU CAN PROVIDE REGARDING YOUR PROJECT, THE MORE FEEDBACK STAFF WILL BE ABLE TO PROVIDE.

APPLICANT'S NAME:			PHONE:
ADDRESS:			CELL:
CITY:	STATE:	ZIP:	E-MAIL:
PROJECT NAME:			
SITE ADDRESS:			ZONING:
LEGAL DESCRIPTION (LOT/TRACT/BLOCK):			
PROPOSED USE(S) OF PROPERTY:			
DESCRIPTION OF PROPOSED PROJECT:			
PROPOSED HEIGHT:		NUMBER OF STORIES:	
EXISTING FLOOR AREA (SQ. FT.):		TOTAL SITE AREA (SQ. FT./ ACRES):	
PROPOSED FLOOR AREA (SQ. FT.):			
NUMBER OF DWELLING UNITS:		SQ. FT. OF DWELLING UNITS:	
PROPOSED TYPE OF CONSTRUCTION (E.G. I-A, V-B):			
PROPOSED OCCUPANCY (E.G. B, M, R):			
TYPE OF PROJECT:	REMODEL	NEW CONSTRUCTION	ADDITION
IS THE SITE PLATTED?	YES	NO	DON'T KNOW

IF CURRENTLY PLATTING, PLEASE PROVIDE FILE NUMBER:
DATE ANTICIPATED FOR PERMIT SUBMITTAL:
TARGET DATE TO BEGIN CONSTRUCTION:
TARGET DATE FOR COMPLETION OF CONSTRUCTION:
<p><b>CHECK TRADE(S) TO ATTEND MEETING:</b></p> <p>SUBDIVISION (PLATTING)</p> <p>ENGINEERING - PAVING/DRAINAGE</p> <p>ENGINEERING - WATER/WASTEWATER</p> <p>ZONING</p> <p>LANDSCAPING</p> <p>BUILDING CODE</p> <p>FIRE RESCUE</p> <p>OTHER: _____</p>

**TO SCHEDULE A PRE-DEVELOPMENT MEETING PLEASE CONTACT:**

MARGIE SAABEDRA  
 EMAIL: [MARGIE.SAABEDRA@DALLASCITYHALL.COM](mailto:MARGIE.SAABEDRA@DALLASCITYHALL.COM)  
 PHONE: 214.948.4120  
 MEETINGS ARE HELD TUESDAY-THURSDAY AND SCHEDULED ON A FIRST-COME, FIRST-SERVE BASIS.

PRE-DEVELOPMENT MEETING FEES	
PROJECT AREA (SQ. FT.)	FEES (\$)
25,000 OR LESS	\$250.00
25,001 TO 50,000	\$500.00
GREATER THAN 50,000	\$750.00
THE PRE-DEVELOPMENT MEETING FEE WILL BE APPLIED TOWARDS THE PERMIT FEE, IF THE PERMIT APPLICATION IS SUBMITTED WITHIN TWELVE MONTHS OF THE MEETING.	