



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: _____
- AREAS OF CONCERN WITH DEVELOPMENT (PROVIDED 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 GRAPHIC INFORMATION TO DEPICT THE PROPOSED PROJECT

IS THIS A RESIDENTIAL DEVELOPMENT?

YES OR NO

IF YES, PLEASE INDICATE THE NUMBER OF DWELLING UNITS PROPOSED PER LOT: _____

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. FURTHERMORE, 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
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):	
IS THERE A FIRE SPRINKLER SYSTEM BEING PROPOSED/EXISTING? <input type="checkbox"/> YES <input type="checkbox"/> NO			
TYPE OF PROJECT: <input type="checkbox"/> REMODEL <input type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> ADDITION			
IS THE SITE PLATTED? <input type="checkbox"/> YES <input type="checkbox"/> NO			

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

TO SCHEDULE A PRE-DEVELOPMENT MEETING PLEASE CONTACT:

MARGIE SAABEDRA
 EMAIL: 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.	



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: