



PRE-DEVELOPMENT MEETING  
CHECKLIST

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

## REQUIRED ITEMS FOR PRE-DEVELOPMENT MEETING

- APPLICATION
- LIST OF ATTENDEES AND RESPECTIVE RESPONSIBILITIES IN THE PROJECT
- 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
- DRAWINGS OR OTHER GRAPHIC INFORMATION TO DEPICT THE PROPOSED PROJECT

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

I, THE UNDERSIGNED, 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 ARE NOT 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 SUBMITTAL MAY REVEAL ADDITIONAL ISSUES 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.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT NAME



PRE-DEVELOPMENT MEETING  
APPLICATION

SUSTAINABLE DEVELOPMENT & CONSTRUCTION  
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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.

CONTACT PERSON:			PHONE:
ADDRESS:			CELL:
CITY:	STATE:	ZIP:	E-MAIL:
PROPERTY OWNER(S), IF DIFFERENT:			PHONE:
ADDRESS:			CELL:
CITY:	STATE:	ZIP:	E-MAIL:

SITE ADDRESS:	ZONING:
LEGAL DESCRIPTION:	
PROJECT NAME:	
DESCRIPTION OF PROPOSAL (E.G. BUILDING, PROPOSED USE):	
DESCRIBE ALL LAND USES THAT WILL BE ASSOCIATED WITH THE PROPOSED PROJECT:	
PROPOSED HEIGHT:	NUMBER OF STORIES:

FLOOR AREA (SQ. FT.)	TOTAL SITE 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	
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:	
CHECK ALL APPLICATION TYPE(S) TO BE DISCUSSED AT THE MEETING:	
<input type="checkbox"/> PLATTING	
<input type="checkbox"/> SITE PLAN	
<input type="checkbox"/> CONCEPT PLAN	
<input type="checkbox"/> OTHER _____	
CHECK TRADE(S) TO ATTEND MEETING:	
<input type="checkbox"/> SUBDIVISION (PLATTING)	
<input type="checkbox"/> ENGINEERING DRAINAGE/ GRADING/ PAVING/ CIRCULATION	
<input type="checkbox"/> ENGINEERING WATER/ WASTEWATER	
<input type="checkbox"/> ZONING	
<input type="checkbox"/> LANDSCAPING	
<input type="checkbox"/> BUILDING CODE/ FIRE PROTECTION	
<input type="checkbox"/> FIRE RESCUE	
<input type="checkbox"/> ELECTRICAL CODE	
<input type="checkbox"/> MECHANICAL AND PLUMBING CODES	
<input type="checkbox"/> OTHER _____	

**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.	

**FOR STAFF USE ONLY**

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

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

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

ADDITIONAL NOTES: