

**DEPARTMENT OF SUSTAINABLE DEVELOPMENT & CONSTRUCTION
CONSERVATION DISTRICT WORK REVIEW FORM**

Please provide the following information. If you have any questions or need additional information, please contact City of Dallas Building Inspection at 214-948-4480.

Submit this form and two copies of each applicable site plan, elevations, and specification sheets to the Permit Center, Room ~~118~~ ^{#105} 320 E. Jefferson, Dallas TX 75203. Please print.

Date: _____	Conservation District: _____
Property Address: _____	
Applicant Name: _____	Phone #: _____
Applicant Address: _____	Fax#: _____
e-mail: _____	
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.

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



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.**

WE RECOMMEND CONSULTATIONS 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

2 Sets of plan drawings including:

- Elevations (labeled north, south, east, & west as applicable) and plan drawings to scale indicating proposed alterations or additions, clearly delineating existing and proposed work. *Note: until further notice, an 11 by 17 set of plans must be provided in addition to the full-sets.*
- 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 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.
- Grading plan. If the existing slope of the lot is being altered, provide a grading plan.
- A scalable detail drawing of the proposed foundation at a min. scale of ½-inch = 1-foot. Foundation detail should indicate location of finished grade.

WINDOWS

- Photographs of all windows to be replaced.
- Manufacturers' 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.)*
- Indicate on elevations if window openings will be enlarged or reduced in size

ROOFING (Work Review Form *must* specify):

- 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 the color (e.g., GAF, Timberline in Weathered Wood)

PAINTING

- Paint color chip required. Color chip should show brand, color number and name (e.g., Sherwin-Williams. SW 6359, Beige).



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 how the finished pool spa will look.

FENCES

- A property survey clearly showing the locations of existing/proposed fencing, existing/proposed materials and existing/proposed fence heights.
- Note: Submittal requirements for fences may vary according to Conservation District regulations additional drawings and information may be required to complete project review.*

NOTE: 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. Section and/or detail drawings if required should have a minimum scale of 1/2" = 1'.