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CITY SECRETARY  
DALLAS, TEXAS



City of Dallas  
BOARD OF ADJUSTMENT (PANEL B)

Public Notice

230894

POSTED CITY SECRETARY  
DALLAS, TX

October 18<sup>th</sup>, 2023, Briefing at 11:00 A.M. and the Public Hearing at 1:00 P.M.  
Dallas City Hall, 6ES, and Videoconference

Video Conference Link: <https://bit.ly/101823B>  
Telephone: (408) 418-9388, Access Code: 325527

The City of Dallas will make Reasonable Accommodations/Modifications to programs and/or other related activities to ensure any and all residents have access to services and resources to ensure an equitable and inclusive meeting. Anyone requiring auxiliary aid, service, and/or translation to fully participate in the meeting should notify the Board of Adjustment by calling (214) 670-4127 three (3) business days prior to the scheduled meeting. A video stream of the meeting will be available twenty-four (24) hours after adjournment by visiting <https://dallastx.new.swagit.com/views/113>.

Individuals and interested parties wishing to speak must register with the Board of Adjustment at <https://bit.ly/BDA-B-Register> by the close of business Tuesday, October 17<sup>th</sup>, 2023. In Person speakers can register at the hearing.

La Ciudad de Dallas llevará a cabo Adecuaciones/Modificaciones Razonables a los programas y/u otras actividades relacionadas para asegurar que todos y cada uno de los residentes tengan acceso a los servicios y recursos para asegurar una reunión equitativa e inclusiva. Cualquier persona que requiera asistencia adicional, servicio y/o interpretación para poder participar de forma íntegra en la reunión debe notificar a Junta de Ajustes llamando al (214) 670-4127 tres (3) días hábiles antes de la reunión programada. Una transmisión en video de la reunión estará disponible dos días hábiles luego de la finalización de la reunión en <https://dallastx.new.swagit.com/views/113>.

Las personas y las partes interesadas que deseen hacer uso de la palabra deben registrarse en Junta de Ajustes en <https://bit.ly/BDA-B-Register> antes de cierre de oficina el Martes, 17 de Octubre, 2023. Las Personas que quieran hablar en persona, se pueden registrar en la Audiencia.

**AGENDA**

- I. **Call to Order** Cherri Gambow, Vice-Chair
- II. **Staff Presentation/Briefing**
- III. **Public Hearing** Board of Adjustment
- IV. **Public Testimony**
- V. **Miscellaneous Items -**
  - Approval of Panel B Minutes – August 16<sup>th</sup>, 2023
- VI. **Case Docket** Board of Adjustment
  - Uncontested Items
  - Holdover Items
  - Individual Items
- VII. **Adjournment**

**Handgun Prohibition Notice for Meetings of Governmental Entities**

"Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun."

"De acuerdo con la sección 30.06 del código penal (ingreso sin autorización de un titular de una licencia con una pistola oculta), una persona con licencia según el subcapítulo h, capítulo 411, código del gobierno (ley sobre licencias para portar pistolas), no puede ingresar a esta propiedad con una pistola oculta."

"Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly."

"De acuerdo con la sección 30.07 del código penal (ingreso sin autorización de un titular de una licencia con una pistola a la vista), una persona con licencia según el subcapítulo h, capítulo 411, código del gobierno (ley sobre licencias para portar pistolas), no puede ingresar a esta propiedad con una pistola a la vista."

"Pursuant to Section 46.03, Penal Code (places weapons prohibited), a person may not carry a firearm or other weapon into any open meeting on this property."

"De conformidad con la Sección 46.03, Código Penal (coloca armas prohibidas), una persona no puede llevar un arma de fuego u otra arma a ninguna reunión abierta en esta propiedad."

**EXECUTIVE SESSION NOTICE**

A closed executive session may be held if the discussion of any of the above agenda items concerns one of the following:

1. seeking the advice of its attorney about pending or contemplated litigation, settlement offers, or any matter in which the duty of the attorney to the City Council under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act. [Tex. Govt. Code §551.071]
2. deliberating the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the city in negotiations with a third person. [Tex. Govt. Code §551.072]
3. deliberating a negotiated contract for a prospective gift or donation to the city if deliberation in an open meeting would have a detrimental effect on the position of the city in negotiations with a third person. [Tex. Govt. Code §551.073]
4. deliberating the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee unless the officer or employee who is the subject of the deliberation or hearing requests a public hearing. [Tex. Govt. Code §551.074]
5. deliberating the deployment, or specific occasions for implementation, of security personnel or devices. [Tex. Govt. Code §551.076]
6. discussing or deliberating commercial or financial information that the city has received from a business prospect that the city seeks to have locate, stay or expand in or near the city and with which the city is conducting economic development negotiations; or deliberating the offer of a financial or other incentive to a business prospect. [Tex Govt. Code §551.087]
7. deliberating security assessments or deployments relating to information resources technology, network security information, or the deployment or specific occasions for implementations of security personnel, critical infrastructure, or security devices. [Tex Govt. Code §551.089]

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**UNCONTESTED CASE(S)**

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None

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**HOLDOVER**

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**BDA223-074(KMH)** 5505 Chatham Hill Road 1  
**REQUEST:** Application of Masterplan, Represented by Trenton Robertson for (1) a special exception to the fence height regulations.

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**INDIVIDUAL CASES**

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**BDA223-101(KMH)** 3528 Colonial Avenue 2  
**REQUEST:** Application of Cassandra Crawford represented by Steven Darling to appeal the decision of the administrative official.

BOARD OF ADJUSTMENT

Panel B Minutes

August 16, 2023

**DRAFT**



6ES Briefing Room  
[24974849659@dallascityhall.webex.com](mailto:24974849659@dallascityhall.webex.com)

Cheri Gambow, Vice-Chair

**PRESENT: [5]**

Cheri Gambow, VC	
Sarah Lamb	
Joe Cannon - Virtual	
Michael Karnowski	
Derrick Nutall - Virtual	

**ABSENT: [0]**


Vice-Chair Gambow called the briefing to order at **10:41 A.M.** with a quorum of the Board of Adjustment present.

Vice-Chair Gambow called the hearing to order at **1:04 P.M.** with a quorum of the Board of Adjustment present.

The Chairperson stated that no action of the Board of Adjustment shall set a precedent. Each case must be decided upon its own merits and circumstances, unless otherwise indicated, each use is presumed to be a legal use. Each appeal must necessarily stand upon the facts and testimony presented before the Board of Adjustment at this public hearing, as well as the Board's inspection of the property.

**PUBLIC SPEAKERS**

The Board of Adjustment provided "public speaker" opportunities for individuals to comment on matters that were scheduled on the agenda or to present concerns or address issues that were not matters for consideration listed on the posted meeting agenda.

We had no speaker for public testimony during this hearing.



**MISCELLANEOUS ITEMS**

Approval of the Board of Adjustment Panel B May 17, 2023 public hearing minutes.

**Motion was made to approve Panel B May 17, 2023 public hearing minutes.**

Maker:	Sarah Lamb				
Second:	Derrick Nutall				
Results:	5-0 unanimously				Motion to approve
		Ayes:	-	5	Cheri Gambow, Sarah Lamb, Joe Cannon, Michael Karnowski and Derrick Nutall
		Against:	-	0	

**CONSENT ITEMS**

**1. 5100 Ross Avenue**  
 BDA223-071(GB)

**BUILDING OFFICIAL'S REPORT** Application of Baldwin Associates for a special exception to the landscaping regulations at 5100 Ross Ave. This property is more fully described as Block A/706, Lot 2 and is zoned MF-2(A), which requires mandatory landscaping. The applicant proposes to construct and maintain a non-residential structure and provide an alternate landscape plan, which will require a special exception to the landscape regulations.

**LOCATION:** 5100 Ross Avenue

**APPLICANT:** Baldwin Associates

**REQUEST:**

This is a request for a special exception to the landscaping regulations at 5100 Ross Ave. This property is more fully described as Block A/706, Lot 2 and is zoned MF-2(A), which requires mandatory landscaping. The applicant proposes to construct and maintain a non-residential structure and provide an alternate landscape plan, which will require a special exception to the landscape regulations.

**STANDARD FOR A SPECIAL EXCEPTION TO THE LANDSCAPE REGULATIONS:**

BOARD OF ADJUSTMENT  
August 16, 2023

SEC. 51A-10.110. SPECIAL EXCEPTION.

(a) The board may grant a special exception to the requirements of this article upon making a special finding from the evidence presented that:

- (1) strict compliance with the requirements of this article will unreasonably burden the use of the property;
- (2) the special exception will not adversely affect neighboring property; and
- (3) the requirements are not imposed by a site-specific landscape plan approved by the city plan commission or city council.

(b) In determining whether to grant a special exception under Subsection (a), the board shall consider the following factors:

- (1) The extent to which there is residential adjacency.
- (2) The topography of the site.
- (3) The extent to which landscaping exists for which no credit is given under this article.
- (4) The extent to which other existing or proposed amenities will compensate for the reduction of landscaping. (Ord. Nos. 22053; 25155)

**STAFF RECOMMENDATION:**

No staff recommendation is made on this or any request for a special exception to the landscape regulations since the basis for this type of appeal is when in the opinion of the board, the special exception will not adversely affect neighboring property.

**Background information:**

No BDA History within the last five years.

**Zoning:**

Site: CR  
North: LO-1 and PD462  
South: MF-2 (A) and CR  
East: PD462  
West: MF-2 (A) and CR

**Land Use:**

The subject site is developed with a nonresidential structure. Areas to the North, South, East, and West are developed with mixed uses, commercial, retail, and multi-family.

**GENERAL FACTS/STAFF ANALYSIS:**

- This is a request for a special exception to the landscape regulations.
- The subject property is located at 5100 Ross Avenue and is zoned CR.
- The applicant proposes to construct and maintain a nonresidential structure on the subject site.

BOARD OF ADJUSTMENT  
August 16, 2023

**Timeline:**

- May 31, 2023: The applicant submitted an "Application/Appeal to the Board of Adjustment" and related documents which have been included as part of this case report.
- June 26, 2023: The Board of Adjustment Secretary assigned this case to Board of Adjustment Panel B.
- July 11, 2023: The Board of Adjustment Senior Planner emailed the applicant the following information:
- a copy of the application materials including the Building Official's report on the application
  - an attachment that provided the public hearing date and panel that will consider the application; the July 25, 2023, deadline to submit additional evidence for staff to factor into their analysis; and the Friday, August 04, 2023, deadline to submit additional evidence to be incorporated into the Board's docket materials
  - the criteria/standard that the board will use in their decision to approve or deny the request; and
  - the Board of Adjustment Working Rules of Procedure pertaining to "documentary evidence."
- July 26, 2023: The Board of Adjustment staff review team meeting was held regarding this request and the others scheduled for the August 16, 2023, public hearings. Review team members in attendance included the following: the Board of Adjustment Chief Planner/Board Administrator, the Board of Adjustment Senior Planners, the Board of Adjustment Development Code Specialist, Project Coordinator the Chief Arborist, Assistant City Attorney (Matthew Sapp) and the Development Services Senior Engineers
- June 29, 2023: The engineering department submitted a comment sheet.

Speakers:

For: No Speakers

Against: No Speakers

**Motion**

I move that the Board of Adjustment **GRANT** the following applications listed on the uncontested docket because it appears, from our evaluation of the property and all relevant evidence that the applications satisfy all the requirements of the Dallas Development Code and are consistent with the general purpose and intent of the Code, as applicable to wit:

**BDA223-071** - Application of Baldwin Associates for a special exception to the landscaping regulations in the Dallas Development Code is granted subject to the following condition:

Compliance with the revised site plan is required.

Maker:	Sarah Lamb				
Second:	Michael Karnowski				
Results:	5-0 Unanimously				Motion to grant
		Ayes:	-	5	Cheri Gambow, Sarah Lamb, Joe Cannon, Michael Karnowski and Derrick Nutall
		Against:	-	0	

**2. 7704 Glen Albens Drive**

**\*This case was moved to Individual Cases**

BDA223-073(GB)

**BUILDING OFFICIAL’S REPORT** Application of Gretchen Raiff for a special exception to afford a handicapped person equal opportunity to use and enjoy a dwelling at 7704 Glen Albens Cir. This property is more fully described as Block 2/5454, Lot 66 and is zoned R-7.5(A), which allows 45% maximum lot coverage. The applicant proposes to construct a single-family residential structure with 7423 square feet of floor area (4196 sf lot coverage; 52.63%), which will require a 609 square foot special exception to the maximum allowed lot coverage of 45%.

**LOCATION:** 7704 Glen Albens Circle

**APPLICANT:** Michael and Gretchen Raiff

**REQUEST:**

This is a request for a special exception to afford a handicapped person equal opportunity to use and enjoy a dwelling at 7704 Glen Albens Cir. The applicant proposes to construct a single-family residential structure with 7423 square feet of floor area (4196 sf lot coverage; 52.63%), which will require a 609 square foot special exception to the maximum allowed lot coverage of 45%.

**STANDARD FOR A SPECIAL EXCEPTION:**

Section 51A-1.107 of the Dallas Development Code states the board of adjustment **shall grant** a special exception to any regulation in this chapter if, after a public hearing, the board finds that the **exception is necessary to afford a handicapped person equal opportunity to use and enjoy a dwelling.**

(2) The board may impose reasonable conditions upon the granting of this special exception consistent with the purpose stated in this section.

(3) This section does not authorize the board to grant a change in the use of a building or structure. (Ord. 21183)

**STAFF RECOMMENDATION:**

No staff recommendation is made on this or any request for a special exception since the basis for this type of appeal is when in the opinion of the board, the special exception will not adversely affect neighboring property.

**Background information:**

No BDA History within the last five years.

**Zoning:**

Site: R-7.5 (A)  
North: R-7.5 (A)  
South: R-7.5 (A)  
East: R-7.5 (A)  
West: R-7.5 (A)

**Land Use:**

The subject site is developed with a residential structure. Areas to the North, South, East, and West are developed with residential uses.

**GENERAL FACTS/STAFF ANALYSIS:**

- This is a request for a special exception to afford a handicapped person equal opportunity to use and enjoy a dwelling at 7704 Glen Albens Circle.
- The subject property is located at 7704 Glen Albens Circle and is zoned R-7.5 (A)
- The R-7.5 (A) zoning only allows a maximum lot coverage of 45%. The additional square footage will increase the lot coverage by 7.63 %.
- There appears to be other homes in the subdivision commensurate with the applicant's request.

**Timeline:**

- June 02, 2023: The applicant submitted an "Application/Appeal to the Board of Adjustment" and related documents which have been included as part of this case report.
- June 26, 2023: The Board of Adjustment Secretary assigned this case to Board of Adjustment Panel C.
- July 11, 2023: The Board of Adjustment Senior Planner emailed the applicant the following information:
- a copy of the application materials including the Building Official's report on the application
  - an attachment that provided the public hearing date and panel that will consider the application; the July 25, 2023, deadline to submit additional evidence for staff to factor into their analysis; and the Friday, August 04, 2023, deadline to submit additional evidence to be incorporated into the Board's docket materials
  - the criteria/standard that the board will use in their decision to approve or deny the request; and
  - the Board of Adjustment Working Rules of Procedure pertaining to "documentary evidence."
- July 26, 2023: The Board of Adjustment staff review team meeting was held regarding this request and the others scheduled for the August 16, 2023, public hearings. Review team members in attendance included the following: the Board of Adjustment Chief Planner/Board Administrator, the Board of Adjustment Senior Planners, the Board of Adjustment Development Code Specialist, Project Coordinator the Chief Arborist, Assistant City Attorney (Matthew Sapp) and the Development Services Senior Engineers

Speakers:

For: Gretchen Raiff, 7704 Glen Albens, Dallas TX 75225

Against: No Speakers

**Motion**

I move that the Board of Adjustment, in Appeal No. BDA 223-073, on application of Gretchen Raiff, **GRANT** the request of this applicant to construct a single-family residential structure which will require a 609 square foot special exception to the maximum allowed lot coverage of 45%, as a special exception to afford a handicapped person equal opportunity to use and enjoy a dwelling, as contained in the Dallas Development Code, as amended.

I further move that the following condition be imposed to further the purpose and intent of the Dallas Development Code:

Compliance with the submitted site plan and elevation is required.

Maker:	Sarah Lamb				
Second:	Derrick Nutall				
Results:	5-0 Unanimously				Motion to grant
		Ayes:	-	5	Cheri Gambow, Sarah Lamb, Joe Cannon, Michael Karnowski and Derrick Nutall
		Against:	-	0	

**3. 2021 Haymarket Road**

BDA223-076 (GB)

**BUILDING OFFICIAL'S REPORT** Application of Jacob Salmeron for a special exception to the fence height regulations at 2021 Haymarket Rd. This property is more fully described as block 8503, Lots 29 and 30 and is zoned A(A), which limits the height of a fence in the front-yard to 4-feet. The applicant proposes to construct a 6-foot-high fence in a required front-yard, which will require a 2-foot special exception to the fence height regulations.

**LOCATION:** 2021 Haymarket Road

**APPLICANT:** Jacob Salmeron

**REQUEST:**

This is a request for a special exception to the fence height regulations at 2021 Haymarket Rd. The applicant proposes to construct a 6-foot-high fence in a required front-yard, which will require a 2-foot special exception to the fence height regulations.

**STANDARD FOR A SPECIAL EXCEPTION:**

Section 51A-4.602 of the Dallas Development Code states that the board may grant a special exception to the fence standards when in the opinion of the board, the special exception will not adversely affect neighboring property.

**STAFF RECOMMENDATION:**

No staff recommendation is made on this or any request for a special exception since the basis for this type of appeal is when in the opinion of the board, the special exception will not adversely affect neighboring property.

**Background information:**

No BDA History within the last five years.

**Zoning:**

Site: A (A)

North: A (A)

South: A (A)

East: A (A)

West: A (A)

**Land Use:**

The subject site is mostly undeveloped with grass and a metal shed. Areas to the North, South, East, and West are developed with agriculture uses.

**GENERAL FACTS/STAFF ANALYSIS:**

- This is a request for a special exception to the fence regulations.
- The subject property is located at 2021 Haymarket Road and is zoned A (A)- Agriculture.
- The maximum fence height for a required front yard is four feet. (51A-4.602 (a) 2)
- There appears to be other fences within the surrounding area that are commensurate with the applicant's request.

**Timeline:**

June 02, 2023: The applicant submitted an "Application/Appeal to the Board of Adjustment" and related documents which have been included as part of this case report.

June 26, 2023: The Board of Adjustment Secretary assigned this case to Board of Adjustment Panel C.

July 11, 2023: The Board of Adjustment Senior Planner emailed the applicant the following information:

- a copy of the application materials including the Building Official's report on the application
- an attachment that provided the public hearing date and panel that will consider the application; the July 25, 2023, deadline to submit additional evidence for staff to factor into their analysis; and the Friday, August 04, 2023, deadline to submit additional evidence to be incorporated into the Board's docket materials
- the criteria/standard that the board will use in their decision to approve or deny the request; and
- the Board of Adjustment Working Rules of Procedure pertaining to "documentary evidence."

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July 26, 2023: The Board of Adjustment staff review team meeting was held regarding this request and the others scheduled for the August 16, 2023, public hearings. Review team members in attendance included the following: the Board of Adjustment Chief Planner/Board Administrator, the Board of Adjustment Senior Planners, the Board of Adjustment Development Code Specialist, Project Coordinator the Chief Arborist, Assistant City Attorney (Matthew Sapp) and the Development Services Senior Engineers

Speakers:

For: No Speakers

Against: No Speakers

**Motion**

I move that the Board of Adjustment **GRANT** the following applications listed on the uncontested docket because it appears, from our evaluation of the property and all relevant evidence that the applications satisfy all the requirements of the Dallas Development Code and are consistent with the general purpose and intent of the Code, as applicable to wit:

**BDA223-076** - Application of Jacob Salmeron for a special exception to the fence height regulations in the Dallas Development Code is granted subject to the following condition:

Compliance with the revised site plan is required.

Maker:	Sarah Lamb				
Second:	Michael Karnowski				
Results:	5-0 Unanimously				Motion to grant
		Ayes:	-	5	Cheri Gambow, Sarah Lamb, Joe Cannon, Michael Karnowski and Derrick Nutall
		Against:	-	0	

**HOLDOVER**

**4. 5215 Morningside Avenue**

BDA223-038 (KMH)

**BUILDING OFFICIAL'S REPORT:** Application of Tim Myrick represented by James Barnes for a variance to the rear yard setback regulations at 5215 Morningside Ave. This property is more fully described as Block 17/2928, Lot 9, and is zoned CD-9, which requires a rear yard setback of 5 feet. The applicant proposes to construct a single-family residential accessory structure and provide a 4-foot front yard setback, which will require a 1-foot variance to the rear yard setback regulations.

**LOCATION:** 5215 Morningside Ave.

**APPLICANT:** Tim Myrick  
Represented by Nick George



**REQUEST:**

A request for a variance to the rear yard setback regulations of 1-foot is made to construct a single-family residential accessory structure (detached garage). The applicant is proposing to construct a single-family residential accessory structure and provide a 4-foot rear yard setback, which will require a 1-foot variance to the rear yard setback regulations.

**STANDARD FOR A VARIANCE:**

Section 51(A)-3.102(d)(10) of the Dallas Development Code specifies that the board has the power to grant variances from the front yard, side yard, **rear yard**, lot width, lot depth, lot coverage, floor area for structures accessory to single-family uses, height, minimum sidewalks, off-street parking or off-street loading, or landscape regulations provided that the variance is:

- **not contrary to the public interest** when owing to special conditions, a literal enforcement of this chapter would result in unnecessary hardship, and so that the spirit of the ordinance will be observed, and substantial justice done.
- **necessary to permit development of a specific parcel of land** that differs from other parcels of land by being of such a restrictive area, shape, or slope, that it cannot be developed in a manner commensurate with the development upon other parcels of land with the same zoning; and
- **not granted to relieve a self-created or personal hardship**, nor for financial reasons only, nor to permit any person a privilege in developing a parcel of land not permitted by this chapter to other parcels of land with the same zoning.

**State Law/HB 1475 effective 9-1-21**

- the board may consider the following as grounds to determine whether compliance with the ordinance as applied to a structure that is the subject of the appeal would result in unnecessary hardship:
  - (a) the financial cost of compliance is greater than 50 percent of the appraised value of the structure as shown on the most recent appraisal roll certified to the assessor for the municipality under Section 26.01 (Submission of Rolls to Taxing Units), Tax Code.
  - (b) compliance would result in a loss to the lot on which the structure is located of at least 25 percent of the area on which development is authorized to physically occur.
  - (c) compliance would result in the structure not being in compliance with a requirement of a municipal ordinance, building code, or other requirement.
  - (d) compliance would result in the unreasonable encroachment on an adjacent property or easement; or the municipality considers the structure to be a nonconforming structure.

**STAFF RECOMMENDATION:**

Approval, subject to the following condition:

- Compliance with the submitted site plan and elevation is required.

Rationale:

Staff concluded, that when applying the evidence submitted to the relevant code standard, that granting the variance in this application would:

- A. **not be contrary to the public interest;**
- B. necessary to permit development of a specific parcel of land that differs from other parcels of land **by being of such a restrictive area, shape, or slope**, in that it is located within CD 9 and cannot be developed in a manner commensurate with the development upon other parcels of land with the same zoning; and
- C. **not be granted to relieve a self-created or personal hardship.**

**ZONING/BDA HISTORY:**

No BDA history in the past five years.

**Zoning:**

Site: CD-9  
North: CD-9  
South: CD-9  
East: CD-9  
West: CD-9

**Land Use:**

The subject site is developed with a single family home. The areas to the north, south, east, and west are developed with single-family uses.

**GENERAL FACTS/STAFF ANALYSIS:**

- A request for a variance to the rear yard setback regulations of 4 feet is made to maintain a single family residential accessory structure.
- The applicant is proposing to construct a single-family residential accessory structure and provide a 4-foot rear yard setback, which will require a 1-foot variance to the rear yard setback regulations.
- The subject site is flat and rectangular in shape (130' x 65') and is 8,450 square feet in area.
- The height of this detached accessory structure (garage) exceeds 15 feet.
- The proposed accessory structure appears to be 22' in length and 20' in width.
- No variance would be necessary if the height of the garage was 15 feet or less and if the rear yard was not adjacent to an alley.
- The applicant submitted a document and photos to this submission to be utilized as attachments to this case.

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- The applicant has the burden of proof in establishing the following:
  - (10) To grant variances from the front yard, side yard, rear yard, lot width, lot depth, lot coverage, floor area for structures accessory to single family uses, height, minimum sidewalks, off-street parking or off-street loading, or landscape regulations provided that:
    - (A) In general.
      - (i) the variance is not contrary to the public interest when, owing to special conditions, a literal enforcement of this chapter would result in unnecessary hardship, and so that the spirit of the ordinance will be observed and substantial justice done;
      - (ii) the variance is necessary to permit development of a specific parcel of land that differs from other parcels of land by being of such a restrictive area, shape, or slope that it cannot be developed in a manner commensurate with the development upon other parcels of land with the same zoning; and
      - (iii) the variance is not granted to relieve a self-created or personal hardship, nor for financial reasons only, except as provided in Subparagraph (B)(i), nor to permit any person a privilege in developing a parcel of land not permitted by this chapter to other parcels of land with the same zoning.
- If the Board were to grant the variance request, and impose the submitted site plan and elevation as a condition, the structure in the rear yard setback would be limited to what is shown on this document– which in this case is a garage that would be located 4 feet from the rear yard setback.

**Timeline:**

- February 17, 2023: The applicant submitted an “Application/Appeal to the Board of Adjustment” and related documents which have been included as part of this case report.
- March 6, 2023: The Board of Adjustment Secretary assigned this case to Board of Adjustment Panel B.
- March 23, 2023: The Board of Adjustment Senior Planner emailed the applicant the following information:
  - a copy of the application materials including the Building Official’s report on the application
  - an attachment that provided the public hearing date and panel that will consider the application; the January 23rd deadline to submit additional evidence for staff to factor into their analysis; and the February 10th deadline to submit additional evidence to be incorporated into the Board’s docket materials
  - the criteria/standard that the board will use in their decision to approve or deny the request; and
  - the Board of Adjustment Working Rules of Procedure pertaining to “documentary evidence.”
- March 24, 2023: The Board of Adjustment staff review team meeting was held regarding this request and the others scheduled for the February public hearings. Review team members in attendance included the following: the Board of Adjustment Chief Planner/Board Administrator, the Board of Adjustment Senior Planner, the Board of Adjustment Development Code Specialist, the Board of Adjustment Consultant, the Chief Arborist, Development Services Senior Engineers, and the Board Attorney.

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No review comment sheets were submitted in conjunction with this application.

March 31, 2023: The applicant provided documentary evidence.

May 17, 2023: The Board of Adjustment Panel B, at its public hearing held on Wednesday, May 17, 2023, moved to hold this matter under advisement until August 16, 2023.

July 26, 2023: The Board of Adjustment staff review team meeting was held regarding this request and other requests scheduled for the July public hearings. Review team members in attendance included: the Board of Adjustment Chief Planner/Board Administrator, the Development Services Senior Plans Examiner, the Assistant City Attorney to the Board, the Senior Planner and Code Compliance staff.

Speakers:

For: Scott Jordan, 5215 Morningside Ave, Dallas TX 75206  
James Barnes, 4447 N. Central Expwy., Dallas TX 75205(did not speak)

Against: No Speakers

**Motion**

I move that the Board of Adjustment, in Appeal No. BDA 223-038, on application of Tim Myrick, **GRANT** the 1-foot variance to the rear-yard setback regulations requested by this applicant because our evaluation of the property and testimony shows that the physical character of this property is such that a literal enforcement of the provisions of the Dallas Development Code, as amended, would result in unnecessary hardship to this applicant.

I further move that the following condition be imposed to further the purpose and intent of the Dallas Development Code:

Compliance with the submitted site plan is required.

Maker:	Joe Cannon				
Second:	Sarah Lamb				
Results:	5-0 unanimously				Motion to grant
		Ayes:	-	5	Cheri Gambow, Sarah Lamb, Joe Cannon, Michael Karnowski and Derrick Nutall
		Against:	-	0	

**INDIVIDUAL CASES**

**5. 2730 N. Henderson Avenue**  
BDA223-062 (GB)

**BUILDING OFFICIAL'S REPORT** Application of Audra Buckley for a variance to the parking regulations at 2730 N HENDERSON AVE. This property is more fully described as Block 8/1973,

BOARD OF ADJUSTMENT  
August 16, 2023

Lot 5, and is zoned PD-462 Subarea 1, which requires parking to be provided. The applicant proposes to maintain a nonresidential structure for a general merchandise or food store 3500 square feet or less and provide 5 of the required 13 parking spaces, which will require an 8-space variance (61.54% reduction) to the parking regulation.

**LOCATION:** 2730 N. Henderson Ave  
**APPLICANT:** Audra Buckley

**REQUEST:**

This is a request for a variance to the parking regulations at 2730 N HENDERSON AVE. This property is more fully described as Block 8/1973, Lot 5, and is zoned PD-462 Subarea 1, which requires parking to be provided. The applicant proposes to maintain a nonresidential structure for a general merchandise or food store 3500 square feet or less and provide 5 of the required 13 parking spaces, which will require an 8-space variance (61.54% reduction) to the parking regulation.

**STANDARD FOR A VARIANCE:**

Section 51A-3.102(d)(10) of the Dallas Development Code specifies that the board has the power to grant variances from the front yard, side yard, rear yard, lot width, lot depth, lot coverage, floor area for structures accessory to single-family uses, height, minimum sidewalks, off-street parking or off-street loading, or landscape regulations provided that the variance is:

- (A) **not contrary to the public interest** when owing to special conditions, a literal enforcement of this chapter would result in unnecessary hardship, and so that the spirit of the ordinance will be observed, and substantial justice done.
- (B) **necessary to permit development of a specific parcel of land** that differs from other parcels of land by being of such a restrictive area, shape, or slope, that it cannot be developed in a manner commensurate with the development upon other parcels of land with the same zoning; and
- (C) **not granted to relieve a self-created or personal hardship**, nor for financial reasons only, nor to permit any person a privilege in developing a parcel of land not permitted by this chapter to other parcels of land with the same zoning.

**STAFF RECOMMENDATION:**

Approval

Rationale:

Based upon evidence presented by the applicant staff concluded that:

All three (3) elements of the variance were met, namely that request is:

1. Not contrary to the public interest evidenced by the absence of opposition (because there is no opposition it can be assumed that it is not contrary to public interest, and consequently this element is met).
2. Necessary to permit development of a specific parcel of land because of the irregularity in the property. The subject site is triangular and encumbered by two street frontages and an

alley. As a result, the site differs from other parcels of land being not only of such a restrictive shape, but also of a restrictive area; so much so that the site cannot be developed in a manner commensurate with development upon other parcels of land with the same zoning (because the subject property is an odd shape it is necessary to permit development due to the restrictive shape, so much that it cannot be developed in a manner commensurate with other parcels of land with the same zoning, consequently this element is met); and

3. Not a self-created or personal hardship because there is no evidence that this is a self-created or personal hardship.

**ZONING/BDA HISTORY:**

- BDA212-042 VARIANCE TO THE OFF-STREET PARKING REGULATIONS WAS APPROVED ON JUNE 02, 2022, BY PANEL B

**Zoning:**

Site: PD462 subarea 1  
North: PD462 subarea 1  
South: LO-1  
East: CR  
West: R-5 (A)

**Land Use:**

The subject site is developed with a structure that will be used for general merchandise store. Areas to the North, South, East, and West are developed with mixed-uses, residential, a school, a park, and retail.

**GENERAL FACTS/STAFF ANALYSIS:**

- This is a request for a variance to the parking regulations. The applicant proposes to maintain a nonresidential structure for a general merchandise or food store 3500 square feet or less and provide 5 of the required 13 parking spaces, which will require an 8-space variance (61.54% reduction) to the parking regulation.
- The subject property is located at 2730 N. Henderson Ave and is zoned PD462 subarea 1.
- The applicant intends to use the existing commercial structure as a general merchandise store.
- The Board of Adjustment Panel B approved the applicant's request for a variance to the parking regulations on June 02, 2022. The applicant failed to apply for a building permit within 180 days after the initial Board of Adjustment approval.

**Timeline:**

May 02, 2023: The applicant submitted an "Application/Appeal to the Board of Adjustment" and related documents which have been included as part of this case report.

June 26, 2023: The Board of Adjustment Secretary assigned this case to Board of Adjustment Panel C.

July 11, 2023: The Board of Adjustment Senior Planner emailed the applicant the following information:

- a copy of the application materials including the Building Official's report on the application

BOARD OF ADJUSTMENT  
August 16, 2023

- an attachment that provided the public hearing date and panel that will consider the application; the July 25, 2023, deadline to submit additional evidence for staff to factor into their analysis; and the Friday, August 04, 2023, deadline to submit additional evidence to be incorporated into the Board’s docket materials
- the criteria/standard that the board will use in their decision to approve or deny the request; and
- the Board of Adjustment Working Rules of Procedure pertaining to “documentary evidence.”

July 26, 2023: The Board of Adjustment staff review team meeting was held regarding this request and the others scheduled for the August 16, 2023, public hearings. Review team members in attendance included the following: the Board of Adjustment Chief Planner/Board Administrator, the Board of Adjustment Senior Planners, the Board of Adjustment Development Code Specialist, Project Coordinator the Chief Arborist, Assistant City Attorney (Matthew Sapp) and the Development Services Senior Engineers

August 01, 2023: The engineering department submitted a comment sheet.

Speakers:

For: Audra Buckley, 1414 Belleview St # 150, Dallas TX 75215  
Alan Rister, 5222 Homer St., Dallas TX 75206

Against: Kelly Smith (virtual) Did not speak

**Motion**

I move that the Board of Adjustment, in Appeal No. BDA 223-062, on application of Audra Buckley, **GRANT** the 8-space variance to the parking regulations requested by this applicant because our evaluation of the property and testimony shows that the physical character of this property is such that a literal enforcement of the provisions of the Dallas Development Code, as amended, would result in unnecessary hardship to this applicant.

I further move that the following condition be imposed to further the purpose and intent of the Dallas Development Code:

Compliance with the revised site plan is required.

Maker:	Michael Karnowski				
Second:	Sarah Lamb				
Results:	5-0 unanimously				Motion to grant
		Ayes:	-	5	Cheri Gambow, Sarah Lamb, Joe Cannon, Michael Karnowski and Derrick Nutall
		Against:	-	0	



**6. 5505 Chatham Hill Road**  
BDA223-074(GB)

**BUILDING OFFICIAL'S REPORT** Application of Masterplan, Represented by Trenton Robertson for a special exception to the fence height regulations at 5505 CHATHAM HILL RD. This property is more fully described as Block 7/5597, Lot 22, and is zoned R-1ac(A), which limits the height of a fence in the front yard to 4 feet. The applicant proposes to construct a 9-foot fence in a required front yard, which will require a 5-foot special exception to the fence regulations.

**LOCATION:** 5505 Chatham Hill

**APPLICANT:** Masterplan, Represented by Trenton Robertson

**REQUEST:**

This is a request for a special exception to the fence height regulations at 5505 CHATHAM HILL RD. This property is more fully described as Block 7/5597, Lot 22, and is zoned R-1ac(A), which limits the height of a fence in the front yard to 4 feet. The applicant proposes to construct a 9-foot fence in a required front yard, which will require a 5-foot special exception to the fence regulations.

**STANDARD FOR A SPECIAL EXCEPTION:**

Section 51A-4.602 of the Dallas Development Code states that the board may grant a special exception to the fence standards when in the opinion of the board, the special exception will not adversely affect neighboring property.

**STAFF RECOMMENDATION:**

No staff recommendation is made on this or any request for a special exception to the fence standards since the basis for this type of appeal is when in the opinion of the board, the special exception will not adversely affect neighboring property.

**Background information:**

1. BDA190-068 Approved: Multiple electric meters to single-family use (August 31, 2020)
2. BDA178-086 Approved: Variance to front yard and additional dwelling unit for a single-family use and fence standards (October 24, 2018)

**Zoning:**

Site: R-1 ac (A)  
North: R-1 ac (A)  
South: R-1 ac (A)  
East: R-1 ac (A)  
West: R-1 ac (A)

**Land Use:**

The subject site is developed with a residential structure. Areas to the North, South, East, and West are developed with residential uses.



**GENERAL FACTS/STAFF ANALYSIS:**

- This is a request for a special exception to the fence height regulations. The applicant proposes to construct a 9-foot fence in a required front yard, which will require a 5-foot special exception to the fence regulations.
- The subject property is located at 5505 Chatham Hill Road and is zoned R-1ac (A)
- The applicant proposes the fence material will be chain link to metal mesh.
- BDA190-068 Approved: Multiple electric meters to single-family use (August 31, 2020)
- BDA178-086 Approved: Variance to front yard and additional dwelling unit for a single-family use and fence standards (October 24, 2018)

**Timeline:**

June 02, 2023: The applicant submitted an “Application/Appeal to the Board of Adjustment” and related documents which have been included as part of this case report.

June 26, 2023: The Board of Adjustment Secretary assigned this case to Board of Adjustment Panel C.

July 11, 2023: The Board of Adjustment Senior Planner emailed the applicant the following information:

- a copy of the application materials including the Building Official’s report on the application
- an attachment that provided the public hearing date and panel that will consider the application; the July 25, 2023, deadline to submit additional evidence for staff to factor into their analysis; and the Friday, August 04, 2023, deadline to submit additional evidence to be incorporated into the Board’s docket materials
- the criteria/standard that the board will use in their decision to approve or deny the request; and
- the Board of Adjustment Working Rules of Procedure pertaining to “documentary evidence.”

July 26, 2023: The Board of Adjustment staff review team meeting was held regarding this request and the others scheduled for the August 16, 2023, public hearings. Review team members in attendance included the following: the Board of Adjustment Chief Planner/Board Administrator, the Board of Adjustment Senior Planners, the Board of Adjustment Development Code Specialist, Project Coordinator the Chief Arborist, Assistant City Attorney (Matthew Sapp) and the Development Services Senior Engineers

June 29, 2023: The engineering department submitted a comment sheet.

Speakers:

For: Trenton Robertson, 2201 Main St, Suite 1280, Dallas TX 75201  
Steve Long, 2201 Main St, Suite 1280, Dallas TX 75201

Against: No Speakers

BOARD OF ADJUSTMENT  
August 16, 2023

**Motion**

I move that the Board of Adjustment in Appeal No. BDA 223-074, to **HOLD** this matter under advisement until October 20, 2023

Maker:	Sarah Lamb				
Second:	Michael Karnowski				
Results:	5-0 unanimously				
		Ayes:	-	5	Cheri Gambow, Sarah Lamb, Joe Cannon, Michael Karnowski and Derrick Nutall
		Against:	-	0	

Motion to amend to reflect the correct date

Maker:	Sarah Lamb				
Second:	Michael Karnowski				

I move that the Board of Adjustment in Appeal No. BDA 223-074, to **HOLD** this matter under advisement until October 18, 2023

Maker:	Sarah Lamb				
Second:	Michael Karnowski				
Results:	3-2				Motion to hold
		Ayes:	-	3	Cheri Gambow, Sarah Lamb, Michael Karnowski
		Against:	-	2	Joe Cannon and Derrick Nutall

I move that the Board of Adjustment, in Appeal No. BDA 223-074, on application of Masterplan, **GRANT** the request of this applicant to construct and/or maintain a 9-foot high fence as a special exception to the height requirement for fences contained in the Dallas Development Code, as amended, because our evaluation of the property and the testimony shows that this special exception will not adversely affect neighboring property.

I further move that the following condition be imposed to further the purpose and intent of the Dallas Development Code:

Compliance with the submitted site plan and elevation is required.

Maker:	Joe Cannon				
Second:	Derrick Nutall				

**\*\*After consulting with the City Attorney Office, the majority of vote is required to HOLD the case\*\*.**

**ADJOURNMENT**

After all business of the Board of Adjustment had been considered, Vice-Chair Gambow moved to adjourn the meeting at 2:33 p.m.

\*\*\*Recess: 2:08 p.m.; Resume: 2:10 p.m.\*\*\*

\*\*\*Recess: 2:24 p.m.; Resume: 2:32 p.m.\*\*\*

\_\_\_\_\_  
Required Signature:  
Mary Williams, Board Secretary  
Development Services Dept.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Required Signature:  
Nikki Dunn, Chief Planner/Board Administrator  
Development Services Dept.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Required Signature:  
Cheri Gambow, Vice-Chair  
Board of Adjustment

\_\_\_\_\_  
Date

**FILE NUMBER:** BDA223-074(KMH)

**BUILDING OFFICIAL’S REPORT** Application of Masterplan, Represented by Trenton Robertson for a (1) special exception to the fence height regulations at 5505 CHATHAM HILL RD. This property is more fully described as Block 7/5597, Lot 22, and is zoned R-1ac(A), which limits the height of a fence in the front yard to 4-feet. The applicant proposes to construct a 9-foot fence in a required front yard, which will require (1) a 5-foot special exception to the fence regulations.

**LOCATION:** 5505 Chatham Hill

**APPLICANT:** Masterplan, Represented by Trenton Robertson

**REQUEST:**

(1) A request for a special exception to the fence height regulations.

**STANDARD FOR A SPECIAL EXCEPTION:**

Section 51A-4.602 of the Dallas Development Code states that the board may grant a special exception to the fence standards when in the opinion of the board, the special exception will not adversely affect neighboring property.

**STAFF RECOMMENDATION:**

No staff recommendation is made on this or any request for any special exception to the code.

**Background information:**

1. BDA190-068 Approved: Multiple electric meters to single-family use (August 31, 2020)
2. BDA178-086 Approved: Variance to front yard and additional dwelling unit for a single-family use and fence standards (October 24, 2018)

**Zoning:**

Site: R-1 ac (A)  
North: R-1 ac (A)  
South: R-1 ac (A)  
East: R-1 ac (A)  
West: R-1 ac (A)

**Land Use:**

The subject site is developed with a residential structure. Areas to the North, South, East, and West are developed with residential uses.

**GENERAL FACTS/STAFF ANALYSIS:**

- This is a request for a special exception to the fence height regulations The applicant proposes to construct a 9-foot fence in a required front yard, which will require a 5-foot special exception to the fence regulations.
- The subject property is located at 5505 Chatham Hill Road and is zoned R-1ac (A).
- It is imperative to note that the Board of Adjustment granted the approval of the fence standards for this property in October of 2018. The request to construct a 9-foot-high fence in a required front yard and to construct a fence in a required front yard with a fence panel having less than 50 percent open surface area located less than 5-feet from the lot line. Both requests were granted with compliance with the submitted plans and elevations.
- The applicant is now proposing a different material which is different than the approved elevations depicted; therefore, they are having to return to the Board as the request was granted to comply with the submitted elevations.
- The applicant is proposing a metal mesh fence which differs from the previously approved elevations, chain link.
- The applicant proposes the fence material will be chain link to metal mesh.
- The applicant has the burden of proof in establishing that the special exception to the fence regulations will not adversely affect the neighboring property.
- Granting this special exception to the fence standards relating to height up to 9-feet with a condition that the applicant complies with the submitted site plan and elevations, would require the proposal to be constructed as shown on the submitted documents.

**Timeline:**

June 02, 2023: The applicant submitted an “Application/Appeal to the Board of Adjustment” and related documents which have been included as part of this case report.

June 26, 2023: The Board of Adjustment Secretary assigned this case to Board of Adjustment Panel C.

- July 11, 2023: The Board of Adjustment Senior Planner emailed the applicant the following information:
- a copy of the application materials including the Building Official's report on the application
  - an attachment that provided the public hearing date and panel that will consider the application; the July 25, 2023, deadline to submit additional evidence for staff to factor into their analysis; and the Friday, August 04, 2023, deadline to submit additional evidence to be incorporated into the Board's docket materials
  - the criteria/standard that the board will use in their decision to approve or deny the request; and
  - the Board of Adjustment Working Rules of Procedure pertaining to "documentary evidence."
- July 26, 2023: The Board of Adjustment staff review team meeting was held regarding this request and the others scheduled for the August 16, 2023, public hearings. Review team members in attendance included the following: the Board of Adjustment Chief Planner/Board Administrator, the Board of Adjustment Senior Planners, the Board of Adjustment Development Code Specialist, Project Coordinator the Chief Arborist, Assistant City Attorney (Matthew Sapp) and the Development Services Senior Engineers
- July 29, 2023: The engineering department submitted a comment sheet.
- August 16, 2023: The Board of Adjustment Panel B, at its public hearing held on August 16, 2023, moved to **HOLD** this matter under advisement until October 18, 2023.

REVIEW COMMENT SHEET  
BOARD OF ADJUSTMENT  
HEARING August 16<sup>th</sup>, 2023 (B)

<input type="checkbox"/> Has no objections  <input type="checkbox"/> Has no objections if certain conditions are met (see comments below or attached) Recommends that this be denied (see comments below or attached) <input checked="" type="checkbox"/> No comments	<input type="checkbox"/> BDA 223-062(GB) <input checked="" type="checkbox"/> BDA 223-071(GB) <input checked="" type="checkbox"/> BDA 223-073(GB) <input checked="" type="checkbox"/> BDA 223-074(GB) <input checked="" type="checkbox"/> BDA223-076(GB) <input type="checkbox"/> <b>HOLDOVER</b> <input checked="" type="checkbox"/> BDA223-038(GB) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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COMMENTS:

*Cases marked do not  
involve Engineering*

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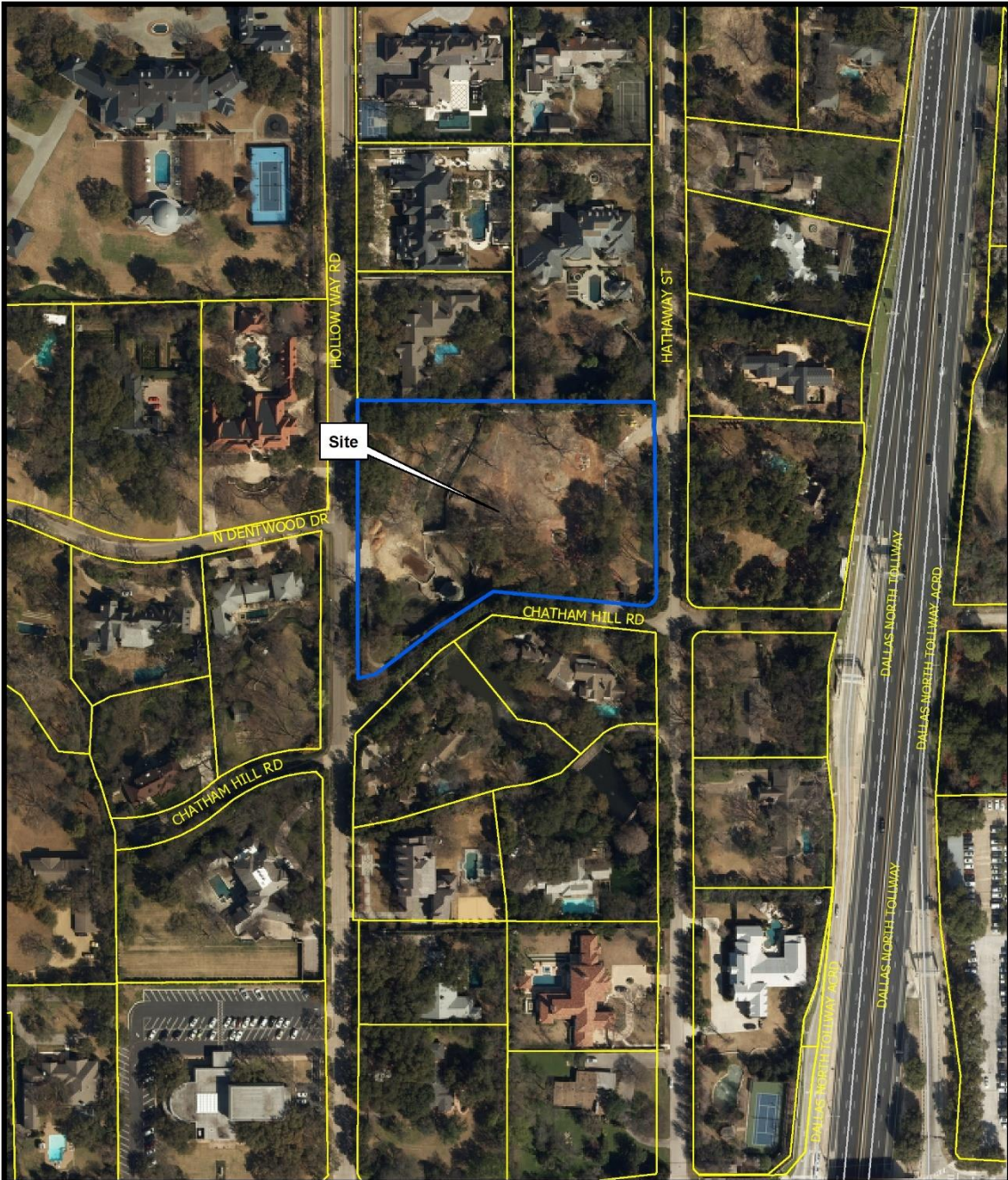
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*Robert Wenman/Engineer/DSD*      *Aug. 2, 2023*  
 Name/Title/Department                      Date

Please respond to each case and provide comments that justify or elaborate on your response. Dockets distributed to the Board will indicate those who have attended the review team meeting





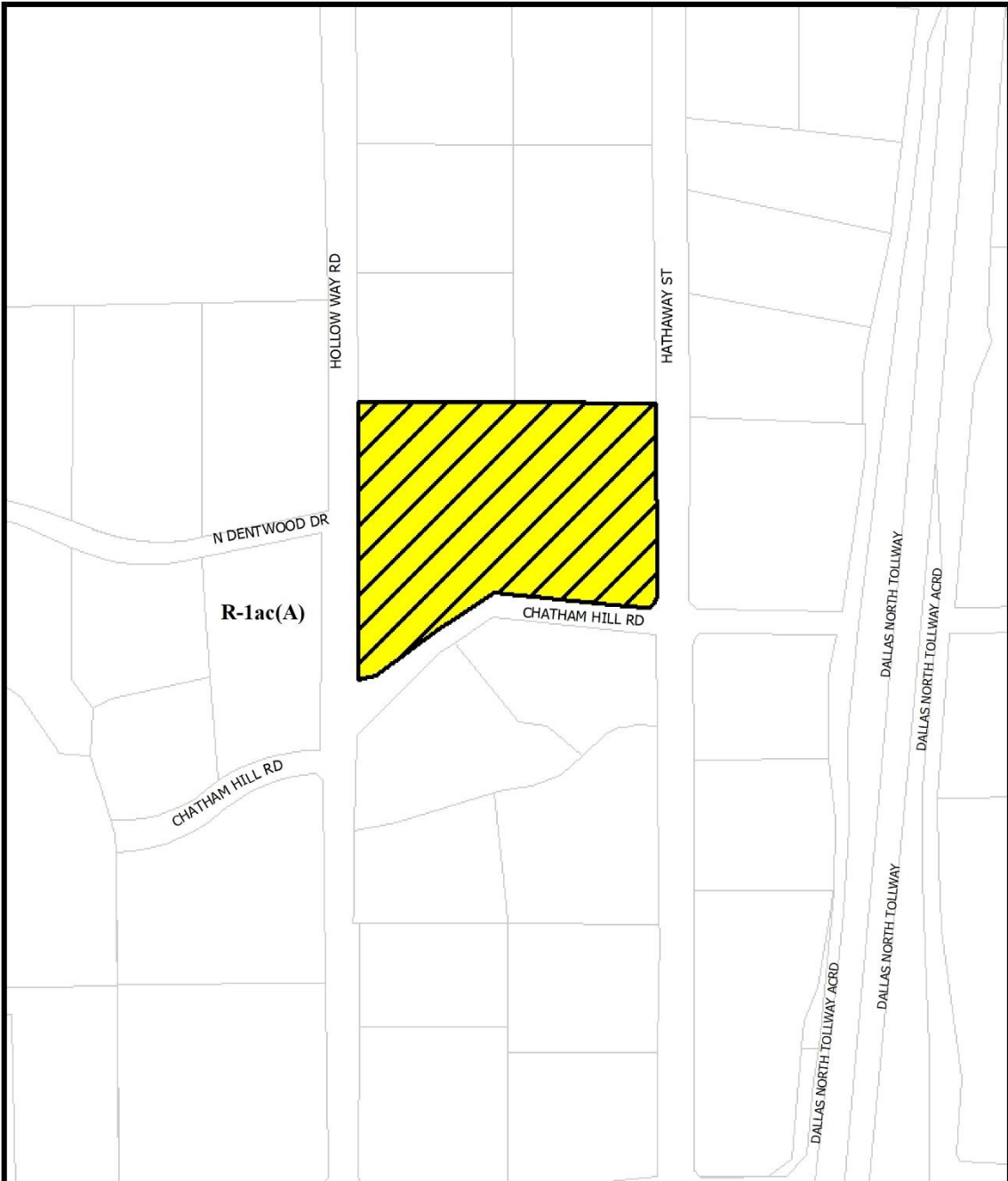
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# AERIAL MAP

Case no: BDA223-074

Date: 7/26/2023



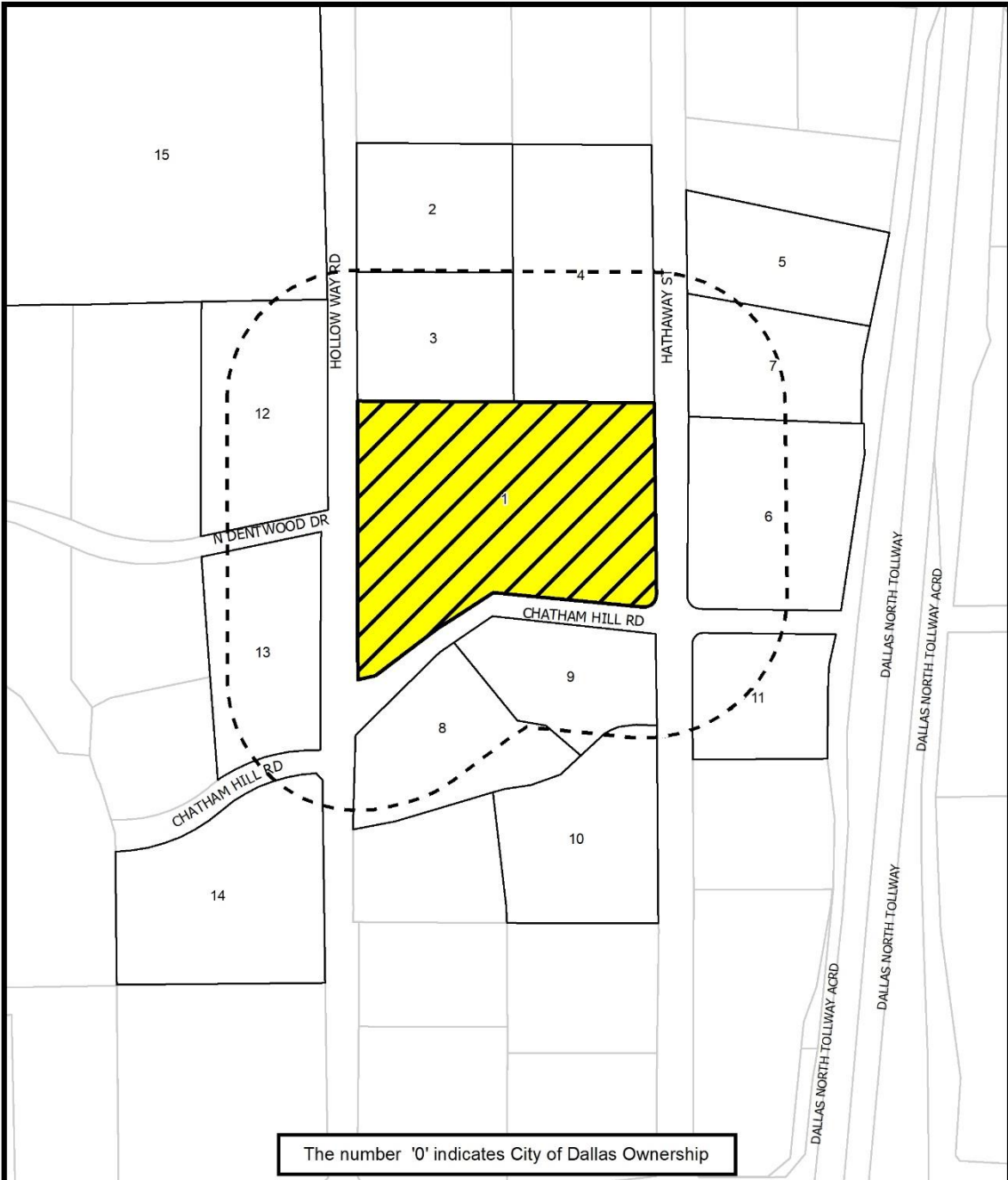


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# ZONING MAP

Case no: BDA223-074

Date: 7/26/2023



 1:2,400	<h2 style="text-align: center;">NOTIFICATION</h2> <table border="1" style="width: 100%;"> <tr> <td style="text-align: center;"><b>200'</b></td> <td>AREA OF NOTIFICATION</td> </tr> <tr> <td style="text-align: center;"><b>15</b></td> <td>NUMBER OF PROPERTY OWNERS NOTIFIED</td> </tr> </table>	<b>200'</b>	AREA OF NOTIFICATION	<b>15</b>	NUMBER OF PROPERTY OWNERS NOTIFIED	Case no: <u><b>BDA223-074</b></u> Date: <u><b>7/26/2023</b></u>
<b>200'</b>	AREA OF NOTIFICATION					
<b>15</b>	NUMBER OF PROPERTY OWNERS NOTIFIED					

07/26/2023

## ***Notification List of Property Owners***

***BDA223-074***

***15 Property Owners Notified***

<b><i>Label #</i></b>	<b><i>Address</i></b>	<b><i>Owner</i></b>
1	5505 CHATHAM HILL RD	BR TRUST THE
2	9362 HOLLOW WAY RD	LEDBETTER TERRY LEE & RETA
3	9330 HOLLOW WAY RD	BR TRUST THE
4	9339 HATHAWAY ST	KING MARK A 2020 RESIDENCE &
5	9346 HATHAWAY ST	MOUTRAY HUGH GILFORD &
6	9300 HATHAWAY ST	MCGOWEN TAMARA F & JAMES P
7	9340 HATHAWAY ST	MALIK RAJEEV & RITU
8	5500 CHATHAM HILL RD	SEALE JOHN HENRY & KATHERINE DYLL
9	5538 CHATHAM HILL RD	CHAND M RIZWAN
10	9239 HATHAWAY ST	DUNNING THOMAS MAYBORN &
11	9266 HATHAWAY ST	SCHAFFER MARTIN J &
12	5445 N DENTWOOD DR	HOROWITZ ANGELA
13	5446 N DENTWOOD DR	CARRY DONALD J &
14	9245 HOLLOW WAY RD	LANGE BENJAMIN & TRACY
15	5424 DELOACHE AVE	CUBAN MARK



APPLICATION/APEAL TO THE BOARD OF ADJUSTMENT

Case No.: BDA 223-074

Data Relative to Subject Property:

Date: 6/1/2023

Location address: 5505 Chatham Hill Zoning District: R-1(A)

Lot No.: 22 Block No.: 7/5597 Acreage: 3.43 Census Tract: 206.00

Street Frontage (in Feet): 1) 432' 2) 482.7' 3) 292.93' 4) \_\_\_\_\_ 5) \_\_\_\_\_

To the Honorable Board of Adjustment :

Owner of Property (per Warranty Deed): BR Trust James Y Ross III Trust

Applicant: Masterplan (Trenton Robertson) Telephone: 972-561-8732

Mailing Address: 2201 Main Street STE. 1280 Dallas, TX Zip Code: 75201

E-mail Address: trobertson@masterplantexas.com

Represented by: Masterplan (Trenton Robertson) Telephone: 972-561-8732

Mailing Address: 2201 Main Street STE. 1280 Dallas, TX Zip Code: 75201

E-mail Address: trobertson@masterplantexas.com

Affirm that an appeal has been made for a Variance \_\_, or Special Exception X, of To allow for a change in fence material from chain link to metal mesh. 1221' Linear ft

Application is made to the Board of Adjustment, in accordance with the provisions of the Dallas Development Code, to grant the described appeal for the following reason: The proposed material change will be more consistent with the surrounding properties. Additionally, the metal mesh will be a higher quality design and add an additional aesthetic to the property.

Note to Applicant: If the appeal requested in this application is granted by the Board of Adjustment, a permit must be applied for within 180 days of the date of the final action of the Board, unless the Board specifically grants a longer period.

Affidavit

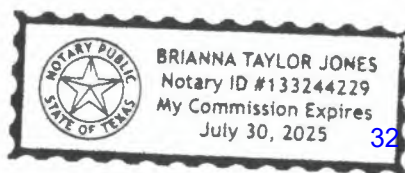
Before me the undersigned on this day personally appeared Trenton Robertson (Affiant/Applicant's name printed)

who on (his/her) oath certifies that the above statements are true and correct to his/her best knowledge and that he/she is the owner/or principal/or authorized representative of the subject property.

Respectfully submitted: [Signature] (Affiant/Applicant's signature)

Subscribed and sworn to before me this 2 day of June, 2023

(Rev. 08-01-11)



[Signature]  
Notary Public in and for Dallas County, Texas

MEMORANDUM OF  
ACTION TAKEN BY THE  
BOARD OF ADJUSTMENT

Date of Hearing \_\_\_\_\_

Appeal was--Granted OR Denied

Remarks \_\_\_\_\_

Chairman

**Building Official's Report**

I hereby certify that Masterplan  
represented by Trenton Robertson  
did submit a request for a special exception to the fence height regulations  
at 5505 CHATHAM HILL

BDA223-074. Application of Masterplan, Represented by Trenton Robertson for a special exception to the fence height regulations at 5505 CHATHAM HILL RD. This property is more fully described as Block 7/5597, Lot 22, and is zoned R-1ac(A), which limits the height of a fence in the front yard to 4 feet. The applicant proposes to construct a 9-foot fence in a required front yard, which will require a 5-foot special exception to the fence regulations.

Sincerely,

  
Andrew Espinoza, CBO, MCP, CFM, CCEA



CITY OF DALLAS

AFFIDAVIT

Appeal number: BDA 223-074

I, BR Trust J. Y. Robb III Trust, Owner of the subject property  
(Owner or "Grantee" of property as it appears on the Warranty Deed)

at: 5505 Chatham Hill, Dallas, TX 75220  
(Address of property as stated on application)

Authorize: Masterplan  
(Applicant's name as stated on application)

To pursue an appeal to the City of Dallas Zoning Board of Adjustment for the following request(s)

- 1/2 Variance (specify below)
- Special Exception (specify below)
- Other Appeal (specify below)

Specify: To request to change the fence material on the property.

J. Y. Robb III TRUSTEE  
Print name of property owner or registered agent

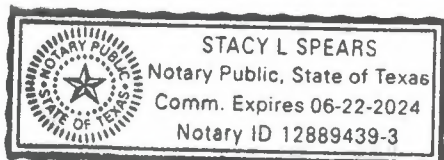
J. Y. Robb III Trustee  
Signature of property owner or registered agent

Date 6/1/2023

Before me, the undersigned, on this day personally appeared J. Y. Robb III

Who on his/her oath certifies that the above statements are true and correct to his/her best knowledge.

Subscribed and sworn to before me this 1st day of June, 2023



Stacy L Spears  
Notary Public for Dallas County, Texas

Commission expires on 6/22/2024





### Posting of Notification Sign

Address: 5505 Chatham Hill RD

Appeal Number: BDA 223-074

All required notification signs must be posted on the property within fourteen (14) days after an application has been made, prior to the Board of Adjustment Hearing, and not be removed until the hearing ends.

The sign must be posted at a prominent location adjacent to the public street, evenly spaced along each frontage, and easily visible from the street. Failure to properly post the sign(s) may result in either a postponement or denial of the appeal.

All required notification signs have been received. One sign is required for each 500 feet or less of frontage, or every tract of five (5) acres or less, with a maximum of five (5) signs required. The cost of each sign is \$10.00.

Footage of each street frontage: 432'; 482.7'; 292.93'

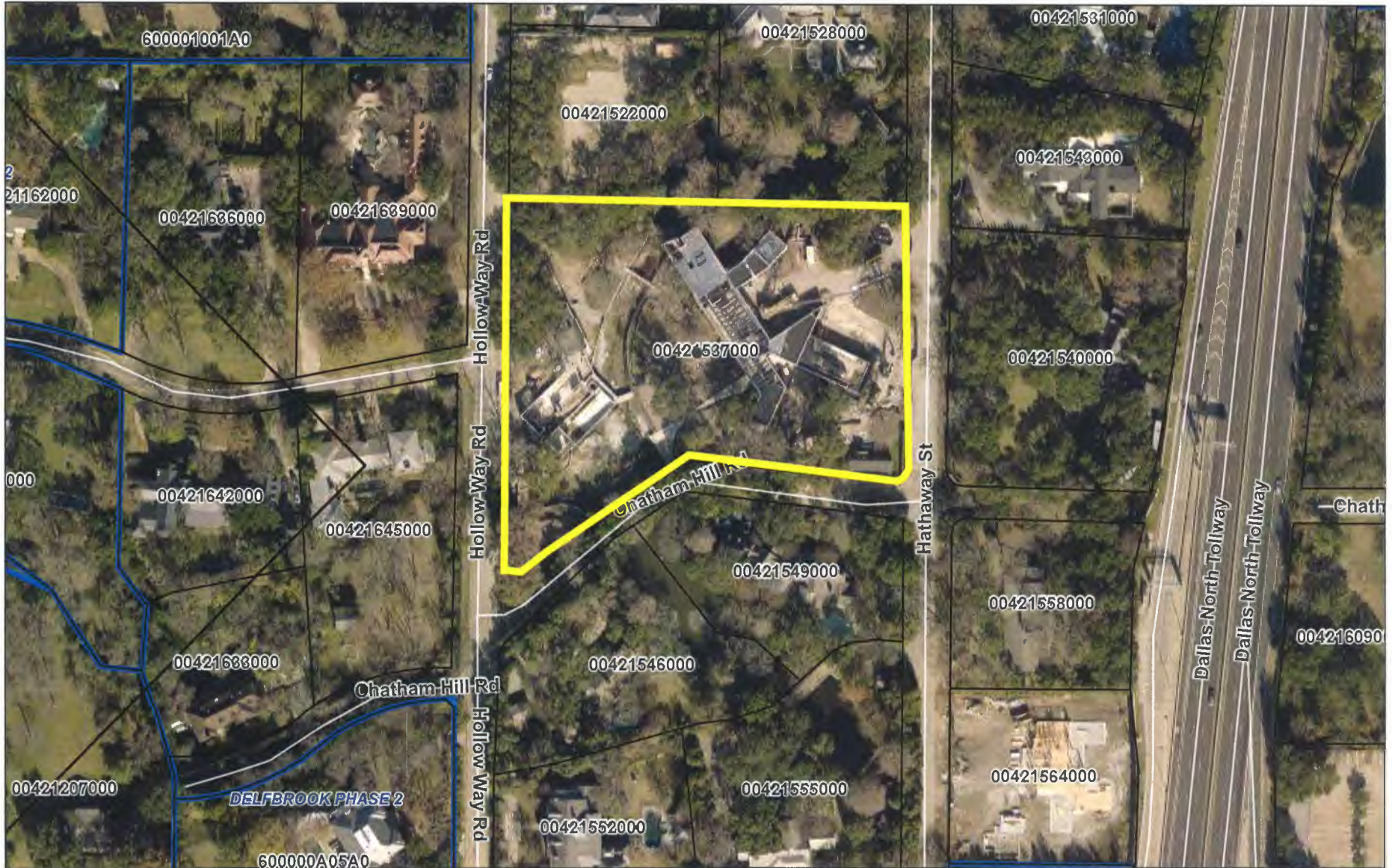
Number of acres: 3.43 acres

Number of signs received: 3

[Signature]  
Signature of applicant or person receiving signs

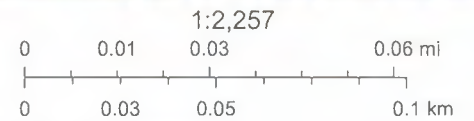
6/2/23  
Date

# Dallas CAD Web Map



6/1/2023, 2:00:22 PM

- Parcels
- Subdivision
- Dallas County Boundary
- Abstracts
- Street Centerline



Esri Community Maps Contributors, Texas Parks & Wildlife, © OpenStreetMap, Microsoft, Esri, HERE, Garmin, SafeGraph,

Dallas County Appraisal District, BIS Consulting - [www.bisconsulting.com](http://www.bisconsulting.com)

Disclaimer: This product is for informational purposes only and has not been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of boundaries.

**BDA223-074**



CITY OF DALLAS PLAT BOOKS

ANNEXED APRIL 16, 1945 ORD. NO. PRESTON HOLLOW  
SURVEY JOHN HOWELL ABST. 580

ADDITION PRESTON HOLLOW (PART)

BLOCKS 5597

SCALE 100 FT. EQUALS 1 INCH

SCHOOL DIST. DALLAS

9-28-46

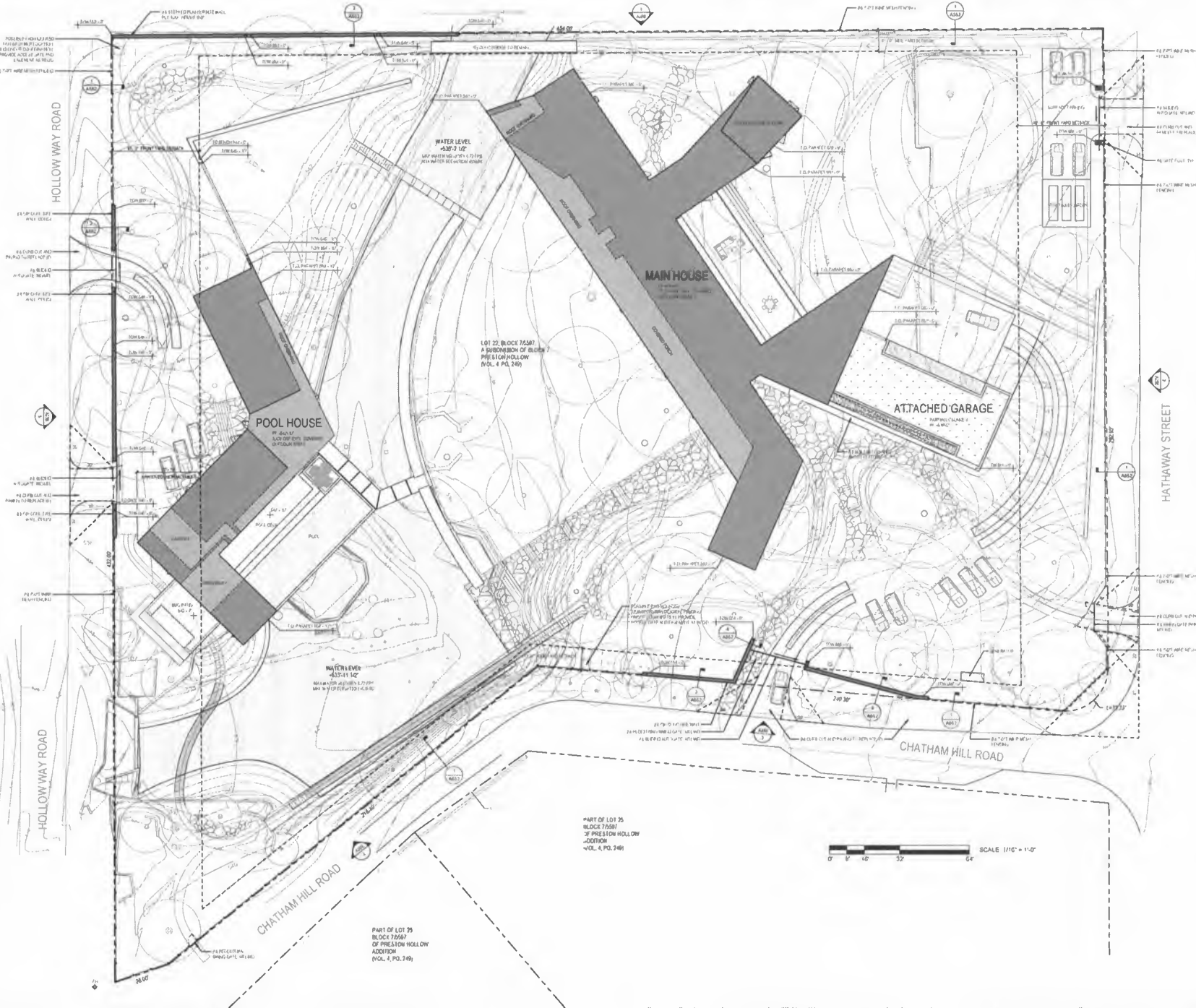
1-5625  
MCCRAW  
ESTATES  
A-5646  
LHWY. 14-5656 ESTATES



5505 Chatham Hill

BDA223-074

1/27/2019 2:15:01 PM C:\Users\mark\Documents\CAD\_CIT\_jirah\chathamhillresidence.dwg



**MARWAN ALSAYED INC.**  
 1112 San Juan Street, Los Angeles, CA 90018  
 310.460.8000  
 info@marwanalsayed.com

**PROJECT NAME**  
**CHATHAM HILL RESIDENCE**

**PROJECT ADDRESS**  
 5005 CHATHAM HILL ROAD  
 DALLAS, TX 75220

**REVISIONS**

NO.	DATE	DESCRIPTION

**SITE PLAN**

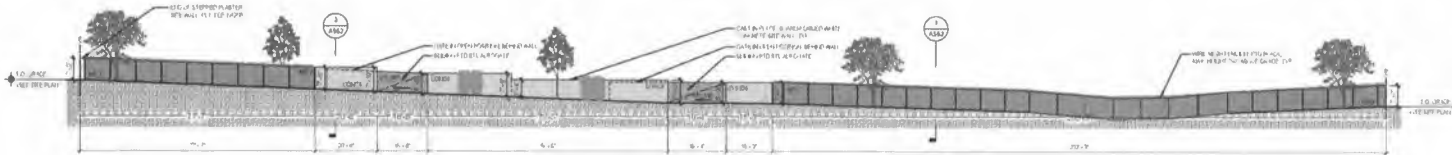
**DATE**  
01/23/19

**SHEET NO.**  
A100

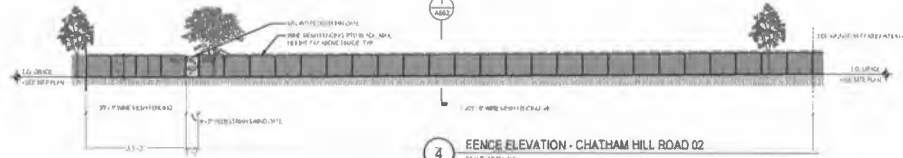
BOA223-074

**FINISH LEGEND**

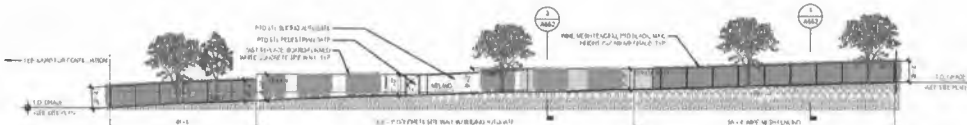
- CONCA CAST IN PLACE WHITE CONCRETE, BOARD FORMED, 12" THICK UNLESS NOTED OTHERWISE
- PL1 7/8" THICK, 3 COAT PORTLAND CEMENT PLASTER, NATURAL WHITE COLOR W/ SLIGHT TEXTURE FINISH
- MTUWO PAINTED STEEL PLATE FRAMING, WOOD GLAZING
- MTL7 WIRE MESH FENCING, PAINTED BLACK, PLANTING ONE ON BOTH SIDES



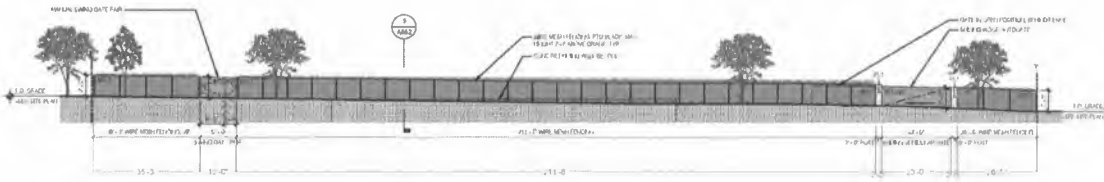
**5 FENCE ELEVATION - HOLLOW WAY ROAD**  
SCALE: 1/4" = 1'-0"



**4 FENCE ELEVATION - CHATHAM HILL ROAD 02**  
SCALE: 1/4" = 1'-0"



**3 FENCE ELEVATION - CHATHAM HILL ROAD 01**  
SCALE: 1/4" = 1'-0"



**2 FENCE ELEVATION - HATHAWAY STREET**  
SCALE: 1/4" = 1'-0"



**1 FENCE ELEVATION - NORTH PROPERTY LINE**  
SCALE: 1/4" = 1'-0"

**Legend**

Description	Quantity	Unit
CMU - Plaster Wall	158.59	ft
Concrete Wall	244.27	ft
Gate	74.99	ft
Wire Mesh Fencing	1,221.17	ft

**FOR PERMIT ONLY**

	LF	\$/LF	Total \$
CMU Wall	159.00	250	\$ 39,750
Concrete	244.00	400	\$ 97,600
Gates	75.00	250	\$ 18,750
Fence	1,221.00	100	\$ 122,100
			<b>\$ 278,200</b>

TITLE

PROJECT NAME

**CHATHAM HILL RESIDENCE**

PROJECT ADDRESS  
5005 CHATHAM HILL ROAD  
DALLAS TX 75220

REVISIONS

NO. DATE DESCRIPTION

1 01/22/18 FENCE ELEVATIONS

2 05/20/18 REVISIONS

3 05/20/18 REVISIONS

4 05/20/18 REVISIONS

5 05/20/18 REVISIONS

6 05/20/18 REVISIONS

7 05/20/18 REVISIONS

8 05/20/18 REVISIONS

9 05/20/18 REVISIONS

10 05/20/18 REVISIONS

11 05/20/18 REVISIONS

12 05/20/18 REVISIONS

13 05/20/18 REVISIONS

14 05/20/18 REVISIONS

15 05/20/18 REVISIONS

16 05/20/18 REVISIONS

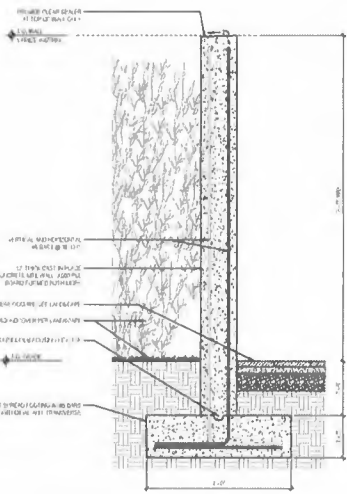
17 05/20/18 REVISIONS

18 05/20/18 REVISIONS

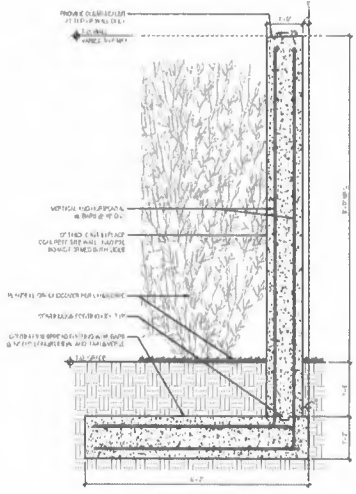
19 05/20/18 REVISIONS

20 05/20/18 REVISIONS

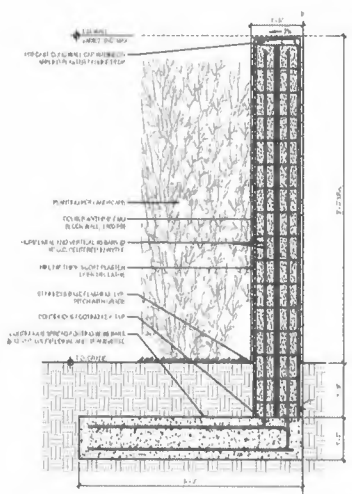




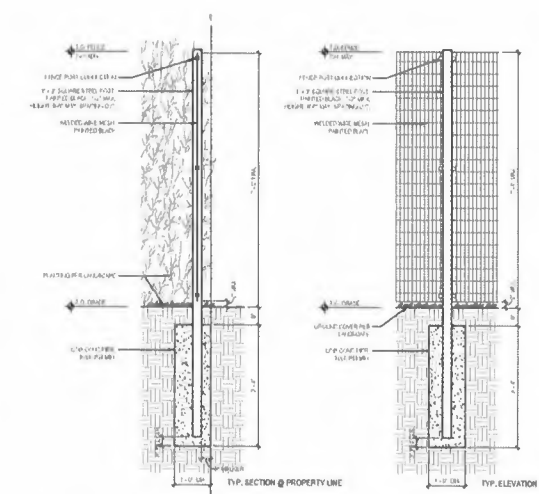
4 WALL SECTION - TYPICAL CONCRETE WALL  
 SCALE: 3/4" = 1'-0"



3 WALL SECTION - TYPICAL PERIMETER CONCRETE WALL  
 SCALE: 3/4" = 1'-0"



2 WALL SECTION - TYPICAL CMU/PLASTER WALL  
 SCALE: 3/4" = 1'-0"



1 WALL SECTION - TYPICAL WIRE MESH FENCING  
 SCALE: 3/4" = 1'-0"

PROJECT NAME  
**CHATHAM HILL RESIDENCE**

PROJECT ADDRESS  
**5500 CHATHAM HILL ROAD  
DALLAS, TX 75220**

REVISIONS

NO.	DATE	DESCRIPTION

SHEET TITLE  
**SITE DETAILS**

SCALE: 3/4" = 1'-0" SHEET NUMBER: **A552**

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 C:\Users\marwan\OneDrive\CHAM\_CAD\_jan2024\CHAM.dwg

**BDA APPROVAL LETTER**



August 27, 2018

Sanjeev Mariani  
Sanjeev Mariani  
502 Jackson, Suite 6540  
Dallas, TX 75202

Re: BDA178 088(OAL Property at 5805 Chatham Hill Road

Dear Sanjeev Mariani,

The Board of Adjustment Panel 6, at its public hearing held on Wednesday, August 22, 2018 took the following action:

1. Granted the request for a 26-foot 9 inch variance to the front yard setback regulations, subject to the following condition:
  - Compliance with the submitted revised site plan is required.
2. Granted the request for special exception to the single family use regulations, subject to the following condition:
  - The applicant must deed restrict the subject property to prevent the use of the artificial dwelling unit as rental accommodations.
3. Granted the request for special exceptions to the fence standards regulations related to fence height of 6' and fence panel materials/location from the front lot subject to the following condition:
  - Compliance with the submitted revised site plan and revised elevation is required.

Contact Building Inspection at 320 E. Jefferson, Room 118 to begin the process of checking the applicant's filing fee returned and please contact me at (214) 971-6099 should you have any further questions regarding the Board's action.

Debra Aquilino, Senior Planner  
Board of Adjustment  
Sustainable Development and Construction

Pat Cohen, Code Enforcement, 3112 Canton, Room 100  
Charles Trammell, Bldg. Inspection, 320 E. Jefferson #100

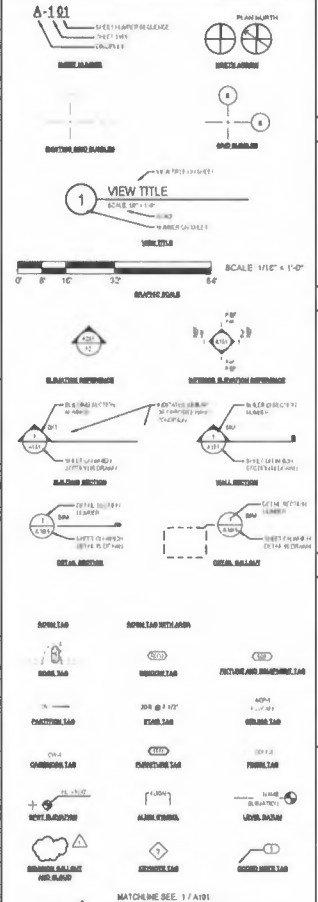
**ABBREVIATIONS**

<b>A</b>	ASBESTOS	<b>K</b>	KITCHEN
<b>B</b>	BATH	<b>L</b>	LIVING ROOM
<b>C</b>	CLOSET	<b>M</b>	MATERIAL
<b>D</b>	DORMER	<b>N</b>	NEIGHBORHOOD
<b>E</b>	ELECTRICAL	<b>O</b>	OPENING
<b>F</b>	FLOOR	<b>P</b>	PORCH
<b>G</b>	GLASS	<b>R</b>	ROOF
<b>H</b>	HALL	<b>S</b>	SCREEN
<b>I</b>	INSULATION	<b>T</b>	TERRACE
		<b>U</b>	UTILITY
		<b>V</b>	VENT
		<b>W</b>	WALL

**MATERIAL LEGEND**

	BRICK		CONCRETE
	CEMENT		GLASS
	CONCRETE BLOCK		WOOD
	BRICK MASONRY		ROOFING
	CONCRETE BLOCK MASONRY		ROOFING
	BRICK		ROOFING
	CONCRETE BLOCK		ROOFING
	BRICK		ROOFING
	CONCRETE BLOCK		ROOFING

**SYMBOL LEGEND**



**PROJECT INFO**

**SCOPE OF WORK:**  
INSTALLATION OF PERMANENT FENCE AND VARIANCE TO FRONT YARD SETBACK AND SPECIAL EXCEPTION TO SINGLE FAMILY USE REGULATIONS.

**GENERAL NOTES:**  
1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE IBC AND ALL APPLICABLE CODES.  
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.  
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY VARIANCES AND SPECIAL EXCEPTIONS.  
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY APPROVALS FROM ALL AFFECTED ADJACENT PROPERTY OWNERS.  
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY APPROVALS FROM ALL AFFECTED ADJACENT PROPERTY OWNERS.

**ITEMS SUBMITTED UNDER SEPARATE PERMIT**

1. FENCE PERMIT
2. VARIANCE PERMIT
3. SPECIAL EXCEPTION PERMIT
4. ELECTRICAL PERMIT
5. MECHANICAL PERMIT

**SHEET INDEX**

SHEET NUMBER	SHEET NAME
001	GENERAL NOTES
002	FENCE PERMIT
003	VARIANCE PERMIT
004	SPECIAL EXCEPTION PERMIT
005	ELECTRICAL PERMIT
006	MECHANICAL PERMIT

**VICINITY MAP**



**APPLICABLE BUILDING CODES**

2018 INTERNATIONAL RESIDENTIAL CODE WITH ALL AMENDMENTS  
2018 INTERNATIONAL MECHANICAL CODE WITH ALL AMENDMENTS  
2018 INTERNATIONAL FIRE CODE WITH ALL AMENDMENTS  
2018 INTERNATIONAL ENERGY EFFICIENCY CODE WITH ALL AMENDMENTS  
2018 INTERNATIONAL PLUMBING CODE WITH ALL AMENDMENTS  
2018 INTERNATIONAL ELECTRICAL CODE WITH ALL AMENDMENTS  
2018 INTERNATIONAL SCHEDULE 40 STRUCTURAL STEEL WITH ALL AMENDMENTS  
2018 INTERNATIONAL PIPELINE CODE WITH ALL AMENDMENTS  
2018 INTERNATIONAL ROADS AND HIGHWAYS CODE WITH ALL AMENDMENTS  
2018 INTERNATIONAL SIGN CODE WITH ALL AMENDMENTS

**MARWAN ALSAYED INC.**  
1112 W. Palm Street, Suite 200  
Dallas, TX 75201  
972.442.8888  
marwan@marwaninc.com

**PROJECT NAME**  
CHATHAM HILL RESIDENCE

**PROJECT ADDRESS**  
5805 CHATHAM HILL ROAD  
DALLAS, TX 75220

**REVISIONS**

NO.	DATE	DESCRIPTION

**SHEET INFO**  
PROJECT INFO, ABBREVIATIONS, LEGENDS, SHEET INDEX

**DATE** 08/27/18  
**PROJECT NO.** BDA223-074  
**SCALE** AS SHOWN

**SHEET NUMBER**  
A001

BDA223-074

**FILE NUMBER:** BDA223-101 (KMH)

**BUILDING OFFICIAL'S REPORT:** Application of Cassandra Crawford represented by Steven Darling to appeal the decision of the administrative official at 3528 Colonial Ave. The property is more fully described as Block 6/1186, Lot 10, and is zoned PD-595; subdistrict MF-2(A), per Chapter 52, the building official shall deny an application for a certificate of occupancy if the building official determines that the certificate of occupancy requested does not comply with the codes, the Dallas Development Code, other city ordinances, rules, or regulations, or any county, state, or federal laws or regulations. The applicant proposes to appeal the decision of an administrative official for the denial of a certificate of occupancy.

**LOCATION:** 3528 Colonial Ave

**APPLICANT:** Cassandra Crawford

**Represented by:** Steven Darling

**REQUEST:**

A request is made to appeal the decision of the administrative official for the denial of a certificate of occupancy.

**STANDARD FOR APPEAL FROM DECISION OF AN ADMINISTRATIVE OFFICIAL:**

Dallas Development Code Sections 51A-3.102(d)(1) and 51A-4.703(a)(2) state that any aggrieved person may appeal a decision of an administrative official when that decision concerns issues within the jurisdiction of the Board of Adjustment.

The Board of Adjustment may hear and decide an appeal that alleges error in a decision made by an administrative official. Tex. Local Gov't Code Section 211.009(a)(1).

Administrative official means that person within a city department having the final decision-making authority within the department relative to the zoning enforcement issue. Dallas Development Code Section 51A-4.703(a)(2).

## **BACKGROUND INFORMATION:**

### **Zoning:**

Site: PD-595 MF-2(A)

North: PD-595 MF-2(A)

South: PD-595 (NC)

East: PD 595 (R-5(A))

West: PD 595

### **Land Use:**

The subject site is developed with a multi-family housing unit. The surrounding properties are also developed some multi-family units and single-family homes.

### **BDA History:**

No BDA history within the last five years.

## **GENERAL FACTS/STAFF ANALYSIS:**

- The board shall have all the powers of the administrative official on the action appealed. The board may in whole or in part affirm, reverse, or amend the decision of the official.

### **Timeline:**

September 7, 2023: The applicant was sent a denial letter for the application of a certificate of occupancy for a lodging or boding house DBA Lodging House at 3528 Colonial Ave.

September 14, 2023: The applicant submitted an "Application/Appeal to the Board of Adjustment" and related documents which have been included as part of this case report.

September 20, 2023: The Board of Adjustment Secretary randomly assigned this case to Board of Adjustment Panel B.

September 21, 2023: The Senior Planner emailed the applicant's representative the following information:

- a copy of the application materials including the Building Official's report on the application;

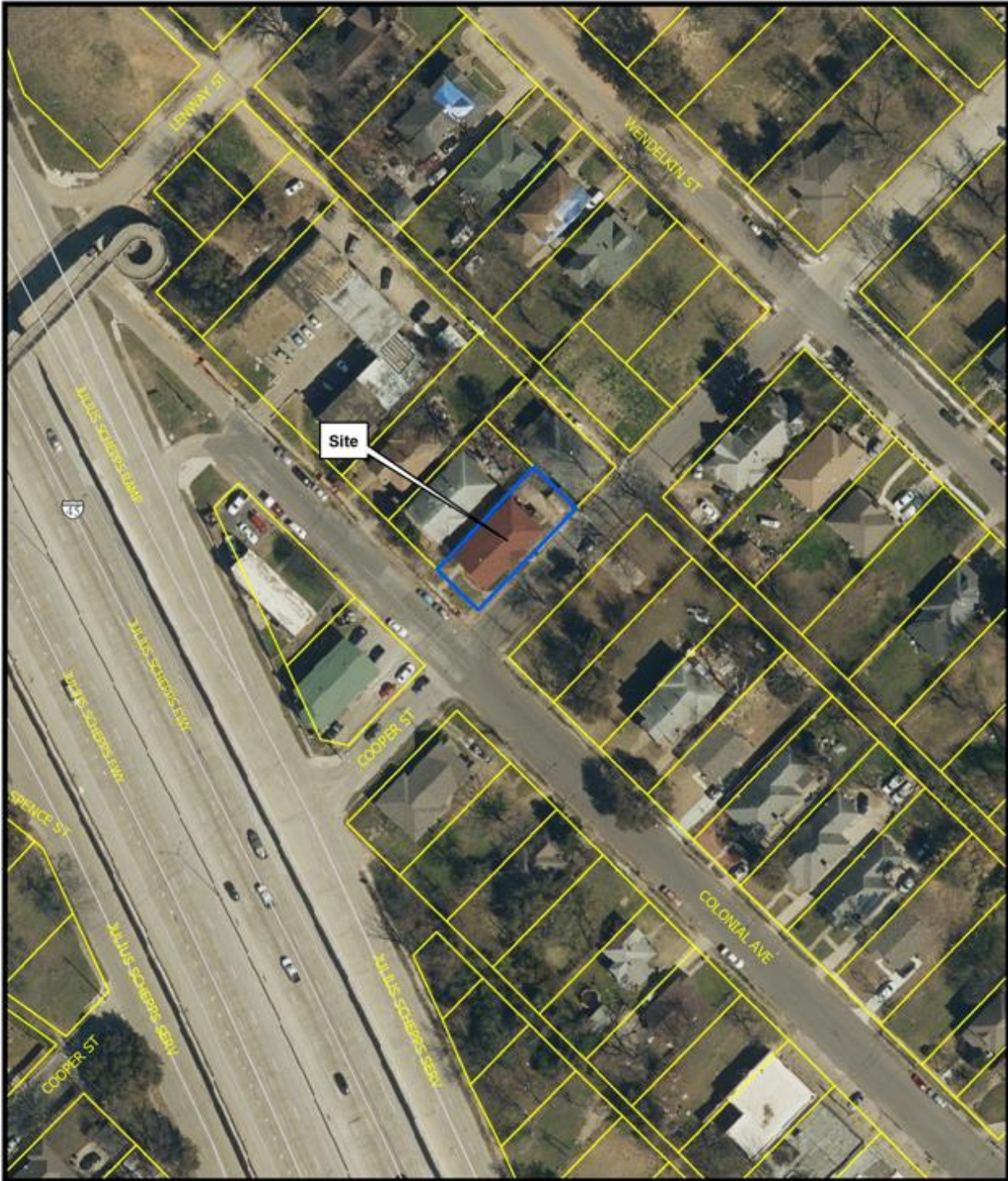


- an attachment that provided the public hearing date and panel that will consider the application; the September 25th deadline to submit additional evidence for staff to factor into their analysis; and the October 6th deadline to submit additional evidence to be incorporated into the Board’s docket materials;
- the criteria/standard that the board will use in their decision to approve or deny the request; and
- the Board of Adjustment Working Rules of Procedure pertaining to “documentary evidence.”

September 27, 2023: The Board of Adjustment staff review team meeting was held regarding this request and other requests scheduled for the October public hearings. Review team members in attendance included: the Board of Adjustment Chief Planner/Board Administrator, the Development Services Senior Plans Examiner the Assistant City Attorney to the Board, the Senior Planner and Code Compliance staff.

September 25, 2023: The Applicant provided Documentary Evidence.

October 10, 2023: Received City’s Evidentiary binder from City Attorney’s office.

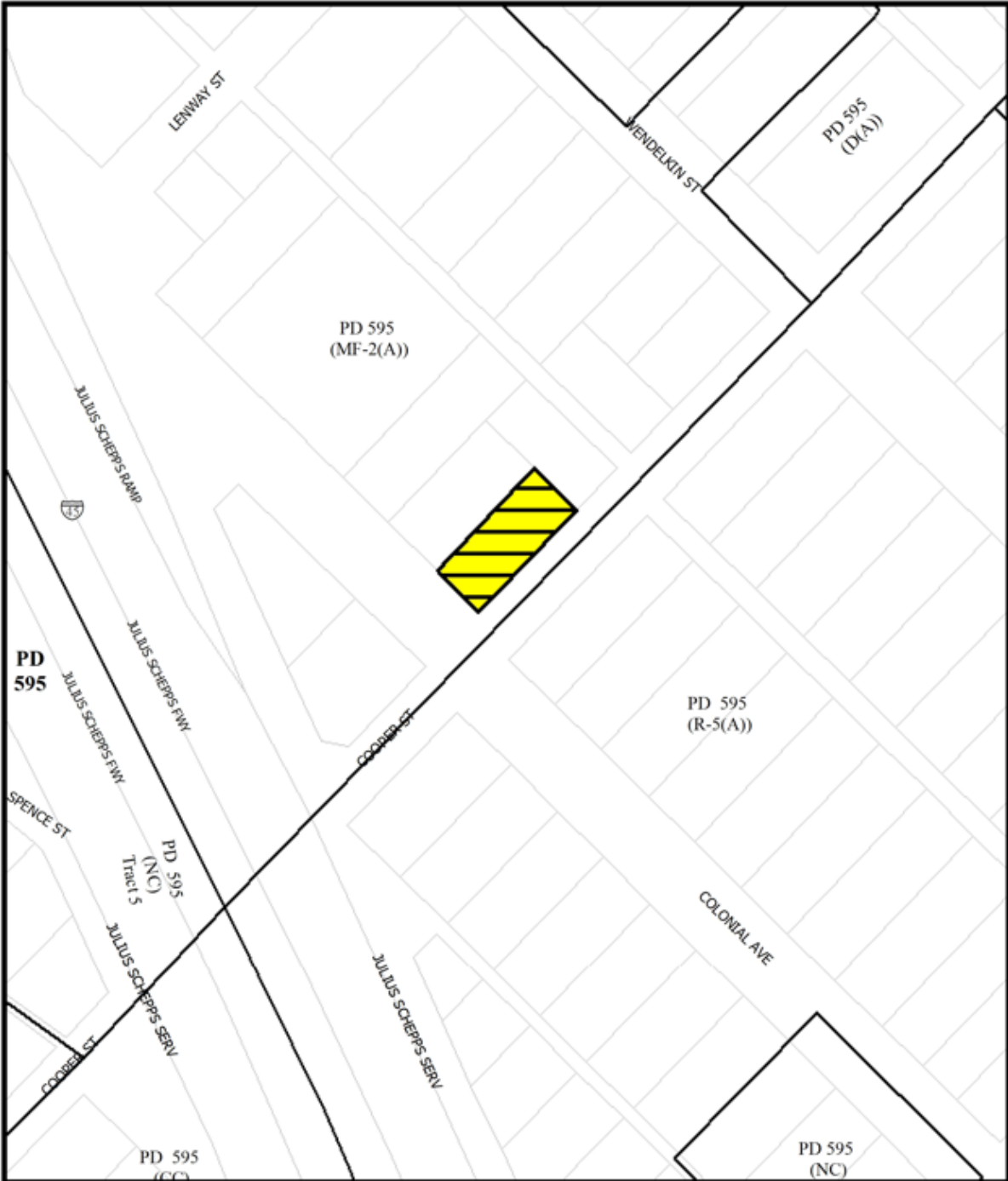


1:1,200

# AERIAL MAP

Case no: BDA223-101

Date: 10/3/2023

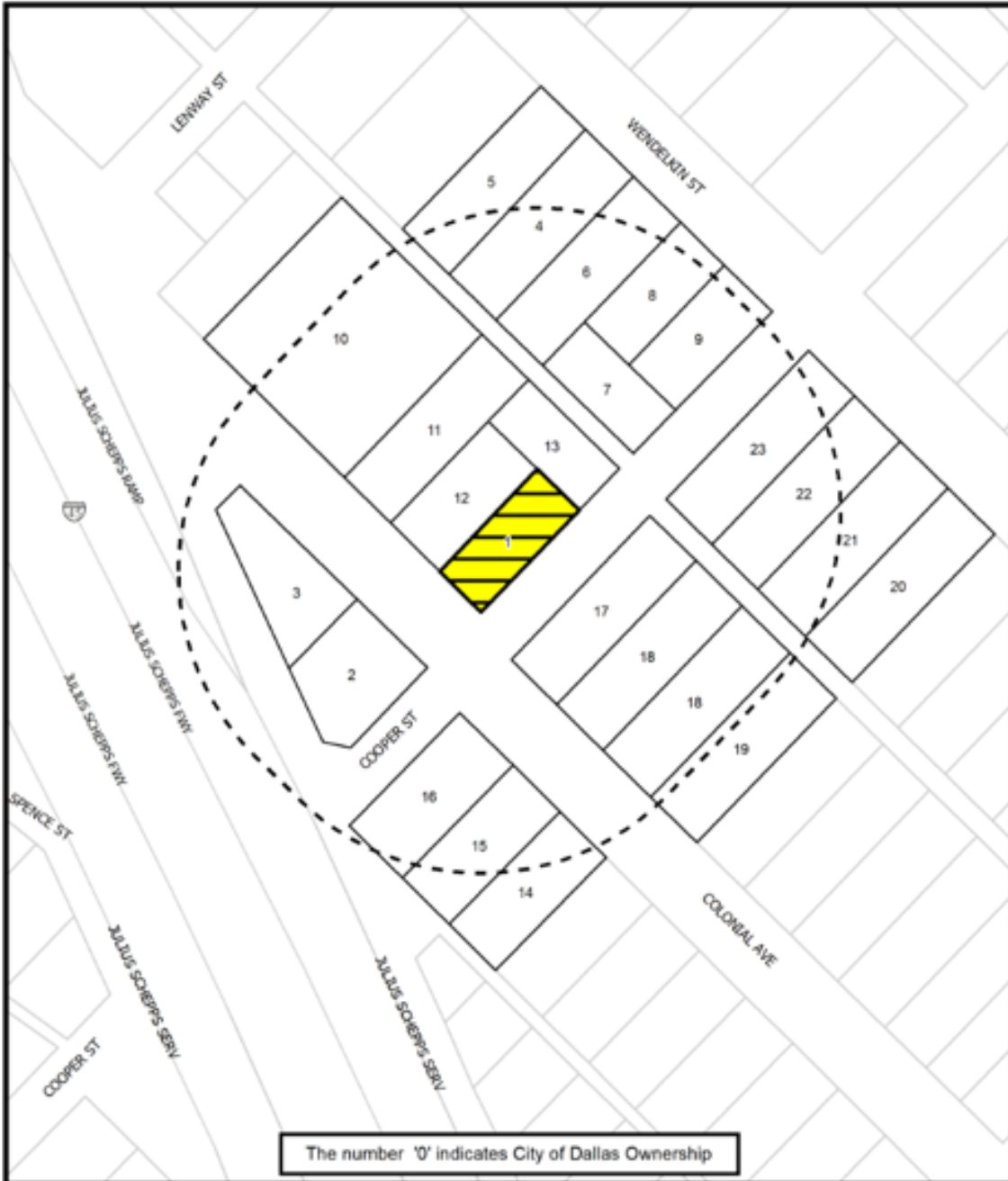


  
 1:1,200

# ZONING MAP

Case no: **BDA223-101**  
 Date: **10/3/2023**





 1:1,200	<b>NOTIFICATION</b>		Case no: <b>BDA223-101</b>
	<div style="border: 1px solid black; padding: 2px; display: inline-block;">200'</div> AREA OF NOTIFICATION <div style="border: 1px solid black; padding: 2px; display: inline-block;">23</div> NUMBER OF PROPERTY OWNERS NOTIFIED	Date: <b>10/3/2023</b>	

/  
10/03/2023

## ***Notification List of Property Owners***

***BDA223-101***

***23 Property Owners Notified***

<b><i>Label #</i></b>	<b><i>Address</i></b>	<b><i>Owner</i></b>
1	3528 COLONIAL AVE	Taxpayer at
2	3525 COLONIAL AVE	STARKUS PROPERTY LLC
3	3521 COLONIAL AVE	Taxpayer at
4	3515 WENDELKIN ST	Taxpayer at
5	3511 WENDELKIN ST	GUTIERREZ ADAM
6	3519 WENDELKIN ST	RICHARDSON GWENDOLYN WATTS
7	1713 COOPER ST	MICHAEL GRAVES STUDIO LLC
8	3523 WENDELKIN ST	PHILPOTTS MILTON &
9	3525 WENDELKIN ST	CASTRO AMANDA & NICHOLAS
10	3510 COLONIAL AVE	DANIELS HUGHY P
11	3520 COLONIAL AVE	TERRELL ENTERPRISES INC
12	3524 COLONIAL AVE	COBOS ELIUD L &
13	1711 COOPER ST	CF FARMHOUSE LLC
14	3609 COLONIAL AVE	PESINA LUICO S &
15	3605 COLONIAL AVE	FERGUSON RUTH E
16	3601 COLONIAL AVE	LAZO ILIANNA
17	3600 COLONIAL AVE	COBOS ROLANDO
18	3604 COLONIAL AVE	PAYNE ISIAH
19	3610 COLONIAL AVE	MARES VICTORIA MARIE
20	3613 WENDELKIN ST	S & S FAMILY REVOCABLE TRUST
21	3609 WENDELKIN ST	Taxpayer at
22	3605 WENDELKIN ST	Taxpayer at
23	3601 WENDELKIN ST	CLARK JAMES GARFIELD SR



# Development Services

"TOGETHER WE ARE BUILDING A SAFE AND UNITED DALLAS"

## APPLICATION/APEAL TO THE BOARD OF ADJUSTMENT

Case No.: BDA

223-101 OFFICE ONLY

Data Relative to Subject Property:

Date:

9/14/23 OFFICE ONLY

Location address: 3528 Colonial Avenue, Dallas, TX

Zoning District:

MF-2A

Lot No.: 10

Block No.: 6/1186

Acreage: .110

Census Tract:

Street Frontage (in Feet): 1) 44'

2) 109'

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

To the Honorable Board of Adjustment:

Owner of Property (per Warranty Deed): Cassandra Crawford

Applicant: Cassandra Crawford

Telephone:

(469) 355 - 5392

Mailing Address: 3528 Colonial Avenue, Dallas, TX

Zip Code:

75215

E-mail Address: cassandrac672@gmail.com

Represented by: Attorney Robert Miklos/Steven Darling

Telephone:

(972) 378 -9111

Mailing Address: 2500 Dallas Parkway, Ste 600 Plano TX

Zip Code:

75093

E-mail Address: rmiklos@fbfk.law / sdarling@fbfk.law

Affirm that an appeal has been made for a Variance  or Special Exception  of \_\_\_\_\_

DENIAL OF CERTIFICATE OF OCCUPANCY, BECAUSE PROPERTY HAS NON-CONFORMING USE RIGHTS.

Application is made to the Board of Adjustment, in accordance with the provisions of the Dallas Development Code, to Grant the described appeal for the following reason:

Denial of Certificate of Occupancy, because property has non-conforming use rights.

Note to Applicant: If the appeal requested in this application is granted by the Board of Adjustment, a permit must be applied for within 180 days of the date of the final action of the Board, unless the Board specifically grants a longer period.

### Affidavit

Before me the undersigned on this day personally appeared

Cassandra Crawford

(Affiant/Applicant's name printed)

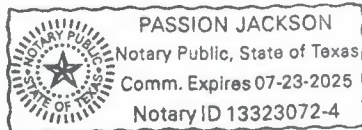
who on (his/her) oath certifies that the above statements are true and correct to his/her best knowledge and that he/she is the owner/or principal/or authorized representative of the subject property

Respectfully submitted:

Cassandra Crawford  
(Affiant/Applicant's signature)

Subscribed and sworn to before me this

12 day of September, 2023



Passion Jackson  
Notary Public in and for Dallas County, Texas

MEMORANDUM OF  
ACTION TAKEN BY THE  
BOARD OF ADJUSTMENT

Date of Hearing \_\_\_\_\_

Appeal was--Granted OR Denied

Remarks \_\_\_\_\_

Chairman

**Building Official's Report**

I hereby certify that CASSANDRA CRAWFORD  
represented by STEVEN DARLING  
did submit a request (1) to appeal the decision of the administrative official  
at 3528 Colonial

BDA223-101. Application of CASSANDRA CRAWFORD represented by STEVEN DARLING to appeal the decision of the administrative official at 3528 COLONIAL AVE. Th property is more fully described as Block 6/1186, Lot 10, and is zoned PD-595; subdiistrict MF-2(A), per Chapter 52, the building official shall deny an application for a certificate of occupancy if the building official determines that the certificate of occupancy requested does not comply with the codes, the Dallas Development Code, other city ordinances,rules, or regulations, or any county, state, or federal laws or regulations. The applicant proposes to appeal the decision of the administrative official for the denial of a certificate of occupancy.

Sincerely,

  
Andrew Espinoza, CBO, MCP, CFM, CCEA





CITY OF DALLAS

September 7, 2023

Mrs. Cassandra Crawford  
3528 Colonial Ave  
Dallas, TX 75215

**CERTIFIED MAIL NO. 7013 3020 0001 1419 2170**

**RE: Denial of the application for a certificate of occupancy for a lodging or boarding house  
dba *Lodging House* at 3528 Colonial Ave.**

Dear Mrs. Crawford:

This letter is to inform you that the application for a certificate of occupancy for the above-referenced location is hereby denied. The proposed use does not comply with Paragraph (2), "Lodging or Boarding Houses," of Section 51A-4.205 of Chapter 51A because it exceeds the maximum number of five guest rooms allowed by the ordinance.

Pursuant to Paragraph (1), Section 306.5, "Denial," of Chapter 52, "Administrative Procedures for the Construction Codes," of the Dallas City Code, the building official shall deny an application for a certificate of occupancy if the building official determines that the certificate of occupancy requested does not comply with the codes, the Dallas Development Code, other city ordinances, rules, or regulations, or any county, state, or federal laws or regulations.

This decision is final unless appealed to the Board of Adjustment in accordance with Section 51A-4.703 of the Dallas Development Code within 15 days from the date of this notice. If you have any questions, please contact me at 214-948-4392.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jason Pool".

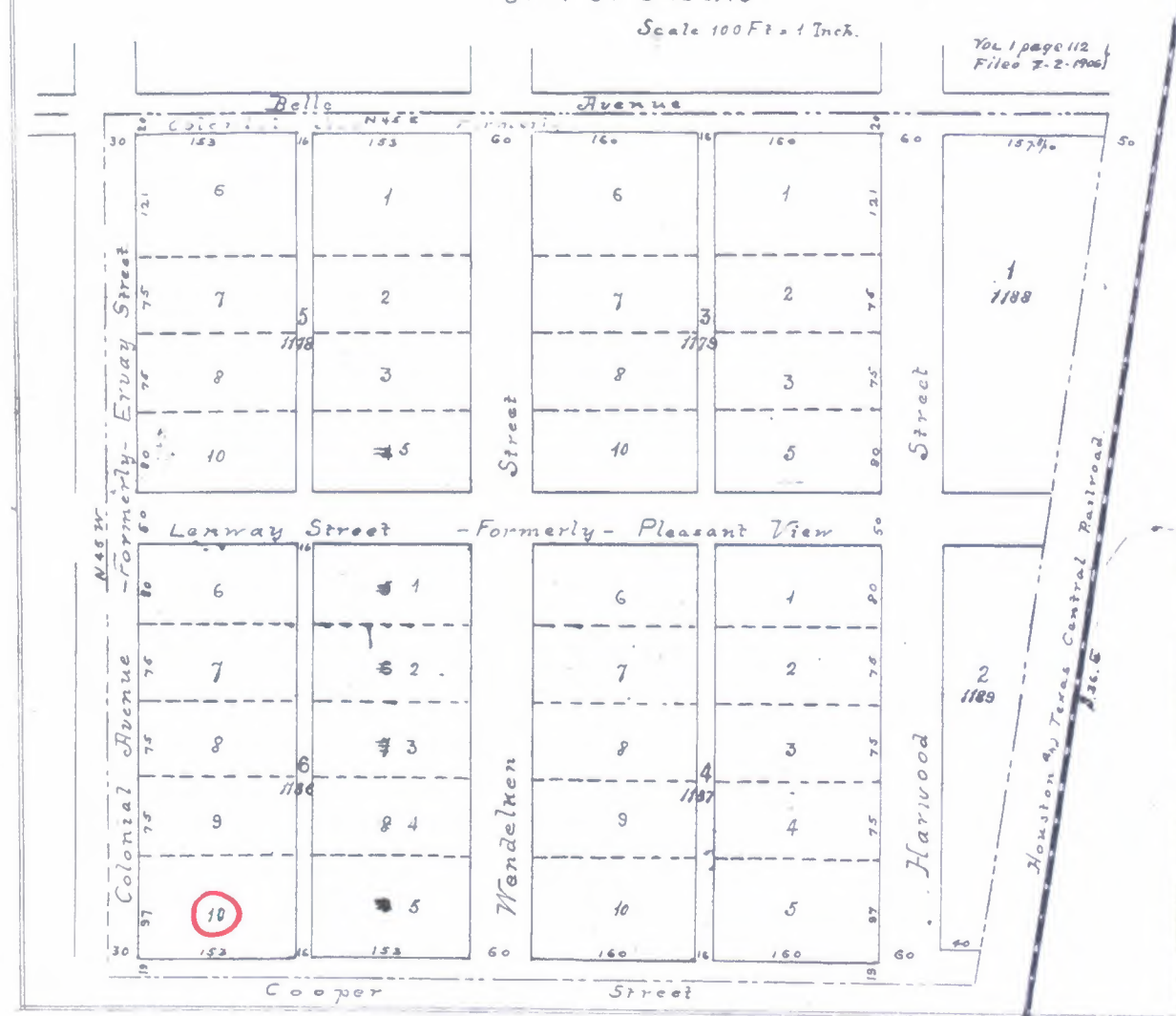
Jason Pool  
Development Services Administrator  
Land Development Division

cc: Andrew Espinoza, CBO, MCP, CFM, CCEA, Director/Chief Building Official  
Donald D. Dixon Jr, CBO, AIA, RAS, NCARB, Deputy Building Official  
Mina Eskandar, PE, CFM, LEED AP BD+C, Assistant Director  
Vernon Young Jr., Assistant Director  
Tammy L. Palomino, Interim City Attorney

CORRECTED MAP  
OF  
W.C. & B. DOERING,  
ADDITION  
TO THE  
CITY OF DALLAS

Scale 100 Ft = 1 Inch.

Vol 1 page 112  
Filed 7-2-1906



TRUE AND CORRECT  
COPY OF RECORD  
ON FILE IN CITY  
SURVEYOR'S OFFICE  
BY *James Buller*  
DATE *6-10-2012*

CITY OF DALLAS PLAT BOOKS

ANNEXED SURVEY AARON MCDANIEL

ABST 983 ADDITION SCALE 100 FT EQUALS 1 INCH

BLOCKS 1 1184, 2 1185, 6 1186  
SCHOOL DISTRICT DALLAS

FILED 7 31 1888 W. B. & ...  
FILED 1 3 1891 ...  
FILED 7 2 08 ...  
FILED 4 18 08 ...



TRUE AND CORRECT  
COPY OF RECORD  
SUBMITTED BY  
DATE 10-30-2025

PROPERTY INFORMATION

PROPERTY TYPE: HOOD FRAMED  
 CONSTRUCTION TYPE: WOOD FRAMED  
 ZONE: 2  
 RETORIES: 2

Building Description:  
 3528 Colonial Ave Dallas TX  
 FIRST FLOOR SQUARE FOOTAGE: 2467.5 SQ. FT.  
 SECOND FLOOR SQUARE FOOTAGE: 2467.5 SQ. FT.  
 YEAR BUILT/EFFECTIVE YEAR BUILT:  
 BEDROOMS/BATHROOMS:  
 FINITE

PROPERTY DEVELOPMENT  
 3528 Colonial Ave, Dallas, TX 75215

BUILDING SUMMARY

LOT SIZE: 4760.0 SQ. FT.  
 FLOOR AREA: 4935.0 SQ. FT.  
 LOT COVERAGE: 52.4%

VICINITY MAP

Project Location

SHEET INDEX

- ARCHITECTURAL
- #A00 COVER SHEET
  - #A01 SITE PLAN PLAN
  - #A02 EXISTING FIRST FLOOR PLAN
  - #A03 PROPOSED FIRST FLOOR EXIT PLAN
  - #A04 EXISTING SECOND FLOOR PLAN
  - #A05 PROPOSED SECOND FLOOR EXIT PLAN

No.	Description	Date
	Prepared by: J.P.G.	
	Check: J.P.G.	
	Drawn by: J.P.G.	
	Checked by: J.P.G.	

A00

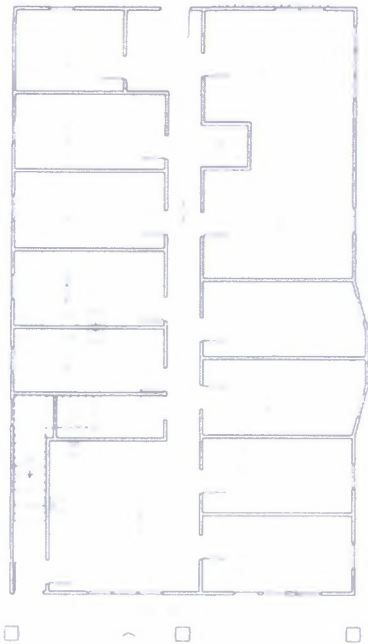


**SITE PLAN**

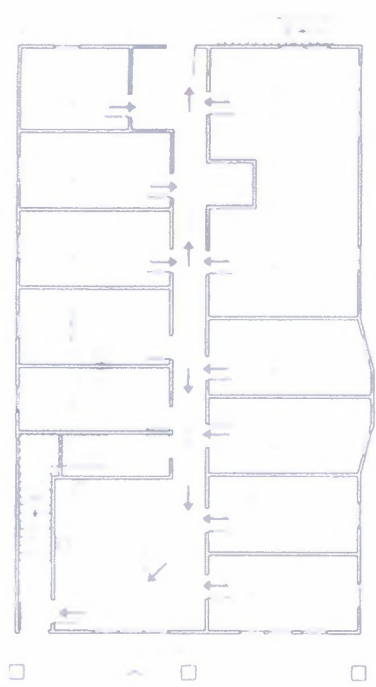
3523 Colonial Ave  
 Dallas, TX 75215  
 Parcel ID 00000143410000000  
 Lot Area 0.11 Acres

No.	Description	Date
	SITE PLAN	
	Project Number	150123
	Date	11/02/2023
	Drawn By	B.C.
	Checked By	S.C.

A01



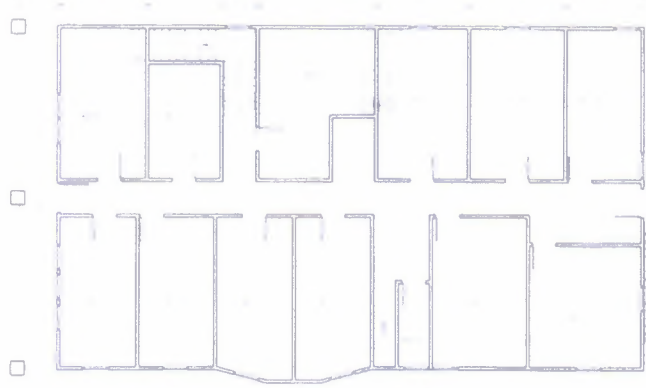
No	Description	Date	Project Name
			<b>FIRST FLOOR PLAN</b>
			Project No: 06/21
			City: (blank)
			Date: 05/01/2021
			Scale: 1/8" = 1'-0"
			<b>A02</b>



PROJETÉ 1857 FLORENTIAN  
 A03  
 Project Number: 1857  
 Date: 18/05/2019  
 Drawn by: G.C.  
 Checked by: G.C.

Description: 2  
 Date:

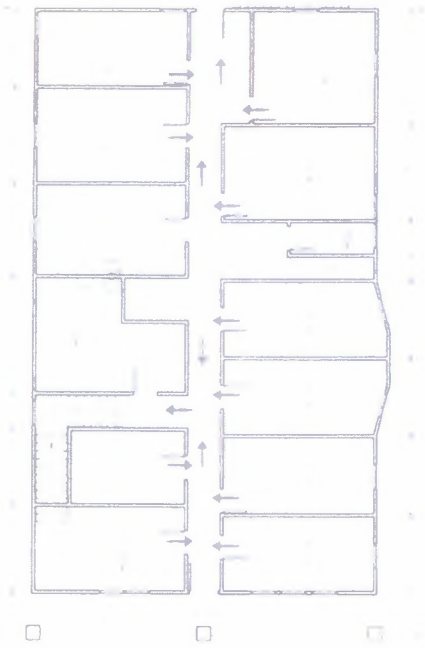




No.	Description	Date
	BELOW FLOOR PLAN	
	Project No.	3502
	Date	11/01/2015
	Author	SL
	Checked by	QC

A04

Scale: 1/2" = 1'-0"



PROPOSED SECOND FLOOR EXIT PLAN

Project Number: 10/20  
 Date: 11/11/2011  
 Drawn by: [Signature]  
 Checked by: [Signature]

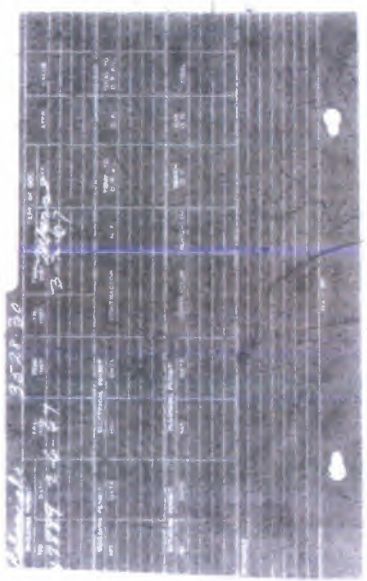
A05

Date

Description

No.





CERTIFICATE OF OCCUPANCY APPLICATION



1702053  
2301141076

PROPERTY ADDRESS: 3508 COLLETT DRIVE DALLAS, TEXAS 75206  
OWNER: [Handwritten Name]  
APPLICANT: [Handwritten Name]  
PROJECT: [Handwritten Description]

APPROVAL: [Handwritten Signature]  
DATE: [Handwritten Date]

FOR OFFICE USE ONLY

PROJECT ID: 1702053  
 RECEIVED: 11/11/23  
 COMMENTS: [Handwritten]

APPROVED: [Handwritten Signature]

DATE: [Handwritten Date]

REVISIONS: [Handwritten]

REASON FOR DENIAL: [Handwritten]

REVISIONS REQUIRED: [Handwritten]

REVISIONS DUE: [Handwritten]

REVISIONS COMPLETED: [Handwritten]

REVISIONS APPROVED: [Handwritten]

REVISIONS DENIED: [Handwritten]

REVISIONS WITHDRAWN: [Handwritten]

REVISIONS RESCINDED: [Handwritten]

REVISIONS RECALCULATED: [Handwritten]

REVISIONS RECALCULATED DATE: [Handwritten]

REVISIONS RECALCULATED BY: [Handwritten]

REVISIONS RECALCULATED FOR: [Handwritten]

REVISIONS RECALCULATED COMMENTS: [Handwritten]

REVISIONS RECALCULATED TOTAL: [Handwritten]

REVISIONS RECALCULATED TOTAL COMMENTS: [Handwritten]

REVISIONS RECALCULATED TOTAL DATE: [Handwritten]

REVISIONS RECALCULATED TOTAL BY: [Handwritten]

REVISIONS RECALCULATED TOTAL FOR: [Handwritten]

REVISIONS RECALCULATED TOTAL COMMENTS: [Handwritten]



DISTRIBUTION  
 1st WHITE - OFFICE  
 2nd WHITE - APPLICANT  
 YELLOW - TAX/WATER DEPT.  
 PINK - INSPECTOR

001063A0021

CITY OF DALLAS  
 TEXAS

DEPARTMENT OF HOUSING AND URBAN REHABILITATION  
 DIVISION OF BUILDING INSPECTION

AUTHORIZATION  
 VOID UNLESS VALIDATED

BUILDING

338 2-903 \* 330000 \* 111 I

DATE	3/28/73	DESCRIPTION	Lodging House	OR ADDRESS	3528-30 Colonial Ave
------	---------	-------------	---------------	------------	----------------------

Repair Lodging House to MHS per ltr March 1, 1973

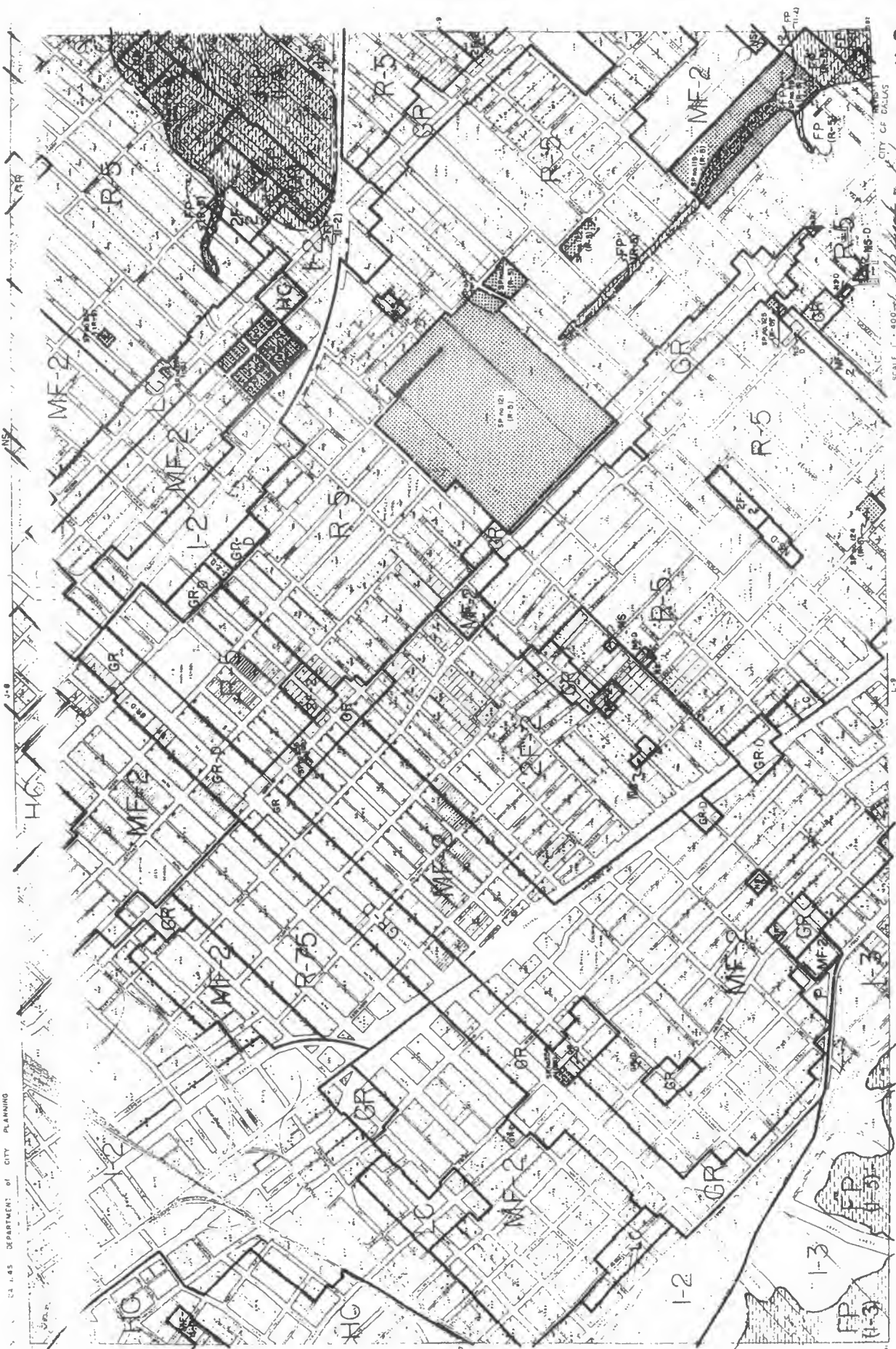
Marion A. Mitchell				12206 Bellafonte				VALUE OF PROPOSED	
Marion A. Mitchell				12206 Bellafonte				1,5	
BLDG #	STORY	AREA		HEIGHT	AREA	OWN CLASS	STORIES	FEE	
6/1186	10*	26		H	1131	B	A	4.	
				FEET	AREA	LEVEL UNITS	SPRINKLER	APPLICANT NUMBER	

\* Pt lot 10  
 LEJ  
 Urban Rehab

THIS AUTHORIZATION ISSUED ON THE BASIS OF INFORMATION FURNISHED IN THE APPLICATION AND IS SUBJECT TO THE PROVISIONS OF ALL GOVERNMENT ORDINANCES WHICH MUST BE COMPLIED WITH, WHETHER OR NOT HEREIN SPECIFIED. THIS AUTHORIZATION IS SUBJECT TO CANCELLATION UPON NOTIFICATION.

For Inspections Call 630-2435 or Your District Inspector







ROOMING HOUSE

VALID ONLY WHEN ACCOMPANIED BY FEE RECEIPT

DIVISION OF BUILDING INSPECTION  
PUBLIC WORKS DEPARTMENT  
CITY OF DALLAS, TEXAS  
**PERMIT**

For the Erection, Remodeling, Repairing, Demolition of Buildings or Parts thereof as provided in the Dallas Building Ordinances

Block No. 4185  
Lot No. 10 - N.A. - 6th  
Corner S. 47X109  
Plans Sub.  
Inspector *W. G. S.* (26)  
Permit No. 47889  
Application No.

Zoning *MF2*  
Fire Limits *NONE*  
Occupancy *H*  
Type Const. *I*  
San. Map Page *467*  
Location *3528-30 Colonial Ave*  
Use *Rooming House*

Permit for *Maintenance repairs to meet M.H.S. Ordinance Requirements - Copy w/ file 1-17-67*

Owner of Land *Marion G. Mitchell 12206 Bellagrate Dr*  
Owner of Improvements *Same*  
Contractor  
Plans by  
Remarks

Source of W.S.: City of Dallas Private Well  
Other Have 1 of Lines Been Sur. Elec. \$ *N.C.*  
Is Septic Tank to be used? Elevator \$  
Heating: \$ *N.C.* Air Cond.: \$ *N.C.* Spkr. Sys. \$  
Estimate Total Cost: \$ *110* Butane

PLUG, FIXT. (ACCORDING)

W. C.

Htr.

Lav.

H. Bibb

Baths

Gr. T.

Shower

W. Conn.

Sinks

Value of Plug. \$

New Total Value \$

Add. Value \$

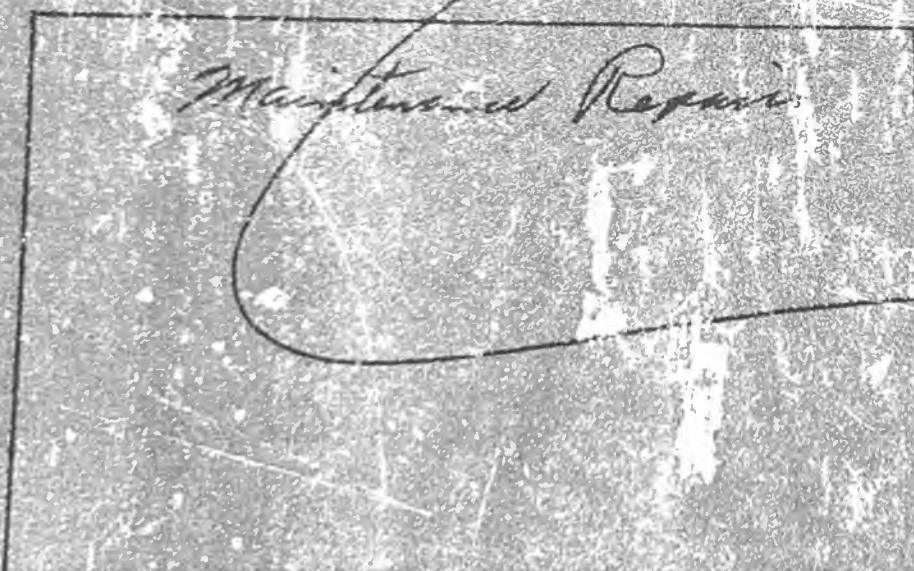
Final Value \$

Foundation Insp.

Framing Insp.

Final Insp. *3/2/67*

Inspector *W. G. S.*



Note A: This permit issued on the basis of information furnished in the application noted by number hereon, and is subject to property restrictions, provisions of the Building Code, Zoning Ordinances and all other governing ordinances which must be complied with, whether or not herein specified. This permit is subject to cancellation upon notice as provided in the Building Code. This permit covers only work on private property and other work as specifically mentioned and does not include the installation of sign, gasoline tanks, street gutters and paving for which a separate permit is required. Permission is hereby granted to enter premises and make all inspections.

I HEREBY ACCEPT ALL CONDITIONS HEREIN ABOVE MENTIONED AND CERTIFY THAT ALL STATEMENTS HEREIN RECORDED BY ME ARE TRUE.

Signed *[Signature]*

Permit Clerk *[Signature]*

Date *2-2-67*



FOR BUILDING PERMIT AND CERTIFICATE OF OCCUPANCY

Fire Limits MF-2  
DC H TC ✓  
Checked and Approved by [Signature]  
Date 2-6-67  
San. Map Page 467

Building Inspection Division  
Public Works Department  
CITY OF DALLAS, TEXAS

Block No. 6/1186  
Lot PT 10-NA Corner  
47x109  
Plans Sub. \_\_\_\_\_  
Inspector Malone  
Permit No. 47885  
Appl. No. \_\_\_\_\_

(Above to be filled in by Permit Clerk)  
(Below to be filled in by Applicant)  
SUBMIT PLANS IN DUPLICATE

To the Building Inspector:

Application is hereby made for a building permit to cover the following described work:

Comply with req. of letter from the City of Dallas dated Jan 17, 1967. COPY ATTACHED

(Use reverse side if necessary)

NOTE: Permit will cover only the work requested by written application.

Property located at (Street and Number) 3528 - 30 Colonial Ave

Lot size 47 X 109 Lot PT. #10 Block No. 6/1186

Owner of Land: Name Marion A Mitchell Address 12206 Bellfonte Dr.

Owner of Building (if not same as owner of Lot) Same

Contractor: Name Same Address \_\_\_\_\_

Plans by \_\_\_\_\_ Address \_\_\_\_\_

Source of Water Supply: City of Dallas  Independent System \_\_\_\_\_

Gas  Butane \_\_\_\_\_ Private Well \_\_\_\_\_ Other \_\_\_\_\_ City Sewer

Have lot lines been determined by surveyor? \_\_\_\_\_ Is Septic Tank to be used? no  
(Must be certified if requested by the Building Inspector)

Request is made for a Certificate of Occupancy, or approval of continued use, of the above premises upon which application for Building Permit is made WHICH PREMISES WILL BE USED FOR:

Rooming House

(Give all uses to which building is to be put, using reverse side if necessary)

Cost of Plumbing & Fixtures . . . . \$ \_\_\_\_\_ Cost of Elevators . . . . . \$ \_\_\_\_\_  
Cost of Wiring & Fixtures . . . . \$ \_\_\_\_\_ Cost of Sprinkler System . . . . . \$ \_\_\_\_\_  
Cost of Heating Equipment . . . . \$ \_\_\_\_\_ Cost of Air Conditioning . . . . . \$ \_\_\_\_\_

COST OF ALL WORK TO BE DONE UNDER THIS PERMIT: Total Value . . . . . \$ 110.00

I agree to allow no work on which separate permits are required (such as elevators, signs, gasoline tanks, plumbing installation, electrical work, awnings, etc.) to be done until such permits are obtained. I have carefully examined and read the completed application and know the same is true and correct and hereby agree that if a permit is issued, all the provisions of the City Ordinances and State Laws will be complied with, whether herein specified or not. I further agree to comply with all property restrictions. I am the owner of the above property or his duly authorized agent. Permission is hereby granted to enter premises and make all inspections.

Address 12206 BELLFONTE DR. Signed MARION A. MITCHELL  
Ballon Top 75231 66  
12 117 By (BYN)



DISTRIBUTION  
 1st WHITE - OFFICE  
 2nd WHITE - APPLICANT  
 YELLOW - PARK/WATER DEPT.  
 PINK - INSPECTOR

FEB 5 1974

CITY OF DALLAS  
 TEXAS

001110A02381

DEPARTMENT OF HOUSING AND URBAN REHABILITATION  
 DIVISION OF BUILDING INSPECTION

**AUTHORIZATION**  
 VOID UNLESS VALIDATED

TYPE OF AUTHORIZATION  
**BUILDING**

DATE: 1/31/74 USE: Room House PER ADDRESS: 4101 3526-30 Colonial Ave

DESCRIPTION OF WORK: Repair to MHS per ltr dated 12/19/73

OWNER OR TENANT <b>Marion A Mitchell</b>				ADDRESS OF OWNER OR TENANT IF DIFFERENT FROM JOB ADDRESS <b>12206 Bellaforste Ave</b>							
CONTRACTOR WHO WILL PERFORM WORK DESCRIBED ABOVE <b>Marion A Mitchell</b>				BUSINESS ADDRESS OF CONTRACTOR <b>12206 Bellaforste Ave</b>							
BLOCK <b>G/1186</b>	LOT <b>*</b>	DISTRICT <b>26</b>	ZONING <b>MF-2</b>	FIRE ZONE <b>V-N</b>	TYP. CONST. <b>I</b>	OCCUPANCY <b>1210</b>	ACT. EDGE <b>G</b>	DRIVE CODE <b>A</b>	STORIES <b>2</b>	FAS <b>2.0</b>	VALUE OF PROPERTY <b>32</b>
BUILDING AREA	POD PARK	REG. PARK	LOT AREA	WATER	SEWER	REC. PARK	SATIS	LIV. UNITS	TYP. HTG.	SPRINKLER	ACCOUNT NUMBER

REMARKS:  
 MM  
 Repairs necessary before occupancy can be issued  
 card record

*Finalized MHS - 3/1/74 J.D. (REHAB)*

THIS AUTHORIZATION ISSUED ON THE BASIS OF INFORMATION FURNISHED IN THE APPLICATION AND IS SUBJECT TO THE PROVISIONS OF ALL GOVERNING ORDINANCES WHICH MUST BE COMPLIED WITH, WHETHER OR NOT HEREIN SPECIFIED. THIS AUTHORIZATION IS SUBJECT TO CANCELLATION UPON NOTICE.

For Inspection Call 630-2435 or Your District Inspector

ROUTE TO	CH'KD	DATE	COMMENTS
PRE-INSPECTION	✓ J.D.	1/19/74	
ZONING			
BUILDING			
ELECTRICAL			
MECHANICAL			
PLUMBING			
TRAFFIC			
WATER			
HEALTH			
FIRE MARSHAL			
MAPS AND PLATS			
<i>Robert</i>	✓ J.D.	1/19/74	<i>cc 1-27-74 LP</i>
PROCESSED BY	<i>M. LOSE</i>	<i>1-31-74</i>	

Direct all inquiries to: Division of Building Inspection 1500 W. Mockingbird Lane Phone 630-1111



1951  
MAP





## Residential Account #0000014341000000

[Location](#)
[Owner](#)
[Legal Desc](#)
[Value](#)
[Main Improvement](#)
[Additional Improvements](#)
[Land](#)
[Exemptions](#)  
[Estimated Taxes](#)
[History](#)

### Property Location (Current 2024)

**Address:** 3528 COLONIAL AVE  
**Neighborhood:** 1DSA10  
**Mapsco:** 46-W (DALLAS)

**DCAD Property Map**

**2023 Appraisal Notice**

### Electronic Documents (ENS)



**Print Homestead Exemption Form**

### Owner (Current 2024)

CRAWFORD CASSANDRA BRYANT &  
 PAYNE ISIAH T  
 3528 COLONIAL AVE  
 DALLAS, TEXAS 752150000

### Multi-Owner (Current 2024)

Owner Name	Ownership %
CRAWFORD CASSANDRA BRYANT &	50%
PAYNE ISIAH T	50%

### Legal Desc (Current 2024)

- 1: W C & B DOERING
  - 2: BLK 6/1186 PT LOT 10
  - 3:
  - 4: INT201700071509 DD03132017 CO-DC
  - 5: 1186 006 01000 1DA1186 006
- Deed Transfer Date:** 3/13/2017

### Value

2023 Certified Values	
<b>Improvement:</b> <b>Land:</b> <b>Market Value:</b>	Value in Dispute
<b>Revaluation Year:</b>	2023
<b>Previous Revaluation Year:</b>	2022

### ARB Hearing

**Hearing Info: R 09/20/2023 2:30 PM**

Additional Improvements ( Current 2024)

No Additional Improvements.

Land ( 2023 Certified Values)

#	State Code	Zoning	Frontage (ft)	Depth (ft)	Area	Pricing Method	Unit Price	Market Adjustment	Adjusted Price	Ag Land
1	MFR - DUPLEXES	PLANNED DEVELOPMENT DISTRICT	44	109	4,822.0000 SQUARE FEET	STANDARD	\$10.00	0%	\$48,220	N

\* All Exemption information reflects 2023 Certified Values. \*

Exemptions ( 2023 Certified Values)

	City	School	County and School Equalization	College	Hospital	Special District
<b>Taxing Jurisdiction</b>	DALLAS	DALLAS ISD	DALLAS COUNTY	DALLAS COLLEGE	PARKLAND HOSPITAL	UNASSIGNED
<b>HOMESTEAD EXEMPTION</b>	\$6,987	\$34,939	\$6,987	\$6,987	\$6,987	\$0
<b>Taxable Value</b>	\$62,892	\$34,940	\$62,892	\$62,892	\$62,892	\$0

Exemption Details

Estimated Taxes ( 2023 Certified Values)

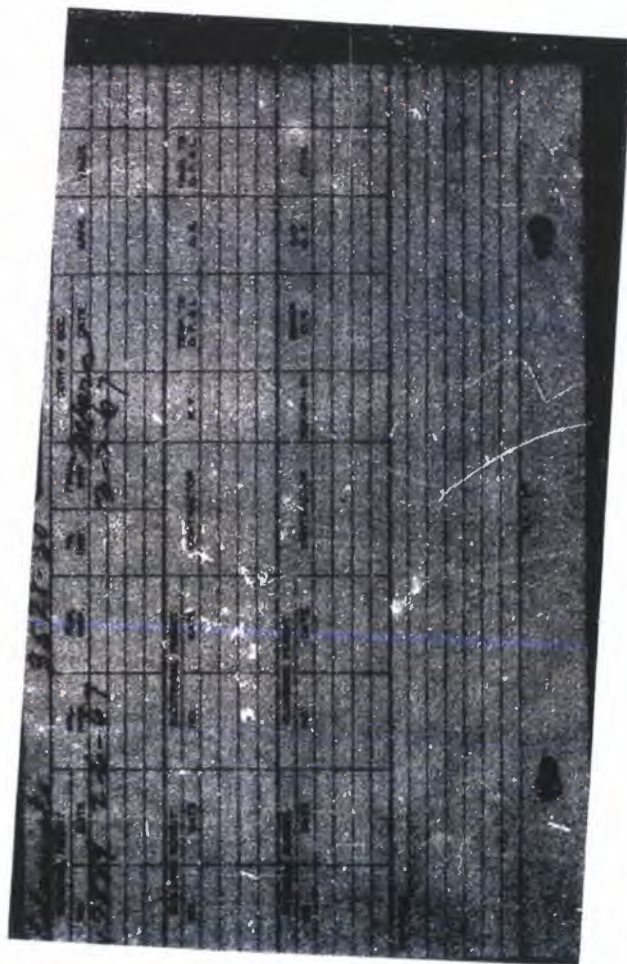
Estimated Taxes Not Available

History

History

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3528-30		3-2-67		3-2-67		3-2-67		3-2-67		3-2-67	
BUILDING PERMIT NO.	DATE	PLC NO.	DATE	FOR INST.	DATE	FINAL	DATE	DEPT. OF DEC.	DATE	APPR.	VALUE
4789	1-6-67										
ELECTRICAL PERMIT NO.	DATE	ELECTRICAL PERMIT NO.	DATE	CONTRACTOR	N.E.	TOP TO D.P.L.	O.H.	QUAL TO D.P.L.			
PLUMBING PERMIT NO.	DATE	PLUMBING PERMIT NO.	DATE	CONTRACTOR	APP. IN	REPAIR D.P.	CAS O.P.	FINAL			
REMARKS											





**ROBERT MIKLOS**

[RMIKLOS@FBFK.LAW](mailto:RMIKLOS@FBFK.LAW)  
OFFICE (972) 378-9111  
FAX (972) 378-9115

October 6, 2023

**Via Email: [kameka.mhoskins@dallascityhall.com](mailto:kameka.mhoskins@dallascityhall.com)**

City of Dallas  
Attn: Kameka Miller-Hoskins, Ph.D  
Development Services  
320 E. Jefferson Blvd., Room 210  
Dallas, Texas 75203

Re: Cassandra Crawford, BDA223-101

Dear Members of the Board of Adjustment,

I am writing on behalf of my client, the property owners of 3528 Colonial Avenue, to request the confirmation of nonconforming rights for the property. The purpose of this letter is to provide historical evidence and documentation supporting the historical, legal, nonconforming use of the property as a Boarding Home, which has been consistent with its use over at least the last 56 years. The historical evidence demonstrates the City of Dallas knew and approved of work on the property as a Boarding Home, Rooming House, and Lodging House interchangeably. The property's historical use as a Boarding Home should be protected under nonconforming use provisions of the Texas Local Government Code and the Dallas City Code, which is within the discretion of the Board of Adjustment under the laws governing it.

Historical records, including old permits and inspection reports, support the assertion that the property has consistently functioned as a Boarding Home for an extended period of time, at least 56 years. These records demonstrate that the property has maintained a boarding house operation in accordance with applicable regulations. I have enclosed copies of the relevant historical documents for your review, including:

- 1951 Map
  - A historical Zoning map of the City of Dallas, showing the property previously zoned as D under the then existing Zoning laws of the City of Dallas.
- 1965 Zoning Map
  - A historical Zoning map of the City of Dallas, showing the property zoned as MF-2 under the then existing Zoning laws of the City of Dallas, which allowed for the use at the time.
- 1967 Historical Document – No 47889
  - A Division of Building Inspection, Public Works Department Permit for the City of Dallas, No. 47889 marked “Rooming House” validated on February 6, 1967 and signed by the Inspector who completed the final inspection on March 2, 1967, allowing maintenance and repairs to comply with a letter dated January 1, 1967. The property is also zoned as MF-2 under the then existing Zoning laws of the City of Dallas, which allowed for the use at the time.



**FERGUSON BRASWELL FRASER KUBASTA PC**

October 6, 2023  
Page 2

- 
- 1967 Historical Document – No. 47889
  - A Division of Building Inspection, Public Works Department Permit for the City of Dallas, No. 47889 marked “Rooming House” checked and approved on February 6, 1967, allowing work to be done to comply with a letter dated January 17, 1967. The property is also zoned as MF-2 under the then existing Zoning laws of the City of Dallas, which allowed for the use at the time.
- 1967 Historical Document – 47889 Final Inspection Card, Signed (2 Versions)
  - A document marked Permit 47889, dated March 7, 1967 and signed under “FINAL INSP.”
- 1973 Historical Document – 001110A02381
  - A Division of Building Inspection, Department of Housing and Urban Rehabilitation Permit for the City of Dallas, No. 001110A02381 marked “Room House” processed on January 31, 1974 and signed by the Inspector who completed the final inspection on March 2, 1967, allowing maintenance and repairs to comply with a letter dated January 1, 1967. The property is also zoned as MF-2 under the then existing Zoning laws of the City of Dallas, which allowed for the use at the time.
- 1973 Historical Document 001063A00213
  - A Division of Building Inspection, Department of Housing and Urban Rehabilitation Permit for the City of Dallas, No. 001063A00213 marked “Lodging House” processed on March 28, 1973, allowing work to “Repair Lodging House to MHS per ltr March 1, 1973.”

These documents clearly indicate that the property was legally established as a Boarding Home and has maintained its operation as such throughout its history, with formal acknowledgement by the City of Dallas throughout that history.

I have also attached the current Dallas Central Appraisal District records, indicating that the property is currently taxed as a multifamily establishment despite the assertions made by the City that it is a single-family home or duplex.

Regarding access to these records and other related documentation that would ordinarily be in the City’s files, the City of Dallas has had many failings as to record retention, including as recent as this year. It is important to note that historical document 47889 Final Inspection Card, which shows the final sign off by building inspection, was not found in building inspection’s records, but was retained by the property owner. This demonstrates the lack of consistent retention of records by building inspection.

In light of this historical evidence, the continued operation of the property, the consistent taxation of the property as multifamily (note that DCAD does not have a designation for boarding house, so a boarding house would be classified as multifamily for taxation purposes) and the City’s lack of access to its own records that would confirm nonconforming status, we request that the Board of Adjustment officially recognizes the nonconforming status and rights of 3528 Colonial Avenue as a Boarding Home. This recognition is essential to ensure the continued lawful operation of the property, governed by the appropriate set of rules due to the property’s nonconforming status and rights.

Sincerely,

*/s/ Robert Miklos*

Robert Miklos

RM/ld

cc: Cassandra Crawford





BOARD OF ADJUSTMENT  
Wednesday, October 18, 2023  
1:00 P.M.

**BDA 223-101**  
**Administrative Appeal of Building Official's Denial of a Certificate of Occupancy**

Appellant: Cassandra Crawford  
Location: 3528 Colonial Avenue  
Dallas, Texas 75215  
Denial Date: September 7, 2023  
Council District: District 7

Emily K. Worland  
Assistant City Attorney  
Community Prosecution, Litigation  
Dallas City Attorney's Office  
1500 Marilla Street, 7DN  
Dallas, TX 75201  
O: (214) 952-3759  
F: (214) 670-4814  
[emily.worland@dallas.gov](mailto:emily.worland@dallas.gov)

## TABLE OF CONTENTS

- Tab 1.** Memorandum to the Board of Adjustments
- Tab 2.** Cassandra Crawford’s Certificate of Occupancy Application for a Lodging House at 3528 Colonial Avenue, Dallas, Texas 75215, dated January 4, 2023
- Tab 3.** Certificate of Occupancy-related Codes:
- a. Section 306 of Chapter 52 of the Dallas City Code—Administrative Procedures for the Construction Codes; and
  - b. Development Services’ Service First Bulletin #100 re. Certificate of Occupancy Process, dated February 22, 2023
- Tab 4.** Permitted Uses-related Codes:
- a.(1) MF-2(A) Multifamily Subdistrict of Planned Development District 595 (Section 51P-595.110 of the Dallas City Code);
  - b.(2) MF-2(A) District Uses (Section 51A-4.116(b) of the Dallas City Code); and
  - c.(3) Lodging or Boarding House Definition (Section 51A-4.205(2) of the Dallas City Code)
- Tab 5.** Property Maps:
- a.(1) 1922 Sanborn Map of 3528/30 Colonial Avenue, Dallas, Texas 75215;
  - b.(2) 1967 Plat Map of 3528/30 Colonial Avenue, Dallas, Texas 75215; and
  - c.(3) Zoning Map of 3528 Colonial Avenue, Dallas, Texas 75215
- Tab 6.** Ownership Information for 3528 Colonial Avenue, Dallas, Texas 75215:
- a.(1) 2017 Deed; and
  - b.(2) Dallas Central Appraisal (DCAD) information
- Tab 7.** Archival Records held by Development Services regarding 3528/3530 Colonial Avenue, Dallas, Texas 75215
- Tab 8.** Email correspondence between Ann Hamilton and Cassandra Crawford regarding the Certificate of Occupancy Application for 3528 Colonial Avenue, Dallas, Texas 75215
- Tab 9.** Building Official’s letter denying Cassandra Crawford’s Certificate of Occupancy Application, dated September 7, 2023
- Tab 10.** Eviction Record related to tenant of 3528 Colonial Avenue, Dallas, Texas 75215, dated November 2017
- Tab 11.** Dallas Fire & Rescue Report, dated September 26, 2023

# Tab 1



October 10, 2023

***Via Email: [sheniqua.dunn@dallas.gov](mailto:sheniqua.dunn@dallas.gov)***

***Via Email: [mary.williams1@dallas.gov](mailto:mary.williams1@dallas.gov)***

Dallas Board of Adjustment  
c/o Nikki Dunn and Mary Williams  
Administrator & Secretary to Board of Adjustment  
320 E. Jefferson Blvd., Room 210  
Dallas, Texas 75203

Re: BDA 223-101; Appeal of Building Official's decision denying certificate of occupancy for Cassandra Crawford ("Applicant") at 3528 Colonial Avenue, Dallas, Texas 75215 (the "Property")

Dear Board Members:

This letter and the attached materials are the City of Dallas's (the "City") written response to the above-listed Board of Adjustment appeal by the Applicant, set for hearing on Wednesday, October 18, 2023, at 1:00 p.m. This is an appeal from the denial of Applicant's certificate of occupancy ("CO") application originally filed on January 4, 2023. The City urges the Board of Adjustment to affirm the Building Official's decision because, as shown herein, the proposed use of an 18-room lodging house would violate area zoning and no certificate of occupancy for a lodging, boarding, or rooming house use—or any other use—has ever been issued for the Property such that no nonconforming rights exist. Further, Dallas City Code provides: "the building official *shall* deny an application for a certificate of occupancy if the building official determines the certificate of occupancy requested does not comply with the codes, the Dallas Development Code, other city ordinances, rules, or regulations, any county, state, or federal laws or regulations." *See* Dallas, Tex., Administrative Procedures of the Construction Codes, Chapter 52 § 306.5(1) (2005) (emphasis added).

The City urges the Board of Adjustment to recognize that the Building Official did not err when it denied the CO application for a proposed use that does not comply with Paragraph (2), "Lodging or Boarding Houses," of Section 51A-4.205 of Chapter 51A of the Dallas City Code because it exceeds the maximum number of five guest rooms allowed by ordinance and no prior certificate of occupancy was ever issued for such use, or any other multifamily use.

## **I. DESCRIPTION OF THE PROPERTY**

From the street, the Property looks like a large single-family home or duplex built at the beginning of the last century. However, a visit to the interior immediately reveals a Frankenstein's monster of a structure with numerous repurposed and subdivided tiny rooms for rent. The interior and exterior are in substandard condition with numerous violations of Dallas City Codes designed to protect the health and safety of residents. Appellants failed to seek permission prior to initiating the building modifications.

## II. BACKGROUND OF ADMINISTRATIVE DECISION

### A. On September 7, 2023, the Building Official denied Applicant's certificate of occupancy application as the proposed use would violate area zoning.

Applicant submitted her CO application on January 4, 2023. A copy of the CO Application (the "Application") is attached at **Tab 2**. Included with the Application was a site plan dated January 2, 2023, which proposes an 18-room lodging house (copy included within **Tab 2**).

By letter dated September 7, 2023, Applicant's CO application was denied by Development Services Administrator, Jason Pool ("Building Official"). A copy of the denial letter is attached at **Tab 9**. The CO was denied in accordance with Section 306.5(1) of Chapter 52: Administrative Procedures for the Construction Codes of the City of Dallas, a copy of which is attached at **Tab 3(a)**. That section states:

"The building official shall deny an application for a certificate of occupancy if the building official determines: (1) the certificate of occupancy requested does not comply with the codes, the *Dallas Development Code*, other city ordinances, rules, or regulations, or any country, state, or federal laws or regulations."

The Building Official rightfully determined that the proposed use of an 18-room lodging house would not comply with Paragraph (2), "Lodging or Boarding Houses," of Section 51A-4.205 of Chapter 51A because 18-rooms exceeds the maximum number of 5 guest rooms allowed by the ordinance. *See* Denial Letter at **Tab 9**.

The Property is situated within Planned Development District 595 ("PD 595"), specifically the MF-2(A) Multifamily Subdistrict. *See* Zoning Map of 3528 Colonial Avenue at **Tab 5(c)**. Pursuant to Section 51P-595.111(a) of PD 595 the allowable uses within the MF-2(A) Multifamily Subdistrict mirror those within Section 51A-4.116(b) (Multifamily Districts) of the Dallas City Code. *See* PD 595 at **Tab 4(a)**. Lodging or boarding houses are allowable lodging uses within MF-2(A) districts. *See* MF-2(A) District Uses at **Tab 4(b)**. And Section 51A-4.205(2) of the Dallas City Code defines lodging or boarding house is defined as "[a] facility containing at least one but fewer than six guest rooms that are separately rented to occupants." *See* Lodging or Boarding House Definition at **Tab 4(c)**.

Upon review of the Application and area-zoning, the Building Official determined that the proposed use of the Property, an 18-room lodging house would exceed the maximum number of five guest rooms allowed in a lodging or boarding house, pursuant to Section 51A-4.205 of the Dallas City Code, and therefore did not err when it denied the CO application. Applicant timely appealed the Building Official's decision on September 14, 2023.

**B. Further, the Building Official could find no record that a lodging house use was ever legally established at the Property such that a CO for a Business Name Change Only could issue for a nonconforming use.**

After reviewing the zoning portion of the Application, Ann Hamilton, on behalf of the Building Official, emailed the Applicant to convey the noncompliance of the proposed use and ask whether there was “any documentation that shows this location obtained and completed any permits to covert the property to a Lodging or Boarding house in the past” as the Application requested an “owner name change” for a lodging house use. *See* Email Correspondence at **Tab 8**; *see also* Application at **Tab 2**.

Pursuant to Development Services’ Service First Bulletin #100, published March 1, 2023, an applicant may request a Business Name Change Only to an existing CO “when the existing owner or tenant has a current permitted [CO] on record with the Department.” *See* Service First Bulletin #100 at **Tab 3(b)**. The Bulletin further explains that “[t]his request is appropriate when the current owner or tenant is not changing, the classification or use of the existing space will not change, and the applicant wishes to change their business name only.” *See* Service First Bulletin #100 at **Tab 3(b)**.

While the Application includes images of building permits—not certificates of occupancy—issued in 1967 for 3528-30 Colonial Avenue, the Building Official could find no record of a certificate of occupancy for a lodging/boarding/rooming house use or anything to indicate such a use was ever legally established at the Property. *See* Archival Records at **Tab 7**. As such, the Building Official rightfully determined there was no existence of a nonconforming use at the Property—“a use that does not conform to the use regulations of this chapter [The Dallas Development Code: Ordinance No. 19455, as Amended], but was lawfully established under the regulations in force at the beginning of operation and has been in regular use since that time.” *See* Dallas, Tex., Dallas City Code, ch. 51A, § 51A-2.102(90).

After reviewing the Application, area-zoning, and archival records as well as communication with the Applicant, the Building Official found no record to indicate a lodging/boarding/rooming house use was ever legally established at the Property such that a nonconforming use existed. As such, the Building Official did not err in denying the Application.

**III. BACKGROUND OF THE PROPERTY**

**A. Despite a multitude of attempts, several owners have failed to legally establish a lodging/boarding/rooming house use at the Property, a legal duplex.**

The Archival Records held by Development Services, included at **Tab 7**, show the following:

Built in 1916, the Property was originally designed as a duplex, addressed as 3528 and 3530 Colonial Avenue. According to a 1922 Sanborn map of the area, duplexes were the norm on Colonial Avenue and Wendelkin between Cooper Street and Warren Avenue. *See* 1922 Sanborn Map at **Tab 5(a)**.



In February 1954, then owner F.B. Stevenson, attempted to convert the two-story duplex into a three-family apartment by converting an upstairs open porch into add a second kitchen and two bedrooms. However, the Building Inspection Division, denied the permit application as the proposed increase in family size would exceed the allowable lot size. The Board of Adjustments upheld the permit denial, finding that F.B. Stevenson “is overbuilding the area, changing the building line and not providing parking.”

The next available record comes in January 1967 when then owner, Marion A. Mitchell applies for an Occupancy of Record Card for a rooming house at the Property. On January 17, 1967, Mr. Mitchell receives a letter from the Office of Urban Rehabilitation indicating that the occupancy of record card cannot issue until an enumerated list of repairs are done at the property to comply with the Minimum Housing Standards Ordinance of the City. In February 1967, Mr. Mitchell applies for a permit to make those enumerated repairs. There is no record that the requested occupancy of record card for a rooming house ever issued. In fact, the plat map from February 1967 (at **Tab 5(b)**) shows a three-family dwelling—3530 Colonial Avenue downstairs and 3528 Colonial Avenue with units A and B upstairs.

Then, in March 1973, Mr. Mitchell again applied for an occupancy of record card for a lodging house use at the Property. Much like before, the Rooming, Boarding, Lodging House Department of Urban Rehabilitation sent Mr. Mitchell a letter indicating that “a recent inspection has been made at the above mentioned address [3528-30 Colonial Ave.] in regard to issuing an Occupancy Record Card, and we find it will be necessary for you to do the following to make your property comply with Ordinance #12167, Chapter 27 of the Revised Code of Civil and Criminal Ordinances, City of Dallas (Urban Rehabilitation Standards Ordinance).” And, as before, Mr. Mitchell applied for a permit to complete that repair work. However, in December 1973, Mr. Mitchell again received a letter from the City indicating that repairs were still needed at the Property for it to comply with minimum property standards so an occupancy record card could issue. There is no record that the requested occupancy of record card for a lodging house or rooming house ever issued.

In the 1980s, there are no records of certificate of occupancy applications, but several permit applications for electrical and plumbing work at the Property, described as “general repairs to apartments” or “install water heater to duplex.”

In 1995, when Mr. Mitchell sold the Property to the Bryant Family, the Property was legally a duplex as no certificates of occupancy existed for any lodging/boarding/rooming house use at the Property.

**B. Property owner Maxel Bryant, Applicant’s father, used the Property as a single-family home.**

Archival Records at **Tab 7** also show that during the time Maxel Bryant owned and controlled the Property, between February 1997 and his death in April 2015, it was used as a single-family home that occasionally rented out some of its rooms.

In 1999, Mr. Maxel filed for a Residential Homestead Exemption, indicating that the Property was not a rental property and was the owner’s residence. As part of that application, the

Dallas Central Appraisal District appointed Mr. Maxel an agent for a single-family residential property to assist in the filing of the application. That same year, Mr. Maxel applies for a permit for a gas meter test at the Property, coded as a single-family dwelling.

In 2004, Mr. Maxel did evict a tenant for back-payment of rent under case number JE0404244H in Justice of the Peace Court 1 (records of which have since been destroyed under retention policies).

In July 2014, Mr. Maxel applies to the City's Home Repair Assistance Program for major systems repairs at the Property, but the application—aimed at single-family homes—is denied in October 2014 due to clouds on the Property's title.

At the time Mr. Maxel died in April 2015, no certificate of occupancy for a lodging/boarding/rooming house use existed for the Property. And no records exist to indicate Mr. Maxel applied for any such authorization during the pendency of his ownership of the Property between February 1997 and April 2015.

**C. Applicant illegally operates a lodging house at the Property, which is substandard and a fire-safety hazard.**

After probating her father's will, Applicant and Isiah T. Payne took full ownership and control of the Property in March 2017. *See* 2017 Deed at **Tab 6(a)** and DCAD Ownership Information at **Tab 6(b)**. Soon after, the Applicant and Mr. Payne, began preparing the Property for use as a Lodging House.

In April 2017, Mr. Payne applied for a permit to complete roof repairs, labeling the Property as a duplex. *See* Permit No. 1704181106 at **Tab 7**. In November 2017, Mr. Payne applied for a permit to complete a series of repairs—including painting, fixing broken windows, replacing old sheet rock, changing doors, and refinishing floors—at the Property, which he coded as a multi-family/duplex. *See* Permit No. 1711091059 at **Tab 7**. Yet, that same month, Mr. Payne also evicted a tenant from the Property for back-payment of rent, filed under case JE1707314H in Justice of the Peace Court 1. *See* Eviction Record at **Tab 10**.

Despite applying for these permits, the Applicant and Mr. Payne did not apply for a certificate of occupancy to operate a lodging/boarding/rooming house. And, in fact, in May 2018, the City found the work completed at the Property exceeded the issued permits and that individuals were already living at the Property without a certificate of occupancy. The building inspector noted:

“On May 21, 2018, an on-site inspection was conducted with Code Compliance and the Homeowner. It was discovered that much of the work shown previously had been completed and occupants were living in the structure. Code Compliance issued a notice of violation and Mr. Willis had requested plans and drawings prior to issuing a permit. The Hold in this complaint should not have been removed without contacting the creator of the complaint/hold or Mr. Willis.”

It was only after this citation that Mr. Payne’s next permit application in May 2018, coded the Property as a boarding house.

It was only after the Applicant received inspection reports from the October 2021 inspection of the Property by inspectors with Dallas Code Compliance and Dallas Fire Rescue--who found the Property substandard, a fire-safety hazard, and in violation of numerous public-health and safety-related ordinances of the Dallas City Code—that the Applicant filed the January 4, 2023, Application for a Lodging House Certificate of Occupancy. *See Dallas Fire & Rescue Report at **Tab 11**.*

#### IV. CONCLUSION

The Building Official did not err when it denied the Applicant’s CO Application as the Building Official correctly determined that Applicant’s proposed use (operating an 18-room lodging house) would violate area-zoning, which only permits less than 6-room lodging homes. In addition to correctly determining that an 18-room lodging house would violate the permissible uses within the MF-2(A) Multifamily Subdistrict of Planned Development District 595 where the Property is situated, the Building Official found no certificate of occupancy had ever issued for a lodging/boarding/rooming house at the Property such that a nonconforming use could continue. As such, the Board should reject Applicant’s appeal and affirm the Building Official’s correct denial of the CO Application.

We look forward to the opportunity to answer any questions you might have about this submission.

Respectfully,

*Emily K. Worland*  
Assistant City Attorney

*J. Evan Farrior*  
Assistant City Attorney

EKW  
Attachments

# Tab 2

DATE: 1/4/2023  
 CO NO. (OFFICE USE ONLY)  
 2301041094

# CERTIFICATE OF OCCUPANCY APPLICATION



NAME OF BUSINESS (DBA) Lodging House	STREET ADDRESS OF BUSINESS 3528 Colonial Ave.	BLDG AND SUITE NUMBER
PROPERTY OWNER Cassandra Chaloford	ADDRESS 3528 Colonial Ave	CITY Dallas
STATE TX	ZIP CODE 75215	PHONE NO. 469-555-5391
E-MAIL ADDRESS Cassandra62@gmail.com		
MANAGER/OPERATOR OF USE OF BUSINESS Stella Dowers	ADDRESS 3528 Colonial Ave	CITY Dallas
STATE TX	ZIP CODE 75215	PHONE NO.
E-MAIL ADDRESS		
APPLICANT (if different from manager/operator) Cassandra Chaloford	ADDRESS 3528 Colonial Ave	CITY DALLAS
STATE TX	ZIP CODE 75215	PHONE NO. 469-555-5391
E-MAIL ADDRESS Cassandra62@gmail.com		

DESCRIBE THE PROPOSED USE OF PROPERTY (attach additional sheets if necessary)  
 Owner DOME Change  
 Lodging House

What is the square footage on the tenant space or building? Approx 6000 square feet

<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	Is this a change in use of land, tenant space or building?	See <a href="#">CO Checklist</a> for plan submittal requirements.
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Is the proposed use "personal services" (barber/beauty shop, shoe repair, tailor, instructional arts, laundry/dry cleaning pickup/dropoff, photo studio, handcrafted art work, etc.)?	Provide <a href="#">Personal Services Affidavit</a> executed by business owner, see <a href="#">CO Checklist</a> for additional requirements.
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Will potentially hazardous foods/open foods be sold and/or served?	<a href="#">Food Establishment Permit Application</a> required (only available from City staff)
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Will alcohol be sold and/or served?	Provide completed <a href="#">Alcohol Measurement Certification Application Checklist</a> and <a href="#">Alcohol Certification Affidavit Forms</a>
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Will there be a dance floor?	Annual license fee charged to businesses operating a place where dancing is allowed (subject to approval from Dallas Police Vice Control, call 214-671-3230 for more information. Applications available from Special Collections at 1500 Marilla St, 2DS; M-F, 8 am to 5 pm, or call 214-670-3438.
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Is the proposed use a doctor's office, dentist office or other medical office or health care office?	Applicant must execute <a href="#">Ambulatory Health Care Facility</a> form attesting to new or pre-existing conditions & facts pertaining to the health care model for any doctor's, dentist, or other medical offices (except hospitals, emergency rooms & care clinics).
<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Will you display or offer for sale smoking paraphernalia commonly used, or commonly known to be used, for the inhalation of tobacco or illegal substances (except rolling papers, tobacco cigarettes or cigars)?	If 'YES' then a Specific Use Permit is required; or, if the use is nonconforming then applicant must provide verifiable proof that the that the display or sale or paraphernalia, etc. previously existed. Additionally, you must register under Chapter 12B of the Dallas City Code.

I HAVE CAREFULLY READ THE COMPLETED APPLICATION AND KNOW THE SAME IS TRUE AND CORRECT AND HEREBY AGREE THAT IF A PERMIT IS ISSUED ALL PROVISIONS OF THE CITY ORDINANCES AND STATE LAWS WILL BE COMPLIED WITH WHETHER HEREIN SPECIFIED OR NOT. I AM THE OWNER OF THE PROPERTY OR THE DULY AUTHORIZED AGENT. PERMISSION IS HEREBY GRANTED TO ENTER PREMISES AND MAKE ALL INSPECTIONS. I ALSO AFFIRM THAT THE EMAIL ADDRESS GIVEN ABOVE MAY BE USED FOR OFFICIAL COMMUNICATION CONCERNING THIS APPLICATION AND PERMIT.

APPLICANT'S SIGNATURE  
 Cassandra Chaloford

**FOR OFFICE USE ONLY**

Change in Land Use?  YES  NO      Change in Occupancy?  YES  NO      Is Use Nonconforming?  YES  NO

Previous CO Number: 1st CO      Related Permit Number: \_\_\_\_\_      Related Project Number: \_\_\_\_\_

ZONING				BUILDING		MISCELLANEOUS	
LAND USE 1210	BASE ZONING MIP-2A	PD 595	SUP	CONSTRUCTION TYPE MUR	OCCUPANCY	ACTIVITY B	OWN A
LOT 10	BLOCK 61184	REQUIRED PARKING	PROPOSED PARKING	SPRINKLER	OCCUPANT LOAD	FLOOD PLAIN	AIRPORT
LOT AREA	CONSERVATION DIST	PARKING AGREEMENT	DELTA CREDITS	STORIES	DWELLING UNITS	BDA	HISTORIC DISTRICT

ROUTE TO	REVIEWED	DATE	COMMENTS	FEE CALCULATIONS (\$)
PRESCREEN	TS	1/4/23	1st CO	CO APP FEE 215
ZONING				CE INSP FEE 45
BUILDING				HEALTH PERMIT APP FEE
CODE				OTHER FEES
OTHER:				TOTAL FEES \$ 280.00



*Delaware* 3528-30

BUILDING PERMIT		PRE-INSP.	CON. INSP.	FIN. INSP.	CERT. OF OCC.	APPR.	VALUE	
NO.	DATE				DATE			
47889	2-6-67				3-2-67			
BUILDING PERMIT		ELECTRICAL PERMIT		CONTRACTOR	N.F.	TEMP. TO D.P.S.L.	O.K.	FINAL TO D.P.S.L.
NO.	DATE	NO.	DATE					
BUILDING PERMIT		PLUMBING PERMIT		CONTRACTOR	ROUGH-IN	SEWER O.K.	GAS O.K.	FINAL
NO.	DATE	NO.	DATE					
REMARKS								



3525 20

PERMIT NO.		DATE		CITY OF SCC		APPR.		VALUE	
3525	20	2-6-67		3-2-67					
ELECTRICAL PERMIT		ELECTRICAL PERMIT		CONTRACTOR		TEMP TO		TEMP TO	
NO.	DATE	NO.	DATE	CONTRACTOR	N.Y.	D.P.S.L.	O.S.	D.P.S.L.	O.S.
PLUMBING PERMIT		PLUMBING PERMIT		CONTRACTOR		ROUGH IN		ROUGH IN	
NO.	DATE	NO.	DATE	CONTRACTOR	N.Y.	O.S.	O.S.	O.S.	O.S.

# PROPERTY INFORMATION

PROPERTY TYPE: -----  
 CONSTRUCTION TYPE: WOOD FRAMED  
 ZONE: -----  
 #STORIES 2

Building Description(s)  
 3528 Colonial Ave, Dallas, TX

FIRST FLOOR SQUARE FOOTAGE 2,467.8 SQ. FT.  
 SECOND FLOOR SQUARE FOOTAGE 2,467.8 SQ. FT.  
 YEAR BUILT/EFFECTIVE YEAR BUILT -----  
 BEDROOMS/BATHROOMS -----  
 #UNITS -----

# PROPERTY DEVELOPMENT

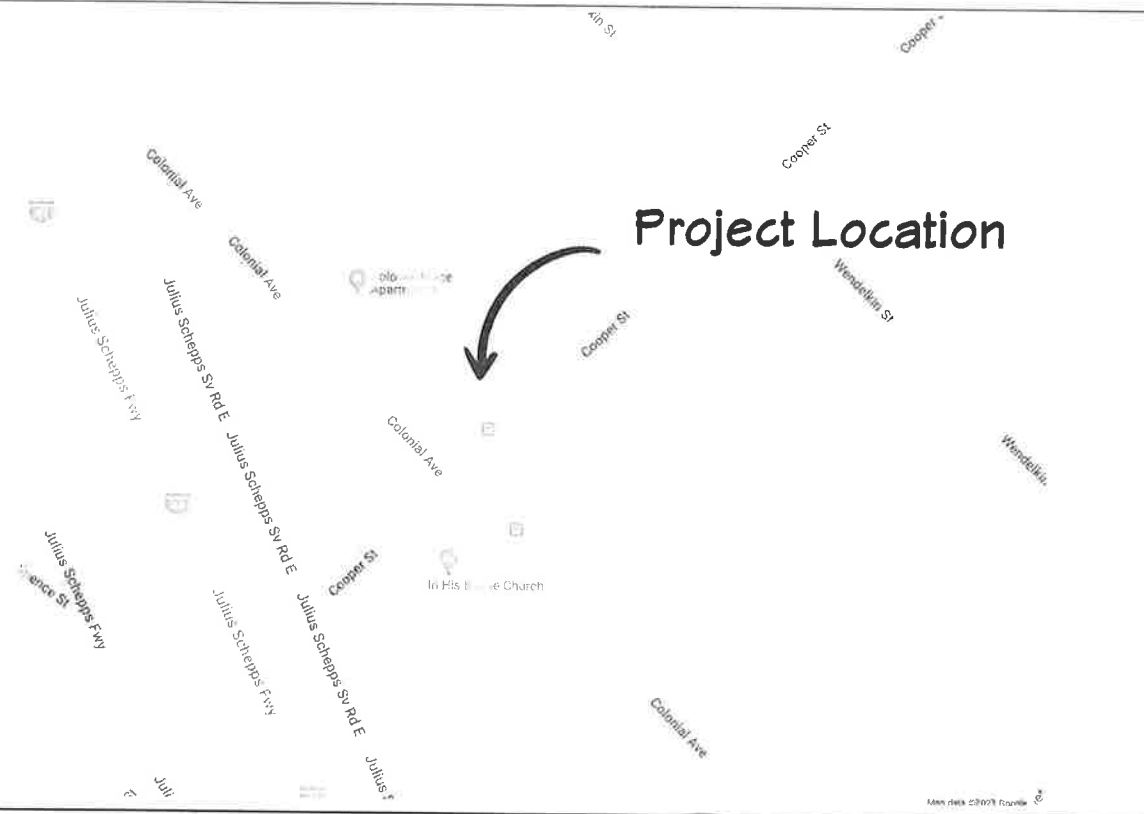
3528 Colonial Ave, Dallas, TX 75215

## BUILDING SUMMARY

## VINCINITY MAP

## SHEET INDEX

LOT SIZE: 4,708.0 SQ. FT  
 FLOOR AREA: 4935.6 SQ. FT  
 LOT COVERAGE: 52.4%



### ARCHITECTURAL

- #A00 COVER SHEET
- #A01 SITE PLAN PLAN
- #A02 EXISTING FIRST FLOOR PLAN
- #A03 PROPOSED FIRST FLOOR EXIT PLAN
- #A04 EXISTING SECOND FLOOR PLAN
- #A05 PROPOSED SECOND FLOOR EXIT PLAN

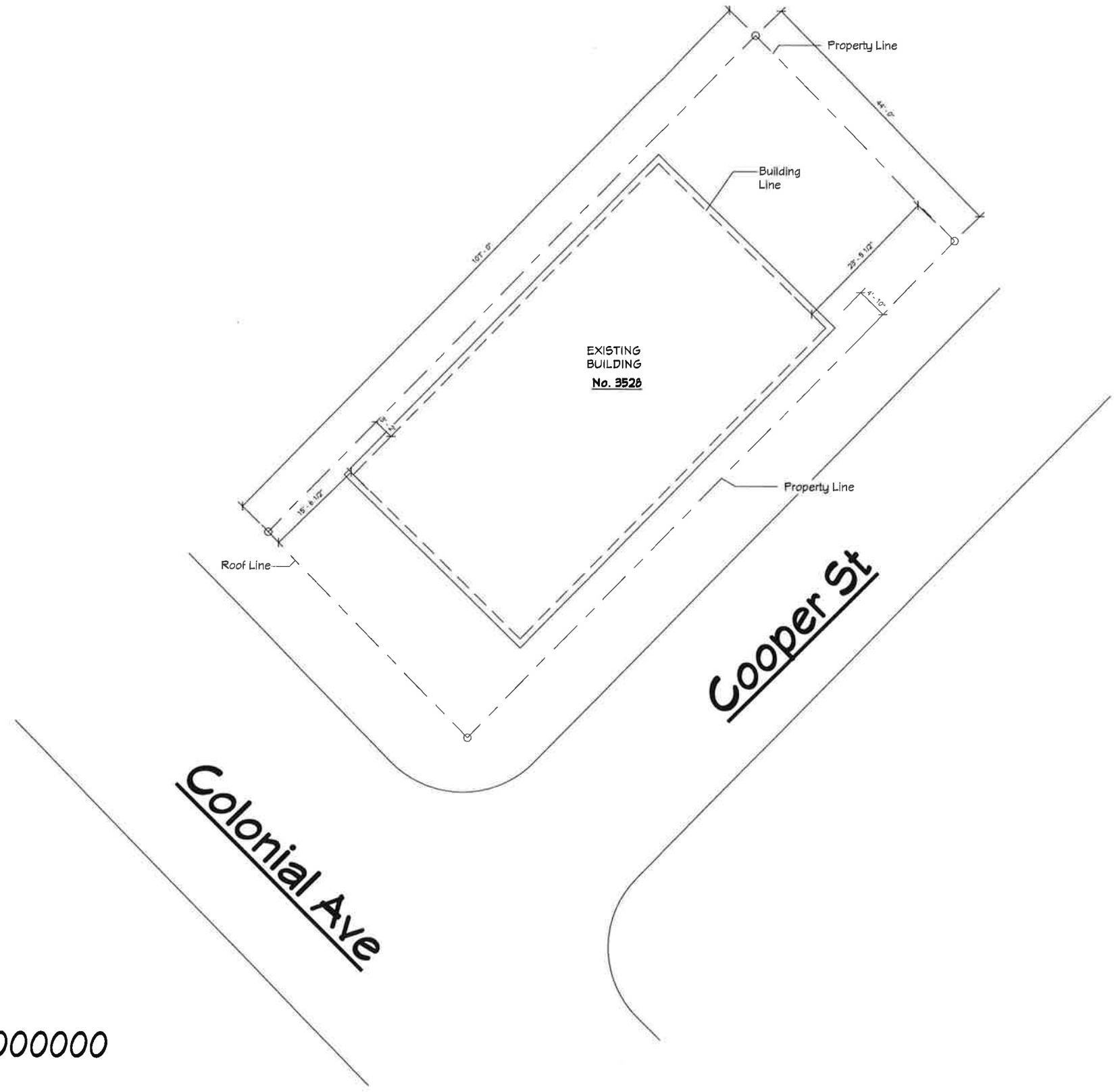
No.	Description	Date

Project number	050123	<b>A00</b>
Date	01/02/2023	
Drawn by	D.C	
Checked by	C.C	
Scale:		





scale 1"=20'



**SITE PLAN**

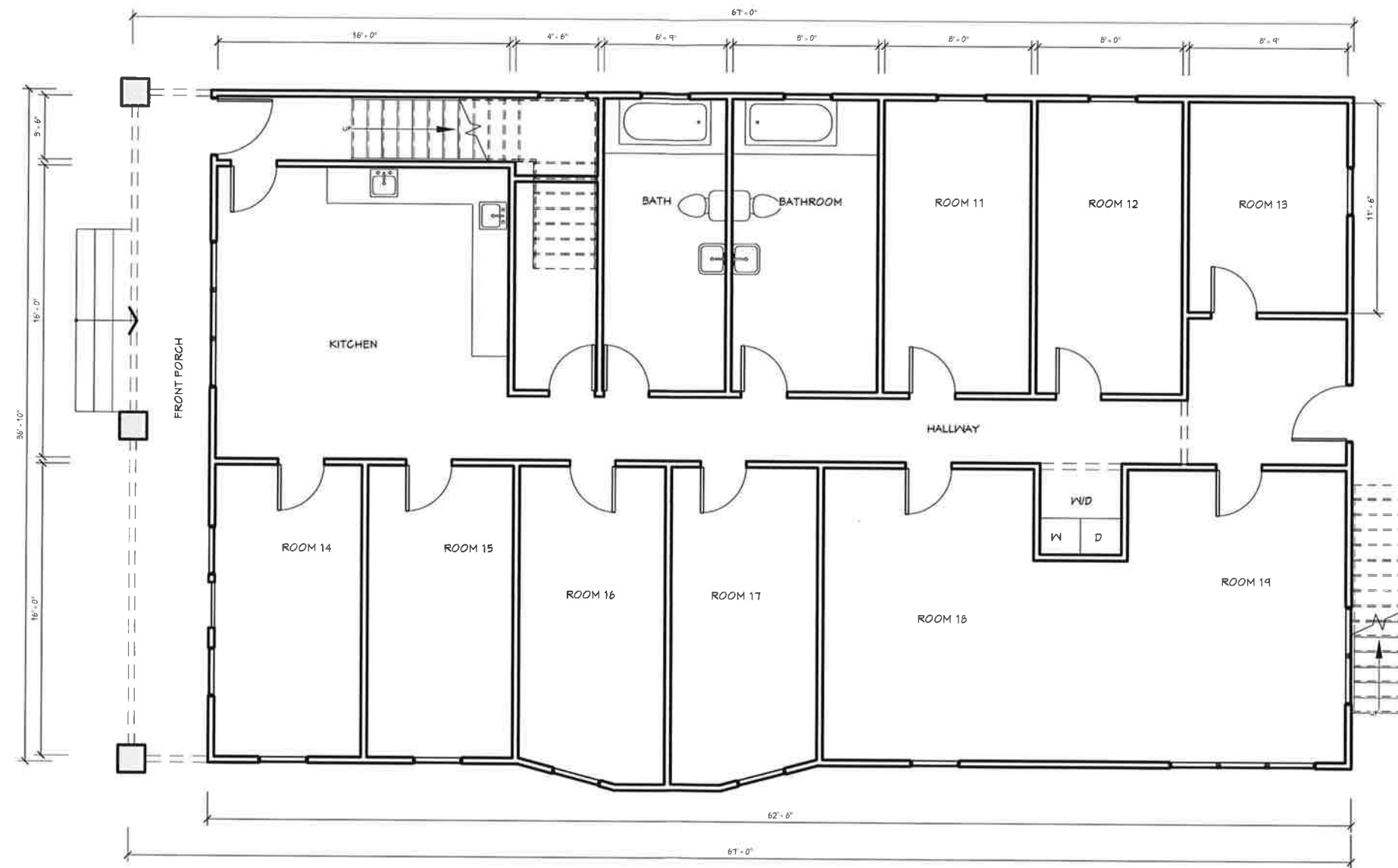
3528 Colonial Ave  
 Dallas, TX 75215  
 Parcel ID: 00000143410000000  
 Lot Area 0.11 Acres

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No.	Description	Date

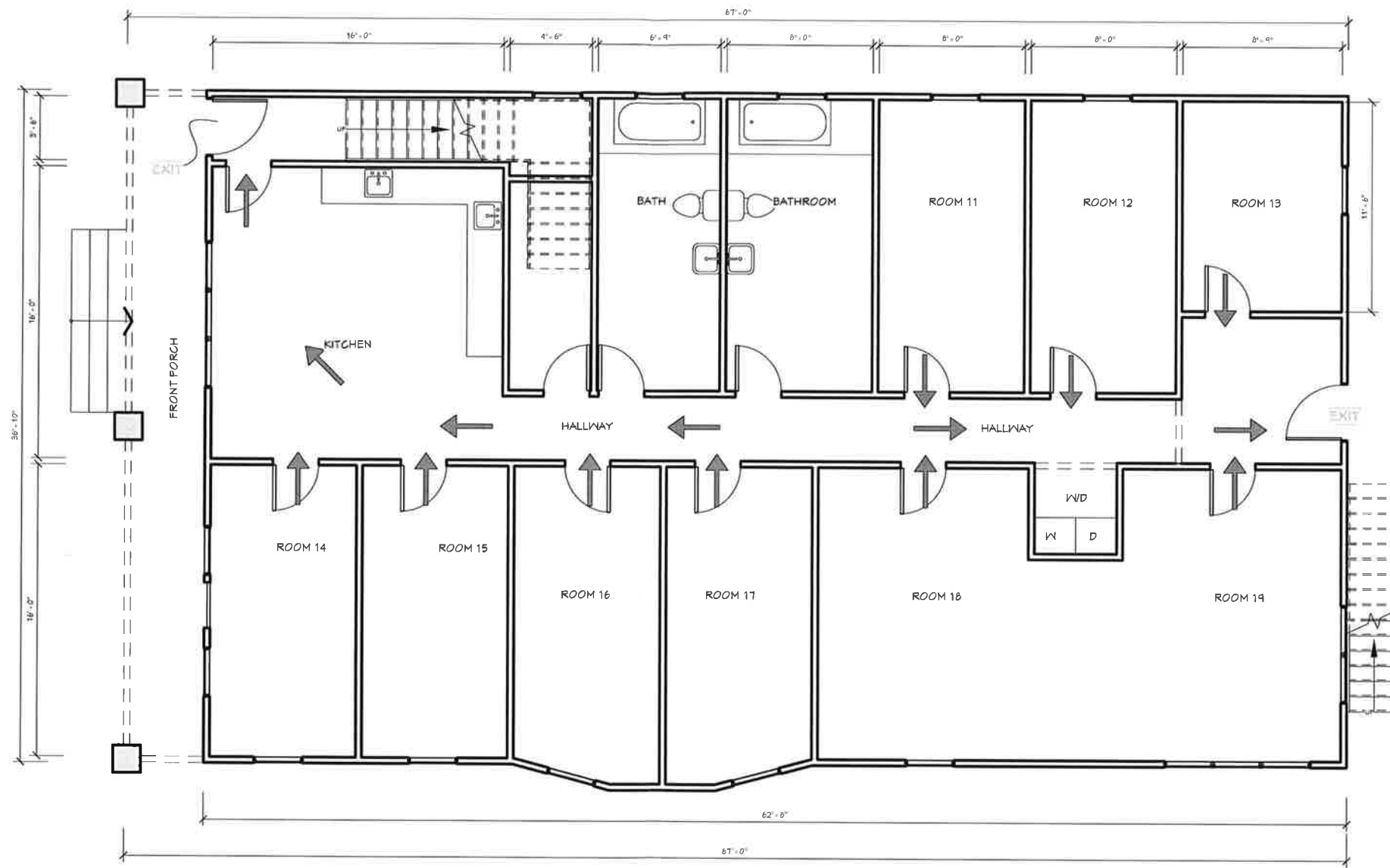
<b>SITE PLAN</b>		<b>A01</b>
Project number	050123	
Date	01/02/2023	
Drawn by	D.C	
Checked by	C.C	Scale: 1" = 20'-0"





No.	Description	Date

<b>FIRST FLOOR PLAN</b>	
Project number 050123	<b>A02</b>
Date 01/02/2023	
Drawn by D.C	
Checked by C.C	
Scale: 1/8" = 1'-0"	



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No.	Description	Date

PROPOSED FIRST FLOOR EXIT PLAN		
Project number	050123	<b>A03</b>
Date	01/02/2023	
Drawn by	D.C	
Checked by	C.C	
		Scale: 1/8" = 1'-0"

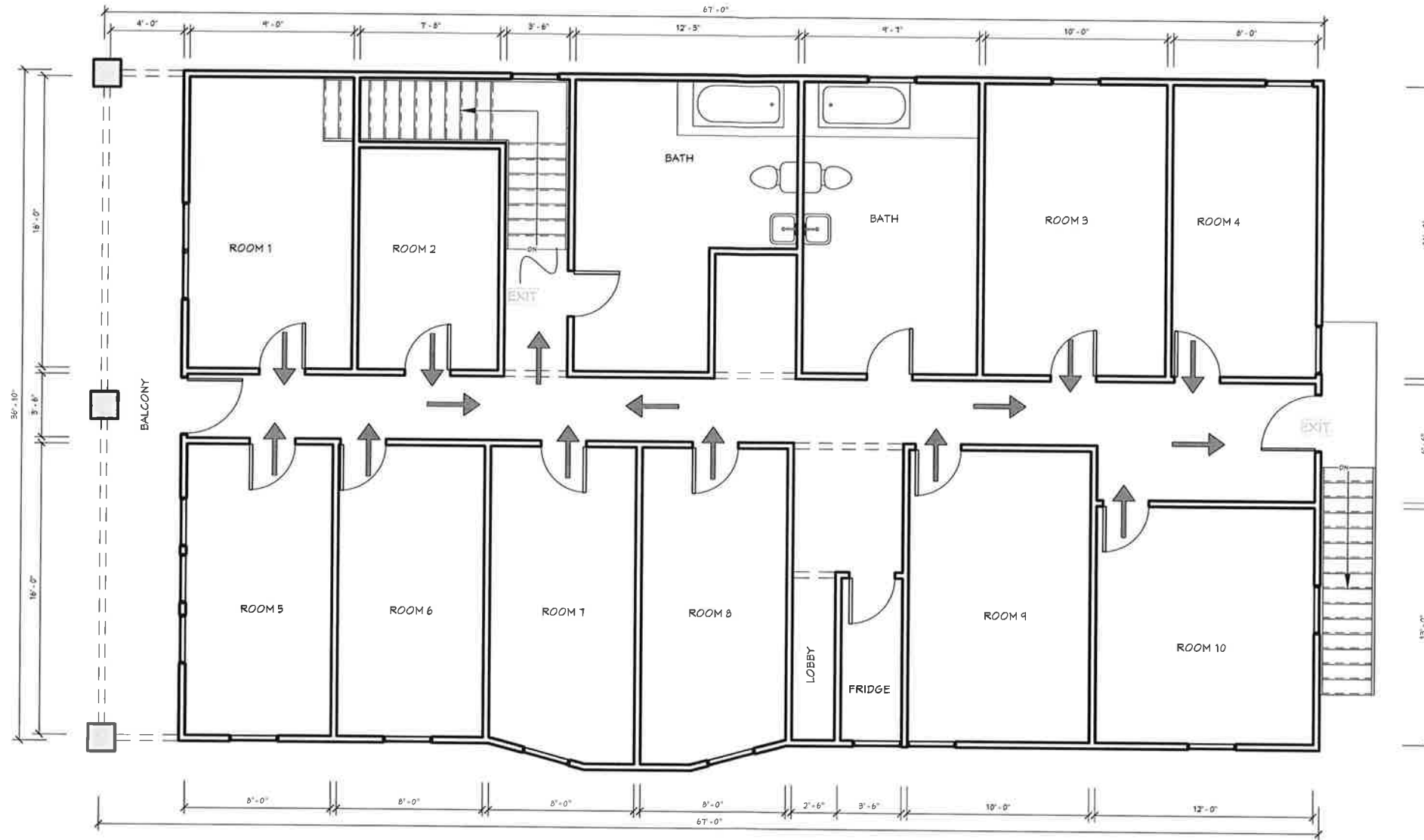




No.	Description	Date

<b>SECOND FLOOR PLAN</b>		<b>A04</b>
Project number	050123	
Date	01/02/2023	
Drawn by	D.C	
Checked by	C.C	Scale: 1/8" = 1'-0"







No.	Description	Date

<b>PROPOSED SECOND FLOOR EXIT PLAN</b>		
Project number	050123	<b>A05</b>
Date	01/02/2023	
Drawn by	D.C	
Checked by	C.C	
		Scale: 1/8" = 1'-0"

# Tab 3(a)

**Chapter 52:**  
**Administrative Procedures for the Construction Codes**



**Current through May 11, 2022**

Chapter 52 of the Dallas City Code was recodified by Ordinance No. 26029, passed by the Dallas City Council on June 22, 2005. This booklet integrates Ordinance No. 26029 and subsequent amendments to Chapter 52. Each section of Chapter 52 is followed by the ordinance number which created or amended the section. This booklet is for informational purposes only. The user should refer to the ordinances cited after each section for the official language of Chapter 52. While every effort will be made to keep this booklet up to date, the user should be aware that additional amendments may have been made to Chapter 52 which are not yet reflected in this document.



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**304.13 Flood hazard documentation.** If located in a *flood hazard area*, documentation of the elevation of the *lowest floor* as required in Section 1612.4 of the *Dallas Building Code* shall be submitted to the *building official* prior to the final inspection. (Ord. 32196)

**304.14 Tiny house inspections.** Where the work proceeds continuously or offsite, the *building official* shall schedule periodic inspections at an approved location.

**Exception:** Where *special inspections* are provided in accordance with Section 1705.1.1, Item 4 of the *Dallas Building Code*. Plumbing work must be done and inspected in accordance with Subchapter 4 of this chapter and Chapter 1301 of the *Texas Occupations Code*, as amended. (Ord. 32196)

## SECTION 305 SPECIAL INSPECTIONS

**305.1 General.** Refer to Section 1704 of the *Dallas Building Code*, as amended. (Ord. 26029; 32196)

**305.2 Inspection agencies.** The *building official* is authorized to accept reports of *approved* inspection agencies, provided that such agencies satisfy the requirements as to qualifications and reliability. (Ord. 32196)

**305.3 Special inspectors.** Special inspectors must be approved by the *building official* prior to performing any duties. Special inspectors must submit their qualifications and are subject to personal interviews for prequalification. Approved identification, as stipulated by the *building official* must be presented when performing the function of a special inspector. Special inspectors may have no financial interest in projects for which they provide special inspections. (Ord. 32196)

**305.3.1 Prequalification.** The prequalification of special inspectors consists of two phases. (Ord. 32196)

**305.3.1.1 Phase one.** The phase one prequalification of special inspectors involves those required for mass timber construction. Phase one begins on April 13, 2022. (Ord. 32196)

**305.3.1.2 Phase two.** The phase two prequalification of special inspectors involves all other required special inspections. Phase two begins with the effective date of adoption of the 2021 edition of the *International Building Code*, as amended. (Ord. 32196)

## SECTION 306 CERTIFICATE OF OCCUPANCY

**306.1 Use or occupancy.** No structure or land shall be used or occupied, no change in the existing occupancy classification, zoning use, or the tenant or occupant of a structure or portion of a structure shall be made, and no floor area increases or decreases of any existing tenancy area of a structure shall be used or occupied, until the building official has issued a certificate of occupancy and a fee has been paid as required in Section 303 of this chapter.



**Exception:** No certificate of occupancy is required for:

1. single family uses;
2. handicapped group dwelling unit uses;
3. duplex uses;
4. U occupancies accessory to single-family or duplex uses;
5. tenant changes to individual dwelling units in Group R, Division 2 apartment houses; and
6. a vendor who operates a business on private property and possesses a valid mobile food establishment permit issued under Chapter 17 of the *Dallas City Code* or a valid CBD concession license issued under Chapter 50 of the *Dallas City Code*, and
  - 6.1. has the written permission of the owner of the private property on which the business is conducted; and
  - 6.2. whose business operation complies with the codes, the *Dallas Development Code*, other city ordinances, rules, and regulations, and any county, state, or federal laws or regulations. (Ord. 26029; 26579; 27107; 29023)

**306.2 Change in use or occupancy.** A change in the character, use, or occupancy of a building shall not be made except as specified in Chapter 34 of the *Dallas Building Code*. (Ord. 26029; 26579)

### **306.3 Application for a certificate of occupancy.**

**306.3.1 Application requirements.** A person seeking a certificate of occupancy shall submit an application to the building official on a form approved by the building official. The application must include the following information:

1. The address of the use or occupancy.
2. The name (DBA) of the proposed use or occupancy.
3. The name, address, email address, and telephone number of the owner of the structure and land.
4. The name, address, email address, and telephone number of the operator (tenant) of the use or occupancy.

5. The name, address, e-mail address, and telephone number of the applicant if different than the operator or tenant.
6. A description of the use or occupancy that will be operated.
7. Any other information, plans, diagrams, computations, specifications, or other data or supporting documents the building official deems necessary, including an affidavit containing a detailed description of the use or occupancy that will be operated, the goods or services offered or produced, the hours of operation, and whether a city, county, state, or federal license, permit, or registration is required to operate the use or occupancy. (Ord. 26579; 30320)

**306.3.2 Establishment selling or serving alcoholic beverages.** Any person applying for a certificate of occupancy for an establishment that will sell or serve alcoholic beverages as defined in the *Texas Alcoholic Beverage Code* shall file an affidavit with the building official stating whether the establishment that will derive less than 50 percent, 50 percent or more, or 75 percent or more of its gross quarterly (three-month) revenue from the sale or service of alcoholic beverages for on-premise consumption. Any person owning or operating an establishment that sells or serves alcoholic beverages shall, upon request, supply the building official, within 30 days of the date of the request, with all records needed to document the percentage of gross revenue on a quarterly (three-month) basis derived from the sale or service of alcoholic beverages, including all sales tax returns for the period filed with the Texas Comptroller of Public Accounts and all applications for a permit or license for the period filed with the Texas Alcoholic Beverage Commission. The building official may grant one extension of time for a period not to exceed 30 days upon good cause shown. (Ord. 26579)

#### **306.4 Expiration of application.**

**306.4.1 Application submitted in conjunction with an application for a construction permit.** An application for a certificate of occupancy that is submitted in conjunction with an application for a construction permit shall expire and be void *ab initio* if:

1. no action is taken by the applicant before the 30<sup>th</sup> day after the building official gives the applicant written notice that additional information, plans, diagrams, computations, specifications, or other data or supporting documents are necessary for issuance of the certificate of occupancy;
2. the application for the construction permit expires; or
3. the construction permit is issued but later expires or is revoked. (Ord. 26029; 26579)

**306.4.2 Application not submitted in conjunction with an application for a construction permit.** An application for a certificate of occupancy that is not submitted in conjunction with an application for a construction permit shall expire and be void *ab initio* if:

1. no inspection is requested by the applicant before the 120<sup>th</sup> day after the date of its release for inspections unless one or more extensions are granted under Subsection 306.4.3, in which case the application shall be void *ab initio* if no inspection is requested by the applicant during the extended time period(s);
2. no action is taken by the applicant before the 30<sup>th</sup> day after the building official gives the applicant written notice that additional information, plans, diagrams, computations, specifications, or other data or supporting documents are necessary for issuance of the certificate of occupancy; or
3. no action is taken by the applicant before the 30<sup>th</sup> day after the building official gives the applicant written notice that corrections and a reinspection are necessary for issuance of the certificate of occupancy. (Ord. 26029; 26579)

**306.4.3 Extensions of time.** The building official may grant one or more extensions of time for periods not exceeding 120 days each for justifiable cause. If a request for extension is made by the applicant or the applicant's agent, the request must be in writing and made within the time period sought to be extended. (Ord. 26029; 26579)

**306.5 Denial.** The building official shall deny an application for a certificate of occupancy if the building official determines:

1. The certificate of occupancy requested does not comply with the codes, the *Dallas Development Code*, other city ordinances, rules, or regulations, or any county, state, or federal laws or regulations;
2. The information, plans, diagrams, computations, specifications, or other data or supporting documents submitted with the application clearly show that the use or occupancy will be operated in violation of the codes, the *Dallas Development Code*, other city ordinances, rules, or regulations, or any county, state, or federal laws or regulations;
3. The application contains false, incomplete, or incorrect information and the applicant has failed to correct or supplement the false, incomplete, or incorrect information within a reasonable time after the building official requests that the information be corrected or supplemented; or
4. The applicant does not possess a required city, county, state, or federal license, permit, or registration to operate the use or occupancy. (Ord. 26579)

**306.6 Issuance.** Unless the application for the certificate of occupancy has expired under Section 306.4 or has been denied under Section 306.5, the building official shall issue a certificate of occupancy after a complete application has been filed, a true and correct copy of any required city, county, state, or federal license, permit, or registration to operate has been provided to the building official, and every necessary inspection has been made to determine compliance with the codes, the *Dallas Development Code*, other city ordinances, rules, or regulations, or any county, state, or federal laws or regulations. (Ord. 26029; 26579)

**306.7 Certificate of occupancy.** A certificate of occupancy must contain the following information:

1. The address of the structure or land.
2. The name and address of the owner of the structure and land.
3. The name and address of the operator of the use or occupancy.
4. The use and occupancy, in accordance with the provisions of the *Dallas Building Code* or the *Dallas Existing Building Code*, whichever applies, and the *Dallas Development Code*.
5. The certificate of occupancy number.
6. The zoning district where the structure of land is located.
7. Identification of any required city, county, state, or federal license, permit, or registration to operate the use or occupancy.
8. The *permit* number.
9. A description of that portion of the structure for which the certificate is issued.
10. The name of the *building official*.
11. The edition of the code under which the *permit* was issued.
12. Any special stipulations and conditions of the building *permit*. (Ord. 26029; 26579; 32196)

**306.8 Partial certificate of occupancy.** A partial certificate of occupancy may be issued by the building official for the use or occupancy of a portion of a structure prior to the completion of the entire structure. (Ord. 26029; 26579)

**306.9 Temporary certificate of occupancy.** A temporary certificate of occupancy may be issued by the building official for the temporary use or occupancy of a portion of a structure. The building official shall set a time period during which the temporary certificate of occupancy is valid. When the temporary certificate of occupancy expires, the holder must obtain a certificate of occupancy authorizing the use or occupancy or cease the use or occupancy. The building official may grant one or more extensions of the temporary certificate of occupancy for periods not to exceed 30 days. If a request for extension is made by the applicant or the applicant's agent, the request must be in writing and made within the time period sought to be extended. (Ord. 26029; 26579)

**306.10 Posting.** The certificate of occupancy shall be posted in a conspicuous place in the premises and shall not be removed except by the building official. (Ord. 26029; 26579)



**306.11 Validity.** The issuance of a certificate of occupancy does not grant any vested right or give authority to violate any provision of the codes, the *Dallas Development Code*, other city ordinances, rules, or regulations, or any county, state, or federal laws or regulations. Any certificate of occupancy presuming to give authority to violate any provision of the codes, the *Dallas Development Code*, other city ordinances, rules, or regulations, or any county, state, or federal laws or regulations shall be void *ab initio*. The issuance of a certificate of occupancy shall not prevent the building official from later requiring the correction of errors in any information, plans, diagrams, computations, specifications, or other data or supporting documents, or from preventing a use or occupancy in violation of the codes, the *Dallas Development Code*, other city ordinances, rules, or regulations, or any county, state, or federal laws or regulations. (Ord. 26029; 26579)

### **306.12 Voiding of certificate of occupancy.**

**306.12.1 Void *ab initio*.** A certificate of occupancy shall be void *ab initio* if the use or occupancy authorized by that certificate of occupancy is not commenced before the 120<sup>th</sup> day after the date of its issuance unless one or more extensions are granted under Subsection 306.12.2, in which case the certificate of occupancy shall be void *ab initio* if the use or occupancy is not commenced during the extended time period(s). (Ord. 26029; 26579)

**306.12.2 Extensions of time.** The building official may grant one or more extensions of time for periods not exceeding 120 days each if the building official finds that circumstances beyond the control of the holder of the certificate of occupancy have prevented the use or occupancy from being commenced. If a request for extension is made by the applicant or the applicant's agent, the request must be in writing and made within the time period sought to be extended. (Ord. 26029; 26579)

**306.12.3 Void.** A certificate of occupancy shall be void if:

1. A specific use permit required by the *Dallas Development Code* to operate the use or occupancy expires; or
2. A compliance date for the use or occupancy set by ordinance or the board of adjustment in accordance with the *Dallas Development Code* has passed. (Ord. 26579)

**306.13 Revocation of certificate of occupancy.** The building official shall revoke a certificate of occupancy if the building official determines that:

1. the certificate of occupancy is issued in error;
2. the certificate of occupancy is issued on the basis of false, incomplete, or incorrect information supplied;
3. a use or occupancy is being operated in a manner that is a substantial danger of injury or an adverse health impact to any person or property and is in violation of the codes, the *Dallas Development Code*, other city ordinances, rules, or regulations, or any county, state, or federal laws or regulations;

4. the structure or portion of the structure is a substantial danger of injury or an adverse health impact to any person or property and is in violation of the codes, the *Dallas Development Code*, other city ordinances, rules, or regulations, or any county, state, or federal laws or regulations;
5. a required city, county, state, or federal license, permit, or registration to operate the use or occupancy has not been issued, has been revoked, or has expired;
6. the holder of the certificate of occupancy has refused, upon request, to supply the building official with records needed to document the percentage of gross revenue on a quarterly (three-month) basis derived from the sale or service of alcoholic beverages within the required time period; or
7. the use or occupancy authorized by the certificate of occupancy has been discontinued for six months or more. (Ord. 26029; 26579)

**306.14 Written notice.** Written notice of any action taken or determination made by the building official under this section must be given to the owner of the structure and land and to the operator of the use or occupancy at the address shown on the certificate of occupancy by certified mail with a five-day return receipt requested or by hand-delivery. Except when a compliance date has been set in accordance with the *Dallas Development Code*, the notice must state that the action taken or determination made by the building official is final unless appealed. The fact that the notice is returned undelivered or that the return receipt is not signed by the addressee shall not affect the validity of the notice. (Ord. 26579)

**306.15 Appeal of actions and determinations.** Any action taken or determination made by the building official under this section shall be final unless appealed as follows:

1. If the action taken or determination made was pursuant to the codes, an appeal must be made to the building inspection advisory, examining, and appeals board in accordance with Section 208 before the 15<sup>th</sup> day after written notice of the action taken or determination made is given in accordance with Section 306.14; or
2. Except as provided in Paragraph 3, if the action taken or determination made was pursuant to the *Dallas Development Code*, an appeal must be made to the board of adjustment in accordance with the *Dallas Development Code*.
3. A certificate of occupancy that is void because a compliance date for the use or occupancy set by ordinance or the board of adjustment in accordance with the *Dallas Development Code* has passed may not be appealed under this subsection. (Ord. 26029; 26579)

**306.16 Stay pending appeal.** An appeal of an action taken or determination made by the building official under this section stays all proceedings in furtherance of the action taken or determination made that is appealed unless the building official certifies in writing to the appropriate board facts supporting the building official's opinion that a stay would cause imminent peril to life or property. Then, the proceedings may be stayed only by a restraining order granted by the district court, after notice to the building official, if due cause is shown. (Ord. 26579)

### **SECTION 307 CERTIFICATE OF APPROVAL**

**307.1 General.** If the work does not require the issuance of a certificate of occupancy, and the inspector finds the electrical installation to be in conformity with the *Dallas Electrical Code*, the inspector shall, if requested, issue to the person making the installation a certificate of approval, with a copy transmitted to the owner and the agency supplying electricity, authorizing the use of the installation and connection to the electricity supply. (Ord. 26029)

**307.2 Electrical code compliance.** Whether an electrical installation complies with the *Dallas Electrical Code* shall be determined by the chief electrical code administrator. (Ord. 26029)

### **SECTION 308 INTERFERENCE WITH EXISTING ELECTRICAL INSTALLATIONS**

**308.1 General.** An unauthorized person shall not change or alter electrical equipment in or on any structure. If in the course of the erection of a structure, electrical equipment is in such a position as to interfere with the erection or completion of the structure, notice must be immediately given to the owner or authorized person installing the electrical equipment, and the needed change must be made by the authorized person or firm. (Ord. 26029)

### **SECTION 309 CONNECTION TO ELECTRICAL SERVICE**

**309.1 General.** A person commits an offense if he makes connection to a supply of electricity, or supplies electricity to any electrical equipment for which a permit is required or that has been disconnected, unless approval has been issued by the building official authorizing the connection and use of the equipment. (Ord. 26029)

### **SECTION 310 BACKFLOW PREVENTION; INSPECTION AND FEES**

**310.1 Definitions.** In this section:

**BACKFLOW PREVENTION DEVICE** means a device or method to prevent backflow into the potable water system.

**BACKFLOW PREVENTION TESTER** means any person engaged in testing backflow prevention devices within the city.

Tab 3(b)



# Development Services

## Service First Bulletin #100

### CERTIFICATE OF OCCUPANCY PROCESS

#### PURPOSE

As a customer service initiative, the Development Services Department (DSD) created this Service First Bulletin (SFB) 100 to inform our customers of the Certificate of Occupancy (CofO) process. This new process is intended to simplify the existing requirements and facilitate faster business start-up for specific occupancy classifications and uses. This process will be effective March 1<sup>st</sup>, 2023.

#### SCOPE

The Department processes a variety of CofO application types. The following business rules will help customers understand our processes and communicate the Departmental performance goals associated with document submittal, plan review, and inspection turnaround times.

CofO Type	Application Intake Process	Plan Review Requirements	Plan Review Performance Goal	Inspection Performance Goal
Business Name Change Only (Existing CofO)	Same Day**	Non-Applicable**	Same Day	Non-Applicable
Occupancy Load Request Only (Existing CofO)		Plan review or optional inspection request	5 business days	Next business day as scheduled
Same Classification and same Use (Existing CofO)		Non-Applicable**	Non-Applicable	
Change of Classification or change of Use		**The following Classifications/Uses will require scale or dimensioned floor plans: Assembly, Educational, Hazardous Storages, Mercantile, Warehouse, Factory, Recycling Facilities, Sexually Oriented Business	5 business days	
Initial CofO Application				



***\*\*Note: The Building Official may request additional information deemed necessary including plans, diagrams, parking plans, specifications, a detailed description of the use or occupancy that will be operated, services offered/produced, and City, County, or Federal license/registration to determine minimum compliance.***

**Checklist.** The Department encourages applicants to utilize the [DSD CofO Checklist](#) as a guide when submitting. The Checklist is intended to help customers provide all the necessary documentation needed to process an application. Missing items and documents from the Checklist will result in delayed processing.

**Zoning and Parking Requirements.** As part of each CofO application the applicant will be required to submit a notarized statement indicating the intended use of space and land use. This will help staff determine the applicable land use and confirm whether the business is allowed at the requested location. It is recommended that applicants schedule a commercial consultation with our Customer Advocate Team prior to applying.

To scale or dimensioned parking site plans may be required when new CofO applications (no CofO on record) are submitted or when the occupancy classification/use change and will potentially increase parking requirements. For example, a former Tax Office (Business) space is now being occupied as a retail shop (Mercantile) or restaurant (Assembly). Parking site plans will not be required when the classification or use remain unchanged, an existing CofO is on record with the Department, and parking requirements are not expected to increase or will decrease.

DSD partners with City Departments to ensure building, fire, traffic, and community safety. As such the following classification/uses are examples of when a parking site plan may be required:

- Assembly spaces, restaurants, bars, dancehalls, etc.
- Commercial Amusement uses

**Business Name Change Only (Existing CofO).** The CofO DBA name change process is only applicable when the existing owner or tenant has a current permitted CofO on record with the Department. This request is appropriate when the current owner or tenant is not changing, the classification or use of the existing space will not change, and the applicant wishes to change their business name only. A business name change is not required by the Department if the owner or tenant remain the same. This request is typically requested by an applicant seeking to align their CofO documentation with their new business name. The fee associated with this process is \$30.00.

**Occupancy Load Request Only (Existing CofO).** The assignment of occupant load is critical to the safe use of occupied structures/spaces. Occupant loads are consistently used throughout the International Code Council Building Related Codes to design and size means of egress, determine if fire protection systems are required, ventilation rates, plumbing fixture counts, and occupancy classification.

The request for an occupant load assignment occurs when the existing owner or tenant has a current permitted CofO on record with the Department but for some reason an occupant load was not assigned by the Department at the time of initial CofO issuance.

The applicant may submit to scale or dimensioned plans, so the Department can assign an occupant load through the plan review process. The Department will perform the plan review and assign an occupant load within five (5) business days of application. As an option, the customer may request a complementary building inspection so the Department may visit and assess the occupant load. There is no fee associated with this either of these processes. This process is not intended to increase or reduce occupant loads of legally established/existing businesses.

**Same Classification and Use (Existing CofO).** The request for this CofO application occurs when a new owner or new tenant occupies a space where the former classification or use does not change, and the Department has a valid CofO on record. For example, a former Tax Office (Business) space is now being occupied as a Real-estate Broker (Business). The fee associated with this process is \$280.00 or \$401.00. The higher rate is assessed when a Health Inspection is required.

Please note, there are certain types of occupancies/businesses that will trigger the new owner or tenant to apply for a new CofO even if the classification or use does not change. The following classification/uses are examples but not limited to when a new CofO would be required. To scale or dimensioned floor plans for the following will be required along with any additional documentation to confirm building/fire safety requirements:

- Assembly Occupancies (Bars, Night Clubs, Dancehalls, etc.)
- Storage/Warehouses
- Hazardous Occupancies
- Factory/Recycling Facilities
- Sexually Oriented Businesses

**Initial or Change of Classification/Use (New CofO).** The request for this CofO application occurs when a new owner or new tenant occupies a space where there is no CofO on record with the Department or when classification/use will be changing. For example, a former Tax Office (Business) space is now being occupied as a retail shop (Mercantile).

CofO requests that require a plan review will be assigned an occupant load within five (5) business days of application once the applicant submits all required information. CofO requests that do not require a review will be assigned an occupant load at time of inspection. Inspections will be performed on the next business day as scheduled by the applicant. Once all required inspections have been performed, the owner or tenant will receive their CofO. The fee associated with this process \$280.00 or \$401.00. The higher rate is assessed when a Health Inspection is required.

**Expedited Plan Review Option.** The Department has established these performance goals to communicate with customers permitting predictability and to consistently measure permitting turnaround times. However, customers may request an expedited review. This service will be provided with the addition of an overtime plan review fee. The permit application and customer will receive higher priority for review than typically provided in the normal review process by staff who are able to work afterhours. An overtime review will be allowed at the discretion of the

Building Official and based on availability of staff. The fee for overtime plan review per speciality is \$250.00 an hour. Fees are to be paid at time of application and are non-refundable.

## **SUMMARY**

This Bulletin is intended for information purposes only and the Department reserves the right to administer the CofO process. The Building Official may request additional information deemed necessary including plans, diagrams, parking plans, specifications, a detailed description of the use or occupancy that will be operated, services offered/produced, and City, County, or Federal license/registration to determine minimum compliance. We wish to help business owners understand their CofO options as well as communicate our commitment to facilitating business start-up. If you have any questions or concerns related to this process, please feel free to email the Director at [buildingofficial@dallascityhall.com](mailto:buildingofficial@dallascityhall.com).

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# Tab 4(a)

**ARTICLE 595.**

**PD 595.**

**SOUTH DALLAS/FAIR PARK  
SPECIAL PURPOSE DISTRICT**

**SEC. 51P-595.101. LEGISLATIVE HISTORY.**

PD 595 was established by Ordinance No. 24726, passed by the Dallas City Council on September 26, 2001. (Ord. 24726)

**SEC. 51P-595.102. PROPERTY LOCATION AND SIZE.**

PD 595 is established on property generally bounded by the Union Pacific (DART) Railroad, the Southern Pacific Railroad, C.F. Hawn Freeway, the D.P.&L. Company easement, Central Expressway (S.M. Wright Freeway), the Southern Pacific Railroad, the Santa Fe Railroad, R.L. Thornton Freeway, Second Avenue, Parry Avenue, Robert B. Cullum Boulevard, Fitzhugh Avenue, Gaisford Street, and the common line between City Blocks 1820 and D/1821. PD 595 excludes the following planned development districts: 276, 320, 331, 354, 363, 477, 489, 513, 552, 557, 597, 660, 716, 729, 730, 746, 747, 764, 793, 806, 813, 849, 853, 856, 871, 892, 908, 911, 936, 1023, 1038, 1062, 1089, and 1090 and the form-base districts WMU-5 and WR-5 established in the area generally bounded by Elihu Street, Park Row Avenue, J.B. Jackson Boulevard, and Trunk Avenue. The size of PD 595 is approximately 3,324.826 acres. (Ord. Nos. 24726; 25351; 26034; 26037; 26351; 26365; 26875; 27252; 27518; 27580; 27612; 27635; 27679; 28208; 28223; 28269; 28288; 28328; 28697; 29052; 29316; 29319; 29335; 29664; 29677; 31101; 31386; 31664; 32256; 32272)

**SEC. 51P-595.103. CREATION OF SUBDISTRICTS.**

This district is divided into the following residential and nonresidential subdistricts:

- (1) Residential subdistricts.
  - (A) R-7.5(A) Single Family Subdistrict.
  - (B) R-5(A) Single Family Subdistrict.
  - (C) R-3.8(A) Single Family Subdistrict.
  - (D) D(A) Duplex Subdistrict.
  - (E) TH(1)(A) Townhouse Subdistrict.
  - (F) TH(2)(A) Townhouse Subdistrict.
  - (G) TH(3)(A) Townhouse Subdistrict.
  - (H) MF-1(A) Multifamily Subdistrict.



(I) **MF-2(A) Multifamily Subdistrict.**

(2) Nonresidential subdistricts.

(A) NC Neighborhood Commercial Subdistrict. The NC Neighborhood Commercial Subdistrict is characterized by small institutional and community service, office, and retail and personal service uses primarily serving nearby residential areas. The scale, intensity, and design of structures is similar to surrounding residential areas so as to minimize the impact on surrounding neighborhoods. Some uses are allowed only in the NC(E) Neighborhood Commercial Enhanced Subdistrict.

(B) CC Community Commercial Subdistrict. The CC Community Commercial Subdistrict is characterized by a mix of commercial and business service, institutional and community service, office, and retail and personal service uses serving both nearby residential areas and the broader South Dallas/Fair Park community. This subdistrict includes single-story and multi-story office development, large footprint buildings, and both surface parking and parking structures. Some uses are allowed only in the CC(E) Community Commercial Enhanced Subdistrict.

(C) RS-MU Regional Service Mixed Use Subdistrict. The RS-MU Regional Service Mixed Use Subdistrict is characterized by regional serving mixed use developments serving South Dallas/Fair Park and the surrounding region. This subdistrict should be located in proximity to regional transportation such as rail, light rail, freeways, and major thoroughfares. Some uses are allowed only in the RS-MU(E) Regional Service Mixed Use Enhanced Subdistrict.

(D) F Form Subdistricts. The F Form Subdistricts are characterized by mixed use developments that comply with Article XIII, "Form Districts." These subdistricts are intended to create walkable urban neighborhoods where higher-density mixed use housing types promote less dependence on the automobile. These subdistricts should be located in proximity to regional transportation such as rail, light rail, freeways, and major thoroughfares.

(E) RS-C Regional Service Commercial Subdistrict. The RS-C Regional Service Commercial Subdistrict is characterized by commercial developments providing goods and services to other businesses in South Dallas/Fair Park and the surrounding region. This subdistrict should be located in proximity to regional transportation such as rail, light rail, freeways, and major thoroughfares.

(F) RS-I Regional Service Industrial Subdistrict. The RS-I Regional Service Industrial Subdistrict is characterized by industrial developments serving South Dallas/Fair Park and the surrounding region. This subdistrict should be located in proximity to regional transportation such as rail, light rail, freeways, and major thoroughfares.

(G) P(A) Parking Subdistrict. (Ord. Nos. 24726; 28860)

**SEC. 51P-595.103.1. EXHIBITS.**

The following exhibits are incorporated into this article:

- (1) Exhibit 595A: land use chart.
- (2) Exhibit 595B: development standards summary chart. (Ord. 28860)

**SEC. 51P-595.109. USE REGULATIONS AND DEVELOPMENT STANDARDS IN THE TH(1)(A), TH(2)(A), AND TH(3)(A) TOWNHOUSE SUBDISTRICTS.**

(a) Except as provided in this section, See Section 51A-4.114, “Townhouse [TH-1(A), TH-2(A), and TH-3(A)] Districts,” for the use regulations and development standards for the TH(1)(A), TH(2)(A), and TH(3)(A) Townhouse Subdistricts.

(b) Market garden is permitted by SUP.

(c) Surface accessory remote parking is permitted by SUP for institutional uses only. Section 51A-4.324(b), which prohibits special parking in residential districts, does not apply. (Ord. Nos. 24726; 28860)

**SEC. 51P-595.110. USE REGULATIONS AND DEVELOPMENT STANDARDS IN THE MF-1(A) MULTIFAMILY SUBDISTRICT.**

(a) Except as provided in this section, See Section 51A-4.116(a), “MF-1(A) and MF-1(SAH) districts,” for the use regulations and development standards for the MF-1(A) Multifamily Subdistrict.

(b) Market garden is permitted by SUP.

(c) Surface accessory remote parking is permitted by SUP for institutional uses only. Section 51A-4.324(b), which prohibits special parking in residential districts, does not apply. (Ord. Nos. 24726; 28860)

**SEC. 51P-595.111. USE REGULATIONS AND DEVELOPMENT STANDARDS IN THE MF-2(A) MULTIFAMILY SUBDISTRICT.**

(a) Except as provided in this section, See Section 51A-4.116(b) “MF-2(A) and MF-2(SAH) districts,” for the use regulations and development standards for the MF-2(A) Multifamily Subdistrict.

(b) Market garden is permitted by SUP.

(c) Surface accessory remote parking is permitted by SUP for institutional uses only. Section 51A-4.324(b), which prohibits special parking in residential districts, does not apply. (Ord. Nos. 24726; 28860)

**SEC. 51P-595.112. USE REGULATIONS AND DEVELOPMENT STANDARDS IN THE NC NEIGHBORHOOD COMMERCIAL SUBDISTRICT.**

(a) Main uses permitted.

(1) Agricultural uses.

- Community garden.
- Market garden. [SUP]

Tab 4(b)

## SEC. 51A-4.116. MULTIFAMILY DISTRICTS.

### (a) MF-1(A) and MF-1(SAH) districts.

(1) Purpose. The MF-1(A) and MF-1(SAH) districts are composed mainly of areas containing mixtures of single family, duplex, and multifamily dwellings and certain uniformly developed multifamily dwelling sections. These districts are medium density districts and are located in certain areas close into the center of the city and at various outlying locations. The area regulations are designed to protect the residential character and to prevent the overcrowding of the land by providing minimum standards for building spacing, yards, off-street parking, and coverage. All commercial and office uses are prohibited. It is anticipated that additional areas may be designated in the MF-1(A) or MF-1(SAH) district from time to time in the future where the change is appropriate and access and utility services can reasonably accommodate these medium density dwellings. Additionally, the MF-1(SAH) district is created to encourage the provision of affordable housing.

### (2) Main uses permitted.

#### (A) Agricultural uses.

- Crop production.

#### (B) Commercial and business service uses.

None permitted.

#### (C) Industrial uses.

- Gas drilling and production. [SUP]
- Temporary concrete or asphalt batching plant. [SUP]

#### (D) Institutional and community service uses.

- Adult day care facility. [SUP]
- Cemetery or mausoleum. [SUP]
- Child-care facility. [SUP]
- Church.
- College, university or seminary. [SUP]
- Community service center. [SUP]
- Convalescent and nursing homes, hospice care, and related institutions. [RAR]
- Convent or monastery.
- Foster home.
- Hospital. [SUP]
- Library, art gallery, or museum. [SUP]
- Public or private school. [SUP]

#### (E) Lodging uses.

- Short-term rental lodging.

#### (F) Miscellaneous uses.

- Carnival or circus (temporary). [By special authorization of the building official.]

-- Temporary construction or sales office.

(G) Office uses.

None permitted.

(H) Recreation uses.

-- Country club with private membership. *[RAR]*

-- Private recreation center, club, or area. *[SUP]*

-- Public park, playground, or golf course.

(I) Residential uses.

-- College dormitory, fraternity, or sorority house.

-- Duplex.

-- Group residential facility. *[See Section 51A-4.209(3).]*

-- Handicapped group dwelling unit. *[See Section 51A-4.209(3.1).]*

-- Multifamily.

-- Retirement housing.

-- Single family.

(J) Retail and personal service uses.

None permitted.

(K) Transportation uses.

-- Transit passenger shelter.

-- Transit passenger station or transfer center. *[SUP]*

(L) Utility and public service uses.

-- Electrical substation. *[SUP]*

-- Local utilities. *[SUP or RAR may be required. See Section 51A-4.212(4).]*

-- Police or fire station. *[SUP]*

-- Radio, television, or microwave tower. *[SUP]*

-- Tower/antenna for cellular communication. *[See Section 51A-4.212(10.1).]*

-- Utility or government installation other than listed. *[SUP]*

(M) Wholesale, distribution, and storage uses.

-- Recycling drop-off container. *[See Section 51A-4.213 (11.2).]*

-- Recycling drop-off for special occasion collection. *[See Section 51A-4.213 (11.3).]*

(3) Accessory uses. As a general rule, an accessory use is permitted in any district in which the main use is permitted. Some specific types of accessory uses, however, due to their unique nature, are subject to additional regulations contained in Section 51A-4.217. For more information regarding accessory uses, consult Section 51A-4.217.



(A) The following accessory uses are not permitted in this district:

- Accessory outside display of merchandise.
- Accessory outside sales.
- Accessory pathological waste incinerator.

(B) In this district, the following accessory uses are permitted by SUP only:

- Accessory helistop.

(C) In this district, an SUP may be required for the following accessory uses:

- Accessory medical/ infectious waste incinerator. *[See Section 51A-4.217(3.1).]*

(4) Yard, lot, and space regulations. (Note: The yard, lot, and space regulations in this subsection must be read together with the yard, lot, and space regulations contained in Division 51A-4.400. In the event of a conflict between this subsection and Division 51A-4.400, Division 51A-4.400 controls.)

Except as provided in this paragraph, the following yard, lot, and space regulations apply:

(A) Front yard. Minimum front yard is 15 feet.

(B) Side and rear yard.

- (i) No minimum side and rear yard for single family structures.
- (ii) Minimum side yard for duplex structures is five feet.
- (iii) Minimum side yard for other permitted structures is 10 feet.
- (iv) Minimum rear yard for duplex structures is 10 feet.

(v) Minimum rear yard for other permitted structures is 15 feet. A minimum rear yard of 10 feet may be provided when a building site backs upon an MF, MF(A), O-1, O-2, NO, NO(A), LO, LO(A), MO, MO(A), GO, GO(A), NS, NS(A), SC, CR, RR, GR, LC, HC, CS, CA-1, CA-1(A), CA-2, CA-2(A), I-1, I-2, I-3, LI, IR, IM, mixed use, or multiple commercial district.

(C) Dwelling unit density.

(i) MF-1(A) district. No maximum dwelling unit density.

(ii) MF-1(SAH) district. Maximum dwelling unit density varies depending on whether a density bonus is obtained in accordance with Division 51A-4.900 as follows:

MAXIMUM DWELLING UNIT DENSITY (dwelling units per net acre)	
Percentage of SAH Units Provided	Dwelling Units Permitted
0%	15
5%	16
10%	17
15%	20
20%	30

(D) Floor area ratio. No maximum floor area ratio.

(E) Height.

(i) Residential proximity slope. If any portion of a structure is over 26 feet in height, that portion may not be located above a residential proximity slope originating in an R, R(A), D, D(A), TH, or TH(A) district. (See Section 51A-4.412.) Exception: Except for chimneys, structures listed in Section 51A-4.408(a)(2) may project through the slope to a height not to exceed the maximum structure height, or 12 feet above the slope, whichever is less. Chimneys may project through the slope to a height 12 feet above the slope and 12 feet above the maximum structure height.

(ii) Maximum height. Unless further restricted under Subparagraph (i), maximum structure height is 36 feet.

(F) Lot coverage.

(i) Maximum lot coverage is:

(aa) 60 percent for residential structures; and

(bb) 25 percent for nonresidential structures.

(ii) Aboveground parking structures are included in lot coverage calculations; surface parking lots and underground parking structures are not.

(G) Lot size. Minimum lot area per dwelling unit is as follows:

TYPE OF STRUCTURE	MINIMUM LOT AREA PER DWELLING UNIT
Single family	3,000 sq. ft.
Duplex	3,000 sq. ft.
Multifamily:	
No separate bedroom	1,000 sq. ft.
One bedroom	1,400 sq. ft.
Two bedrooms	1,800 sq. ft.
More than two bedrooms (Add this amount for each bedroom over two)	200 sq. ft.

(H) Stories. No maximum number of stories.

(I) Development bonuses for mixed-income housing. In an MF-1(A) district, lot coverage, lot size, and height may vary depending on whether a development bonus is obtained in accordance with Division 51A-4.1100 as follows:

(i) Height and lot coverage. Except as provided in this paragraph, the following increased height and lot coverage requirements apply:

	Set aside minimums (% of total residential units reserved in each income band, adjusted annually)	Maximum Height	Maximum Lot coverage (residential)
	Set aside minimums (% of total residential units reserved in each income	Maximum Height	Maximum Lot coverage (residential)

	band, adjusted annually)		
MVA Categories A, B, C	5% at Income band 3;	51 ft.	80%
	5% at Income band 3; and 5% at Income band 2	66 ft.	80%
	5% at Income band 3; 5% at Income band 2; and 5% at Income band 1	85 ft.	85%
MVA Categories D, E, F	5% at Income band 2;	51 ft.	80%
	10% at Income band 2	66 ft.	80%
	10% at Income band 2; and 5% at Income band 1	85 ft.	85%
MVA Categories G, H, I	5% at Income band 1	85 ft.	85%

(ii) Residential proximity slope. In addition to the items listed in Section 51A-4.408 (a)(2)(A), the following additional items may project through the residential proximity slope to a height not to exceed the maximum structure height, or four feet above the slope, whichever is less:

- (aa) railings;
- (bb) parapet walls;
- (cc) trellises; and
- (dd) structures such as wind barriers, wing walls, and patio dividing walls.

(iii) No minimum lot area per dwelling unit. No minimum lot area per dwelling unit is required for qualifying developments.

(iv) Developments with transit proximity. For a development with transit proximity as defined in Section 51A-4.1102, maximum lot coverage is 85 percent.

(v) Urban form setback. An additional 10-foot front yard setback is required for that portion of a structure above 45 feet in height.

(vi) Retirement housing. The density limits in Section 51A-4.209(b)(5.2)(E)(ii) do not apply.

(5) Off-street parking and loading. Consult the use regulations (Division 51A-4.200) for the specific off-street parking requirements for each use. Consult the off-street parking and loading regulations (Divisions 51A-4.300 et seq.) for information regarding off-street parking and loading generally.

(6) Environmental performance standards. See Article VI.

(7) Landscape regulations. See Article X.

(8) Additional provisions.

(A) Single family structure spacing. In this district, a minimum of 15 feet between each group of eight single family structures must be provided by plat.

(b) MF-2(A) and MF-2(SAH) districts.

(1) Purpose. The MF-2(A) and MF-2(SAH) districts are composed mainly of areas containing mixtures of single family, duplex, and multifamily dwellings and certain uniformly developed multifamily dwelling sections. These districts are medium density districts and are located in certain areas close into the center of the city and at various outlying locations. The area regulations are designed to protect the residential character and to prevent the overcrowding of the land by providing minimum standards for building spacing, yards, off-street parking, and coverage. All commercial and office uses are prohibited. It is anticipated that additional areas may be designated in the MF-2(A) or MF-2(SAH) district from time to time in the future where the change is appropriate and access and utility services can reasonably accommodate these medium density dwellings. Additionally, the MF-2(SAH) district is created to encourage the provision of affordable housing.

(2) Main uses permitted.

(A) Agricultural uses.

- Crop production.

(B) Commercial and business service uses.

None permitted.

(C) Industrial uses.

- Gas drilling and production. [SUP]
- Temporary concrete or asphalt batching plant. [SUP]

(D) Institutional and community service uses.

- Adult day care facility. [SUP]
- Cemetery or mausoleum. [SUP]
- Child-care facility. [SUP]
- Church.
- College, university or seminary. [SUP]
- Community service center. [SUP]
- Convalescent and nursing homes, hospice care, and related institutions. [RAR]
- Convent or monastery.
- Foster home.
- Hospital. [SUP]
- Library, art gallery, or museum. [SUP]
- Public or private school. [SUP]

(E) Lodging uses.

- Short-term rental lodging.
- Lodging or boarding house.

(F) Miscellaneous uses.

- Carnival or circus (temporary). [By special authorization of the building official.]

-- Temporary construction or sales office.

(G) Office uses.

None permitted.

(H) Recreation uses.

-- Country club with private membership. *[RAR]*

-- Private recreation center, club, or area. *[SUP]*

-- Public park, playground, or golf course.

(I) Residential uses.

-- College dormitory, fraternity, or sorority house.

-- Duplex.

-- Group residential facility. *[See Section 51A-4.209(3).]*

-- Handicapped group dwelling unit. *[See Section 51A-4.209(3.1).]*

-- Multifamily.

-- Residential hotel.

-- Retirement housing.

-- Single family.

(J) Retail and personal service uses.

None permitted.

(K) Transportation uses.

-- Transit passenger shelter.

-- Transit passenger station or transfer center. *[SUP]*

(L) Utility and public service uses.

-- Electrical substation. *[SUP]*

-- Local utilities. *[SUP or RAR may be required. See Section 51A-4.212(4).]*

-- Police or fire station. *[SUP]*

-- Radio, television, or microwave tower. *[SUP]*

-- Tower/antenna for cellular communication. *[See Section 51A-4.212(10.1).]*

-- Utility or government installation other than listed. *[SUP]*

(M) Wholesale, distribution, and storage uses.

-- Recycling drop-off container. *[See Section 51A-4.213 (11.2).]*

-- Recycling drop-off for special occasion collection. *[See Section 51A-4.213 (11.3).]*

(3) Accessory uses. As a general rule, an accessory use is permitted in any district in which the main use is permitted. Some specific types of accessory uses, however, due to their unique nature, are subject to additional



regulations contained in Section 51A-4.217. For more information regarding accessory uses, consult Section 51A-4.217.

(A) The following accessory uses are not permitted in this district:

- Accessory outside display of merchandise.
- Accessory outside sales.
- Accessory pathological waste incinerator.

(B) In this district, the following accessory uses are permitted by SUP only:

- Accessory helistop.

(C) In this district, an SUP may be required for the following accessory uses:

- Accessory medical/infectious waste incinerator. *[See Section 51A-4.217(3.1).]*

(4) Yard, lot, and space regulations. (Note: The yard, lot, and space regulations in this subsection must be read together with the yard, lot, and space regulations contained in Division 51A-4.400. In the event of a conflict between this subsection and Division 51A-4.400, Division 51A-4.400 controls.)

Except as provided in this paragraph, the following yard, lot, and space regulations apply:

(A) Front yard. Minimum front yard is 15 feet.

(B) Side and rear yard.

- (i) No minimum side and rear yard for single family structures.
- (ii) Minimum side yard for duplex structures is five feet.
- (iii) Minimum side yard for other permitted structures is 10 feet.
- (iv) Minimum rear yard for duplex structures is 10 feet.

(v) Minimum rear yard for other permitted structures is 15 feet. A minimum rear yard of 10 feet may be provided when a building site backs upon an MF, MF(A), O-1, O-2, NO, NO(A), LO, LO(A), MO, MO(A), GO, GO(A), NS, NS(A), SC, CR, RR, GR, LC, HC, CS, CA-1, CA-1(A), CA-2, CA-2(A), I-1, I-2, I-3, LI, IR, IM, mixed use, or multiple commercial district.

(C) Dwelling unit density.

(i) MF-2(A) district. No maximum dwelling unit density.

(ii) MF-2(SAH) district. Maximum dwelling unit density varies depending on whether a density bonus is obtained in accordance with Division 51A-4.900 as follows:

MAXIMUM DWELLING UNIT DENSITY (dwelling units per net acre)	
Percentage of SAH Units Provided	Dwelling Units Permitted
0%	20
5%	22

10%	24
15%	30
20%	40

(D) Floor area ratio. No maximum floor area ratio.

(E) Height.

(i) Residential proximity slope. If any portion of a structure is over 26 feet in height, that portion may not be located above a residential proximity slope originating in an R, R(A), D, D(A), TH, or TH(A) district. (See Section 51A-4.412.) Exception: Except for chimneys, structures listed in Section 51A-4.408(a)(2) may project through the slope to a height not to exceed the maximum structure height, or 12 feet above the slope, whichever is less. Chimneys may project through the slope to a height 12 feet above the slope and 12 feet above the maximum structure height.

(ii) Maximum height. Unless further restricted under Subparagraph (i), maximum structure height is 36 feet.

(F) Lot coverage.

(i) Maximum lot coverage is:

(aa) 60 percent for residential structures; and

(bb) 50 percent for nonresidential structures.

(ii) Aboveground parking structures are included in lot coverage calculations; surface parking lots and underground parking structures are not.

(G) Lot size. Minimum lot area per dwelling unit is as follows:

TYPE OF STRUCTURE	MINIMUM LOT AREA PER DWELLING UNIT
Single family	1,000 sq. ft.
Duplex	3,000 sq. ft.
Multifamily:	
No separate bedroom	800 sq. ft.
One bedroom	1,000 sq. ft.
Two bedrooms	1,200 sq. ft.
More than two bedrooms (Add this amount for each bedroom over two)	150 sq. ft.

(H) Stories. No maximum number of stories.

(I) Development bonuses for mixed-income housing. In an MF-2(A) district, lot coverage, lot size per bedroom, and height may vary depending on whether a development bonus is obtained in accordance with Division 51A-4.1100 as follows:

(i) Height and lot coverage. Except as provided in this paragraph, the following increased height and lot coverage requirements apply:

	Set aside minimums (% of total residential units reserved in each income band, adjusted annually)	Maximum Height	Maximum Lot coverage (residential)
	Set aside minimums (% of total residential units reserved in each income band, adjusted annually)	Maximum Height	Maximum Lot coverage (residential)
MVA Categories A, B, C	5% at Income band 3	51 ft.	80%
	5% at Income band 3; and 5% at Income band 2	66 ft.	80%
	5% at Income band 3; 5% at Income band 2; and 5% at Income band 1	85 ft.	85%
MVA Categories D, E, F	5% at Income band 2	51 ft.	80%
	10% at Income band 2	66 ft.	80%
	10% at Income band 2; and 5% at Income band 1	85 ft.	85%
MVA Categories G, H, I	5% at Income band 1	85 ft.	85%

(ii) Residential proximity slope. In addition to the items listed in Section 51A-4.408 (a)(2)(A), the following additional items may project through the residential proximity slope to a height not to exceed the maximum structure height, or four feet above the slope, whichever is less:

- (aa) railings;
- (bb) parapet walls;
- (cc) trellises; and
- (dd) structures such as wind barriers, wing walls, and patio dividing walls.

(iii) No minimum lot area per dwelling unit. No minimum lot area per dwelling unit is required for qualifying developments,

(iv) Developments with transit proximity. For a development with transit proximity as defined in Section 51A-4.1102, maximum lot coverage is 85 percent.

(v) Urban form setback. An additional 10-foot front yard setback is required for that portion of a structure above 45 feet in height.

(vi) Retirement housing. The density limits in Section 51A-4.209(b)(5.2)(E)(ii) do not apply.

(5) Off-street parking and loading. Consult the use regulations (Division 51A-4.200) for the specific off-street parking requirements for each use. Consult the off-street parking and loading regulations (Divisions 51A-4.300 et seq.) for information regarding off-street parking and loading generally.

(6) Environmental performance standards. See Article VI.

(7) Landscape regulations. See Article X.

(8) Additional provisions.

(A) Single family structure spacing. In this district, a minimum of 15 feet between each group of eight single family structures must be provided by plat.

(c) MF-3(A) district.

(1) Purpose. To provide for the development and protection of midrise, medium density multifamily residential dwellings built on one lot. This district is not intended to be located in areas of low density residential development.

(2) Main uses permitted.

(A) Agricultural uses.

-- Crop production.

(B) Commercial and business service uses.

None permitted.

(C) Industrial uses.

-- Gas drilling and production. *[SUP]*

-- Temporary concrete or asphalt batching plant. *[SUP]*

(D) Institutional and community service uses.

-- Adult day care facility. *[L] [SUP]*

-- Cemetery or mausoleum. *[SUP]*

-- Child-care facility. *[L] [SUP]*

-- Church.

-- College, university or seminary. *[SUP]*

-- Community service center. *[SUP]*

-- Convalescent and nursing homes, hospice care, and related institutions. *[RAR]*

-- Convent or monastery.

-- Foster home.

-- Hospital. *[SUP]*

-- Library, art gallery, or museum. *[SUP]*

-- Public or private school. *[SUP]*

(E) Lodging uses.

-- Short-term rental lodging.

-- Lodging or boarding house.

(F) Miscellaneous uses.

-- Carnival or circus (temporary). *[By special authorization of the building official.]*

Tab 4(c)



**SEC. 51A-4.205. LODGING USES.**

(1) Hotel or motel.

(A) Definition: A facility containing six or more guest rooms that are rented to occupants on a daily basis.

(B) Districts permitted:

(i) Except as otherwise provided in Subparagraphs (B)(iii) or (B)(iv), by right in MO(A), GO(A), RR, CS, LI, IR, IM, central area, MU-1, MU-1(SAH), MU-2, MU-2(SAH), MU-3, MU-3(SAH) and multiple commercial districts.

(ii) By SUP only in the CR district.

(iii) By SUP only for a hotel or motel use that has 60 or fewer guest rooms.

(iv) If an SUP is not required, RAR required in MO(A), GO(A), RR, CS, LI, IR, IM, MU-1, MU-1(SAH), MU-2, MU-2(SAH), MU-3, MU-3(SAH), and multiple commercial districts.

(C) Required off-street parking: One space for each unit for units 1 to 250; 3/4 space for each unit for units 251 to 500; 1/2 space for all units over 500; plus one space per 200 square feet of meeting room.

(D) Required off-street loading:

SQUARE FEET OF FLOOR AREA IN STRUCTURE	TOTAL REQUIRED SPACES OR BERTHS
0 to 10,000	NONE
10,000 to 50,000	1
50,000 to 100,000	2
Each additional 100,000 or fraction thereof	1 additional

(E) Additional provisions:

(i) Suite hotels may have kitchens in the guest rooms.

(1.1) Extended stay hotel or motel.

(A) Definition: A lodging facility containing six or more guest rooms, in which:

(i) 25 percent or more of the guest rooms have a kitchen that includes a sink, a full-size stove, and a full-size refrigerator (a cooking area limited to a microwave, mini-refrigerator, or cook-top does not constitute a “kitchen” for purposes of this definition); and

(ii) 10 percent or more of the guest rooms contain a sleeping area that is separated from a sitting area by a wall or partition.

(B) Districts permitted: By SUP in MO(A), GO(A), RR, CS, industrial, central area, mixed use, and multiple commercial districts.

(C) Required off-street parking: One space for each unit for units 1 to 250; 3/4 space for each unit for units 251 to 500; 1/2 space for all units over 500; plus one space per 200 square feet of floor area other than guest rooms.

(D) Required off-street loading:

SQUARE FEET OF FLOOR AREA IN STRUCTURE	TOTAL REQUIRED SPACES OR BERTHS
0 to 10,000	NONE
10,000 to 50,000	1
50,000 to 100,000	2
Each additional 100,000 or fraction thereof	1 additional

(E) Additional provisions:

(i) Amenities such as maids, laundry, concierge, meeting rooms, exercise rooms, pool, and business services (fax, internet, voice mail, courier, etc.) may only be provided to guests.

(2) Lodging or boarding house.

(A) Definition: A facility containing at least one but fewer than six guest rooms that are separately rented to occupants.

(B) Districts permitted: By right in MF-2(A), MF-2(SAH), MF-3(A), MF-4(A), RR, CS, LI, IR, and central area districts. By SUP only in CR and IM districts.

(C) Required off-street parking: One space for each guest room.

(D) Required off-street loading:

SQUARE FEET OF FLOOR AREA IN STRUCTURE	TOTAL REQUIRED SPACES OR BERTHS
0 to 10,000	NONE
10,000 to 50,000	1
50,000 to 100,000	2
Each additional 100,000 or fraction thereof	1 additional

(E) Additional provisions:

- (i) The operator of this use may serve meals to the occupants.
- (ii) This use may not have kitchens in the guest rooms.

(2.1) Overnight general purpose shelter.

(A) Definitions: In these use regulations:

(i) BED means a piece of furniture, mat, cushion, or other device on or in which a person may lie and sleep.

(ii) OVERNIGHT GENERAL PURPOSE SHELTER means an emergency lodging facility (as opposed to a residential or medical treatment facility) that provides room and board to more than four persons who are not related by blood, marriage, or adoption to the head of the household or the owner or operator of the facility, and that negotiates sleeping arrangements on a daily basis, whether or not the facility is operated for profit or charges for the services it offers. This definition does not include:

(aa) dwelling units occupied exclusively by families (Note: Dwelling units occupied exclusively by families are considered to be single family, duplex, or multifamily uses, as the case may be); or

(bb) any other use specifically defined in this chapter.

(iii) THIS USE means an overnight general purpose shelter as defined in this paragraph.

(B) Districts permitted:

(i) If this use provides shelter for 20 or less overnight guests, it is permitted by SUP only in LO(A), MO(A), GO(A), CR, RR, CS, LI, IR, central area, MU-2, MU-2(SAH), MU-3, MU-3(SAH), and multiple commercial districts.

(ii) If this use provides shelter for more than 20 overnight guests, it is permitted by SUP only in GO(A), CS, LI, IR, and central area districts.

(C) Required off-street parking: 0.0025 spaces per bed, plus one space per 200 square feet of office or program service floor area; a minimum of four spaces is required.

(D) Required off-street loading:

SQUARE FEET OF FLOOR AREA IN STRUCTURE	TOTAL REQUIRED SPACES OR BERTHS
0 to 50,000	NONE
50,000 to 150,000	1
Each additional 100,000 or fraction thereof	1 additional

(E) Additional provisions:

(i) The maximum number of overnight guests permitted under this use is:

- (aa) 20 in LO(A), MO(A), CR, RR, MU-2, MU-3, and multiple commercial districts; and
- (bb) 200 in all other cases.

(ii) The cumulative maximum number of beds permitted for all of these uses combined on building sites located wholly or partially in the central business district is 250.

(iii) The cumulative maximum number of beds permitted for all of these uses combined on building sites located wholly or partially in the area including and within one-third of a mile of the central business district is 1100.

(iv) In the event of a conflict between Subparagraphs (ii) and (iii) and the provisions of any special purpose, planned development, or conservation district ordinances, Subparagraphs (ii) and (iii) control.

- (v) This use must be spaced at least 1,000 feet away from:
  - (aa) a church;
  - (bb) a public or private elementary or secondary school;
  - (cc) any residential use listed in Section 51A-4.209 except a “college dormitory, fraternity, or sorority house”;
  - (dd) any residential district, historic overlay district, or public park; and
  - (ee) any other overnight general purpose shelter.

If this use provides shelter for more than 50 overnight guests, it must be spaced at least one-half mile from any other overnight general purpose shelter. For purposes of these use regulations, measurement is made in a straight line, without regard to intervening structures or objects, from the nearest boundary of the building site containing the overnight general purpose shelter to the nearest boundary of the building site containing the church, public or private elementary or secondary school, or residential use, or to the nearest boundary of the residential or historic overlay district or public park, whichever is applicable. The distance between overnight general purpose shelters is measured in a straight line, without regard to intervening structures or objects, between the nearest boundaries of the building sites on which the shelters are located.

- (vi) This use must be located within one-half mile of public transit.
- (vii) This use must comply with all applicable licensing requirements.
- (viii) The board of adjustment shall not establish a termination date for this use under Section 51A-4.704(a)(1).

(ix) Whenever an overnight general purpose shelter operating on city-owned land in full compliance with all applicable laws is, through no fault of its own, forced to vacate its current location as a result of the direct, positive, and affirmative action of the city, and if the requirements of this subparagraph are met, the shelter shall be permitted to relocate in any nonresidential district for a period of time of one year without applying for an SUP. The SUP requirement shall be suspended only if the proposed new building site is located a minimum of 1,000 feet from any building site containing any residential use listed in Section 51A-4.209 except a “college dormitory, fraternity, or sorority house”; and a minimum of 1,000 feet from any building site containing another shelter. All measurements shall be taken radially between the building sites in question. In addition, the shelter must obtain a certificate of occupancy and any other required licenses and approvals before it may begin operating. A shelter that relocates in accordance with this subparagraph shall not acquire any nonconforming rights during the period of suspension, and any investment made in land, buildings, or structures during that period shall be at the complete risk of the shelter that an SUP may not ultimately be granted. At or before the end of the one-year period, the shelter shall either file an application for an SUP or cease operations. A shelter that files an application for an SUP in accordance with this subparagraph may remain operating while the application is pending before the city plan commission or city council; however, if the application is denied or withdrawn, the shelter shall cease operations no later than 60 days after the date the final decision is made to deny the application, or the date the application is withdrawn, whichever is applicable.

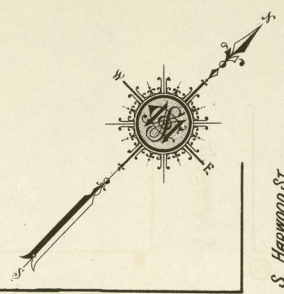
(3) Short-term rental lodging.

- (A) Definition: A full or partial rentable unit containing one or more kitchens, one or more bathrooms, and one or more bedrooms that is rented to occupants for fewer than 30 consecutive days per rental period.
- (B) Districts permitted: By right in MO(A), GO(A), multifamily, central area, mixed use, multiple commercial, and urban corridor districts.
- (C) Required off-street parking: One space per bedroom used as short-term rental lodging.
- (D) Required off-street loading: none.
- (E) Additional provisions:
  - (i) This use must comply with Chapter 42B, "Short-Term Rentals," of the Dallas City Code.
  - (ii) The number of short-term rentals in a single rentable unit may not exceed one.
  - (iii) A short-term rental must not be used as a commercial amusement (inside), commercial amusement (outside), restaurant with drive-in or drive-through service, restaurant without drive-in or drive-through service, or any other use unless it is located in a zoning district in which the use is permitted and a certificate of occupancy is issued for the use.
- (iv) Short-term rental lodging is prohibited in a multifamily structure that has received a density bonus under Division 51A-4.1100.
- (v) For purposes of this paragraph, rentable unit means one or more rooms designed to accommodate tenants containing one or more kitchens, one or more bathrooms, and one or more bedrooms. (Ord. Nos. 19455; 19786; 19873; 20038; 20493; 20920; 21663; 22139; 24857; 25435; [30890](#); [32482](#))

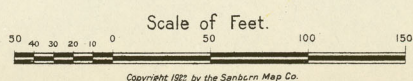
# Tab 5(a)



DUPLICATE



S. Harwood St.





Tab 5(b)

1200

1600

1185

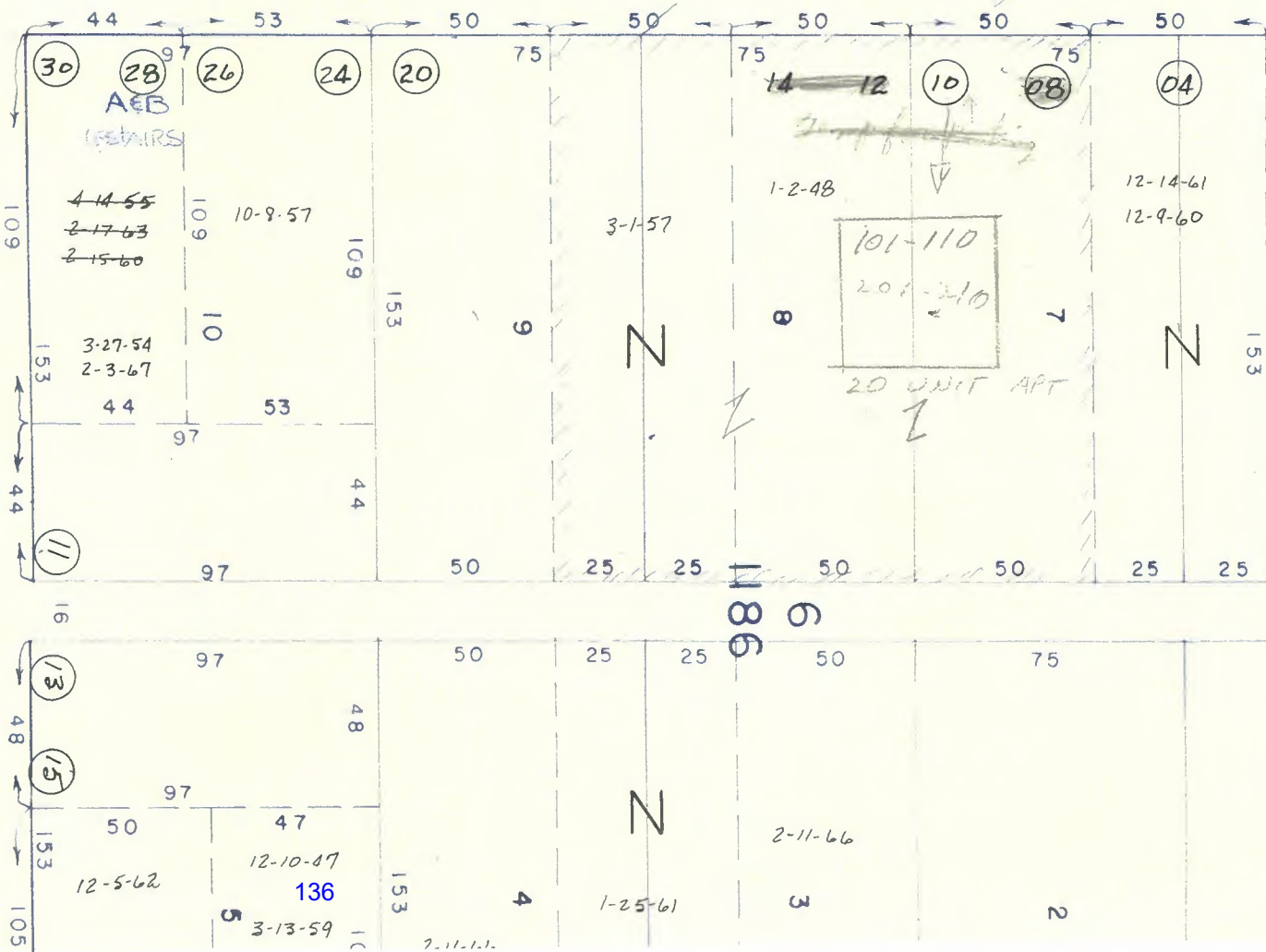
3600

X

COLONIAL (ERVAY)

3500

COOPER



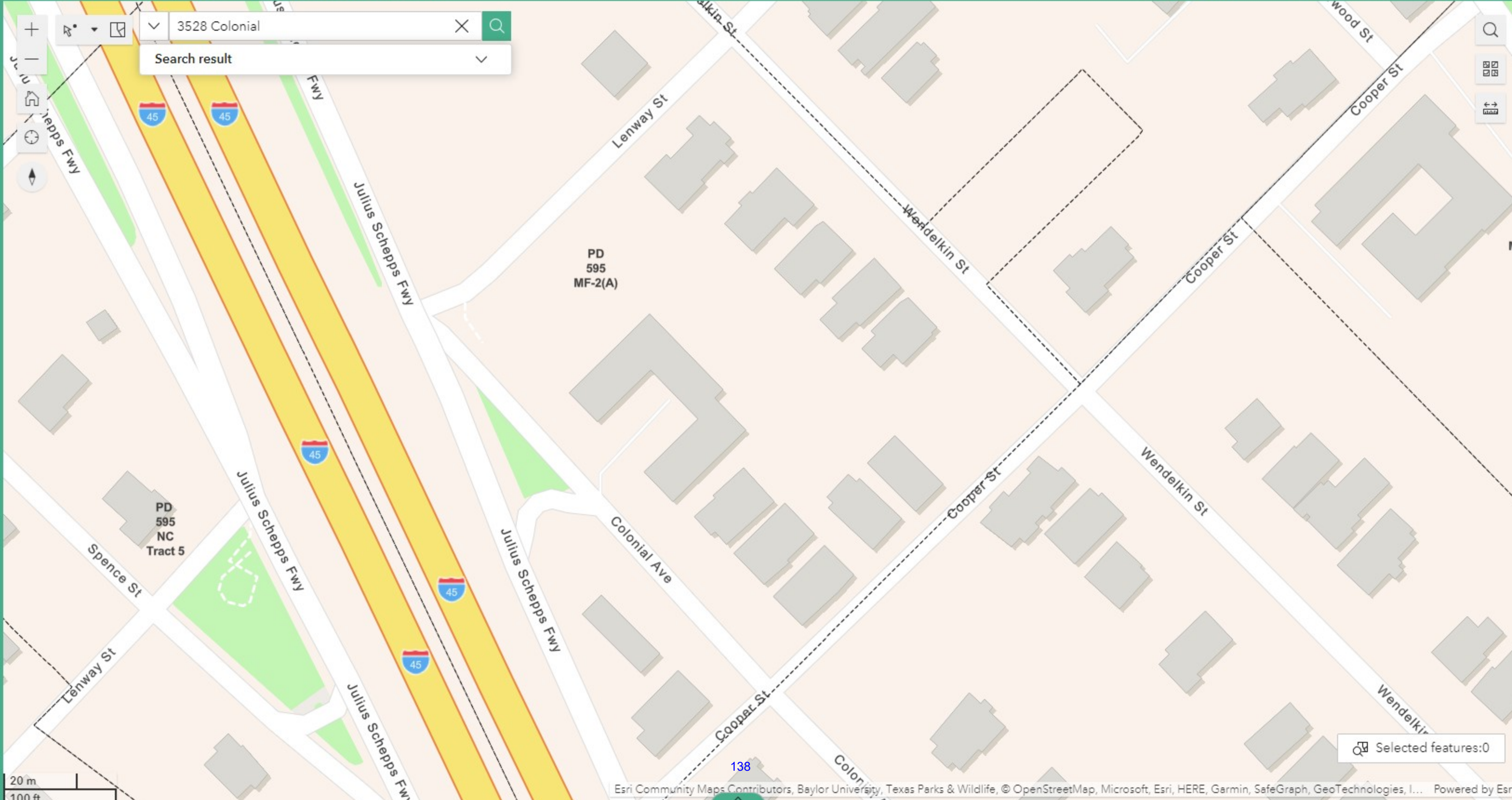
1201

1700

1186

Tab 5(c)

3528 Colonial  
Search result



PD 595 MF-2(A)

PD 595 NC Tract 5

Selected features:0



# Tab 6(a)





201700071509

DEED 1/3

**NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM ANY INSTRUMENT THAT TRANSFERS AN INTEREST IN REAL PROPERTY BEFORE IT IS FILLED FOR RECORD IN THE PUBLIC RECORDS; YOUR SOCIAL SECURITY NUMBER AND YOUR DRIVER'S LICENSE NUMBER.**

### *General Warranty Deed*

**Date:** March 13, 2017

**Grantor:** Cassandra Bryant Crawford

**Grantor's Mailing Address:**

Cassandra Bryant Crawford  
235 Dogwood Pl  
Plano , TX 75075

**Grantee's Mailing Address:**

Cassandra Bryant Crawford  
235 Dogwood Pl  
Plano , TX 75075

Isiah T Payne  
1715 Driskell St.  
Dallas, TX 75215

**Consideration:**

Cash and other goods and valuable consideration, the receipt and sufficiency of which are hereby acknowledged.

**Property (including any improvements):**

Being LOT 10 IN BLOCK 6/1186 of BELLE DOERING'S ADDITION, an addition to the City of Dallas, Dallas County, Texas according to the plat thereof recorded in the Map Records, Dallas County, Texas

Commonly known as 3528 Colonial Avenue, Dallas TX 75215

**Reservations from Conveyance:**

None




**Exceptions to Conveyance and Warranty:**

None

Grantor, for the Consideration and subject to the Reservations from Conveyance and the Exceptions to Conveyance and Warranty, grants, sells and conveys to the Grantee the Property, together with all and singular the rights and appurtenances thereto in any way belonging, to have and to hold it to Grantee and Grantee's heirs, successor, and assigns forever. Grantor binds Grantor and Grantor's heirs and successors to warrant and forever defend all and singular the Property to Grantee and Grantee's heirs, successors, and assigns against every person whomsoever lawfully, claiming or to claim the same or any part thereof, except as to the Reservations from Conveyance and the Exceptions to Conveyance and Warranty.

When the context requires, singular and pronouns including the plural.

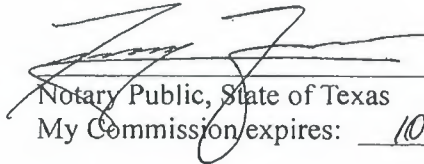
Special Clause for Cassandra Bryant Crawford: Upon Cassandra Bryant Crawford death, her 50% ownership will immediately transfer to her 5 children under the authority of Alyssa Michelle Crawford. In the event of the death of any of Ms. Bryant's children, their share of ownership passes to the living children and not to their estate without any payments required or probate necessary. All payments and agreements will continue as stipulated in the Tenancy in Common agreement executed separately by Cassandra Bryant Crawford and Isiah T. Payne dated March 13, 2017.

  
Cassandra Bryant Crawford

State of Texas        )

County of Dallas    )

This instrument acknowledged before me on 13<sup>th</sup> of March, 2017 by  
Cassandra Bryant Crawford.

  
Notary Public, State of Texas  
My Commission expires: 10/21/2018

**AFTER RECORDING RETURN TO:**

Cassandra Bryant Crawford  
235 Dogwood Pl  
Plano , TX 75075





THE STATE OF TEXAS  
COUNTY OF DALLAS

I hereby certify that the above and foregoing is a full, true, and correct photographic copy of the original record now in my lawful custody and possession, filed on the date stamped thereon and as the same is recorded in the Recorder's Records in my office under the volume and page or Instrument # stamped thereon.  
I hereby certify on

APR 12 2023



COUNTY CLERK, Dallas County, Texas

By  Deputy

Tab 6(b)

## Residential Account #000014341000000

[Location](#)
[Owner](#)
[Legal Desc](#)
[Value](#)
[Main Improvement](#)
[Additional Improvements](#)
[Land](#)
[Exemptions](#)  
[Estimated Taxes](#)
[History](#)

### Property Location (Current 2024)

**Address:** 3528 COLONIAL AVE  
**Neighborhood:** 1DSA10  
**Mapsc0:** 46-W (DALLAS)

**DCAD Property Map**

**2023 Appraisal Notice**

### Electronic Documents (ENS)



**Print Homestead Exemption Form**

### Owner (Current 2024)

CRAWFORD CASSANDRA BRYANT &  
 PAYNE ISIAH T  
 3528 COLONIAL AVE  
 DALLAS, TEXAS 752150000

### Multi-Owner (Current 2024)

Owner Name	Ownership %
CRAWFORD CASSANDRA BRYANT &	50%
PAYNE ISIAH T	50%

### Legal Desc (Current 2024)

- 1: W C & B DOERING
- 2: BLK 6/1186 PT LOT 10
- 3:
- 4: INT201700071509 DD03132017 CO-DC
- 5: 1186 006 01000 1DA1186 006

**Deed Transfer Date:** 3/13/2017

### Value

2023 Certified Values	
<b>Improvement:</b>	\$132,140
<b>Land:</b>	+ \$48,220
<b>Market Value:</b>	= \$180,360
<b>Capped Value:</b> \$69,879	
<b>Revaluation Year:</b>	2023
<b>Previous Revaluation Year:</b>	2022

### ARB Hearing

**Hearing Info:** R-09/20/2023 2:30 PM





**Main Improvement (Current 2024)**

<b>Building Class</b>	03	<b>Construction Type</b>	FRAME	<b># Baths (Full/Half)</b>	2/ 0
<b>Year Built</b>	1916	<b>Foundation</b>	PIER AND BEAM	<b># Kitchens</b>	2
<b>Effective Year Built</b>	1916	<b>Roof Type</b>	GABLE	<b># Bedrooms</b>	4
<b>Actual Age</b>	108 years	<b>Roof Material</b>	COMP SHINGLES	<b># Wet Bars</b>	0
<b>Desirability</b>	GOOD	<b>Fence Type</b>	CHAIN	<b># Fireplaces</b>	0
<b>Living Area</b>	3,252 sqft	<b>Ext. Wall Material</b>	FRAME	<b>Sprinkler (Y/N)</b>	N
<b>Total Area</b>	3,252 sqft	<b>Basement</b>	NONE	<b>Deck (Y/N)</b>	N
<b>% Complete</b>	100%	<b>Heating</b>	GAS HEATERS	<b>Spa (Y/N)</b>	N
<b># Stories</b>	TWO STORIES	<b>Air Condition</b>	WINDOW	<b>Pool (Y/N)</b>	N
<b>Depreciation</b>	45%			<b>Sauna (Y/N)</b>	N

## Additional Improvements (Current 2024)

No Additional Improvements.

### Land (2023 Certified Values)

#	State Code	Zoning	Frontage (ft)	Depth (ft)	Area	Pricing Method	Unit Price	Market Adjustment	Adjusted Price	Ag Land
1	MFR - DUPLEXES	PLANNED DEVELOPMENT DISTRICT	44	109	4,822.0000 SQUARE FEET	STANDARD	\$10.00	0%	\$48,220	N

**\* All Exemption information reflects 2023 Certified Values. \***

### Exemptions (2023 Certified Values)

	City	School	County and School Equalization	College	Hospital	Special District
<b>Taxing Jurisdiction</b>	DALLAS	DALLAS ISD	DALLAS COUNTY	DALLAS COLLEGE	PARKLAND HOSPITAL	UNASSIGNED
<b>HOMESTEAD EXEMPTION</b>	\$6,987	\$34,939	\$6,987	\$6,987	\$6,987	\$0
<b>Taxable Value</b>	\$62,892	\$34,940	\$62,892	\$62,892	\$62,892	\$0

### Exemption Details

### Estimated Taxes (2023 Certified Values)

	City	School	County and School Equalization	College	Hospital	Special District
<b>Taxing Jurisdiction</b>	DALLAS	DALLAS ISD	DALLAS COUNTY	DALLAS COLLEGE	PARKLAND HOSPITAL	UNASSIGNED
<b>Tax Rate per \$100</b>	\$0.7357	\$1.184935	\$0.217946	\$0.110028	\$0.2358	N/A
<b>Taxable Value</b>	\$62,892	\$34,940	\$62,892	\$62,892	\$62,892	\$0
<b>Estimated Taxes</b>	\$462.70	\$414.02	\$137.07	\$69.20	\$148.30	N/A
<b>Tax Ceiling</b>	N/A	N/A	N/A	N/A	N/A	N/A
<b>Total Estimated Taxes:</b>						<b>\$1,231.28</b>

**DO NOT PAY TAXES BASED ON THESE ESTIMATED TAXES.** You will receive an **official tax bill** from the appropriate agency when they are prepared. Please note that if there is an Over65 or Disabled Person **Tax Ceiling** displayed above, **it is NOT reflected** in the Total Estimated Taxes calculation provided. Taxes are collected by the agency sending you the **official tax bill**. To see a listing of agencies that collect taxes for your property. [Click Here](#)

The estimated taxes are provided as a courtesy and should not be relied upon in making financial or other decisions. The Dallas Central Appraisal District (DCAD) does not control the tax rate nor the amount of the taxes, as that is the responsibility of each Taxing Jurisdiction. Questions about your taxes should be directed to the appropriate taxing jurisdiction. We cannot assist you in these matters. These tax estimates are calculated by using the most current certified taxable value multiplied by the most current tax rate. **It does not take into account other special or unique tax scenarios, like a tax ceiling, etc..** If you wish to calculate taxes yourself, you may use the [Tax Calculator](#) to assist you.

History

[History](#)

# Tab 7

MEMORANDUM OF  
ACTION TAKEN BY THE  
BOARD OF ADJUSTMENT  
Date 3/23/54  
Applied - ~~Granted~~ - Denied

Chairman

**BUILDING INSPECTORS REPORT**

2/18/54

I hereby certify that **F. E. Stevenson**

did apply for a permit to **convert an upstairs open porch, 8' x 30', into 2 kitchens and 2 baths, thereby converting a two story duplex into a three family apartment**

at number **3528-30 Colonial Ave. SEAT.**

The permit was denied on the following grounds:

**Insufficient lot width. zoning Ordinance requires a lot width of 50'. Applicant's lot is 49' wide. zoning Ordinance requires a lot area of 6,000 square feet for apartment use. Applicant's lot has only 5,183 square feet. Enclosing front porch will extend the building 8' into the front yard. Applicant requests a 3' lot width variance, an 877 square foot lot area variance and an 8' front yard variance.**

**BUILDING INSPECTION DIVISION**

*Cecil A. Farrell*

**BY Cecil A. Farrell  
Chief, Div. of Bldg. Insp.**

**RAW:lg**



his opinion was the same as Mr. Newman's and that the traffic is such that there is a lot of noise. Mr. Newman stated that the lot is not being used. Mr. Newman continued in saying that he has lived in this location about 16 years while his wife has been living there about 25 or 30 years. Also realize that Mr. Lake's lot has not been used for a number of years. Mr. Lake stated that he was surprised to hear the neighbors complain. Mr. Powell stated that you could make it strictly a parking lot. Mr. Lake stated that he hoped the Board would see fit to grant this appeal. It was moved by Mr. Powell that we take this under advisement and hear it at our next meeting. Seconded by Mrs. Kelman and unanimously carried.

EXECUTIVE SESSION

A motion was made by Mr. Anderson in Case #6080 that permit be granted provided that proper screening on both sides, separated completely with fence except the entrance on Holmes Street, used for parking only, no service of food and put screening heavily especially north side, hard surfaced. Seconded by Mr. Powell and unanimously carried.

#6081 - Mrs. Henryette Robinson by F. B. Stevenson, 3528-3530 Colonial Avenue

Application is for permit to convert upstairs open porch, 8'x30, into 2 kitchens and 2 baths, thereby converting two-story duplex in a three family apartment; requesting 3' lot width variance, 877 square foot lot area variance and 8' front yard variance. Permit had been denied by the Building Inspector as the applicant is not meeting the lot width, lot area and front yard requirements of the Zoning Ordinance. Hearing set for this date was called and Mr. Stevenson was present and sworn in by Mr. Pickle, Assistant to the Board. One letter received in favor, two in opposition. Mr. Stevenson stated that the main reason was that the porch is deteriorating and rotting out and trying to make this into rentable property; also don't think we are crowding the lot; that there is one apartment downstairs and two upstairs in this building at present and we are going to have another, if granted permission, which will make four apartments. Mr. Powell stated that he would be coming out in front of the neighbors and this will change the building line in the block. It was moved by Mr. Powell that the application be denied upon the grounds that he is overbuilding the area, changing the building line and not providing parking. Seconded by Mr. Anderson and unanimously carried.

#6082 - Custas Booziotis by Milton S. Lindle, 8726 Garland Road

Application is for permit to convert 10'x15' one-story wood frame building into wash house with 1 slop sink, 1 floor drain and laundry tray or 1 washing machine; requesting permit on grounds of non-conforming use. Permit had been denied by the Building Inspector as the Zoning Ordinance does not authorize such use in a LR-3 and R-7.5 zoned area. Hearing set for this date was called and Messrs. Custas Booziotis and Milton Lindle were present and sworn in by Mr. Pickle. Assistant to the Board. Two letters received in opposition, none in favor. The building would be fixed up, new doors put in and similar material. This was started in 1930. This established a non-conforming building be repaired.

ce,  
ce,  
te  
out  
or  
rice  
s lot



3528-3530 Carbonium  
Wor. Department # 6081  
to Board of Adjustment  
to commit to all  
3. Annals apartment  
K. required lot area  
and front yard  
variance  
of 150 sq. ft.



FIELD REPORT  
Pre-inspection

Inspector Atkins Date 1/17/67

Location 3528-30 Colonial Ave

Pre-inspection of the above premises is necessary prior to issuance of Building Permit for Alterations, Additions, Changes or Conversion; including the installation of Electrical and Plumbing work or other Mechanical Improvements as requested on attached application for Building Permit.

Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plans Attached \_\_\_\_\_ Permit Clerk \_\_\_\_\_

Inspector's Report Issue permit for required repairs as per attached letter.

Date 2/2/67 Signed Allen W. Atkins

Notes \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_ Signed \_\_\_\_\_



January 17, 1957

Mr. Marion A. Mitchell  
12206 Bellafonte Drive  
Dallas, Texas

Re: 3526-30 Colonial Avenue

Dear Sir:

A recent inspection has been made at the above mentioned address in regard to issuing an Occupancy Record Card, and we find it will be necessary for you to do the following to make your property comply with Section 27 of the Revised Code of Civil and Criminal Ordinances, City of Dallas (Minimum Housing Standards Ordinance):

- 20<sup>02</sup> 1. Make the downstairs bath and toilet room reasonably impervious to water.
- 41<sup>00</sup> 2. Repair or replace screens as necessary to make all openings fire-tight (14 locations).
- 30<sup>01</sup> 3. Replace glass now broken or missing in windows and doors (1 location).
- 57<sup>02</sup> 4. Repair deteriorated ceiling located in the downstairs bath and toilet room.
- 20<sup>01</sup> 5. Repair or replace deteriorated steps located at the rear of the structure.
- NC- 6. Remove excess, miscellaneous combustible material and debris from the garage and rear yard.
- NC- 7. Remove excessive amount of furniture and miscellaneous material, presently stored in the rear downstairs hallway, and keep hallway clear at all times for emergency exit.
- NE 8. Provide a 20 gallon capacity soda and acid type fire extinguisher (or its equivalent) for each story of the structure, same to be located in hallways where possible.

4 310<sup>00</sup> (4100) (4100)  
Before any of this work is done, a building permit must be obtained from the Building Department's Office (Room 104, Municipal Building). All work must be completed before an Occupancy Record Card can be issued.



A reinspection of the property will be made on February 20, 1967, at which time all requirements should be complied with.

Failure to abide by the stated requirements of this letter within the set time limit will result in a Citation being issued requiring your appearance in Corporation Court #3, City of Dallas.

If further information is desired, contact Mr. A. V. Nabors in the office of Urban Rehabilitation, 607 South Ervey Street, RI-6-0474 or RI-6-9711, Extension 1191.

Sincerely yours

Wm. C. McClintock

Wm. C. McClintock, Director  
Office of Urban Rehabilitation

AM:ich



BLOCK

6-1186

LOT

Pt-10-7-79-

301 MF-2 FIRE ZONE

OCCUPANCY

TYPE

S.V.P. 1167

PERMIT NO. 47887

DATE 2-6-67

USE

Residential

PERMIT FOR

Maintenance of plumbing

OWNER OF LAND

Mrs. H. Mitchell

CONTRACTOR

Same 1-17-67

APP. NO.

Plumbing

ELEC.

PLBG.

HEATING

AIR COND.

PERMIT NO.

DATE

USE

PERMIT FOR

OWNER OF LAND

CONTRACTOR

APP. NO.

ELEC.

PLBG.

HEATING

AIR COND.

P. SER.	T. SER.	FLOOR P. C.R.	T HP UP	T HP DOWN	OUT-LETS	FIX.	SIGN CIR.	ELEV. WIRE	MISC.	RANGE	AIR COND.	
W. C.	HEAT.	LAV.	H. B.	K. S.	S. S.	BATH	GR. TRAP	SHOW-ER	DR. FTS.	U-1-NALS	SAND TRAP	
LDRY. TRAY	FUR. DR.	WATER SER.	BULL HEAD	BOILERS	SEWER	FLOOR FURN.	GAS SERV.	WASH. MACH.	WALL HEAT.	CENT. HEAT.	DISH WASHER	AIR COND.

REMARKS

Colonial

3528-30



Colonial

3528-30

BUILDING PERMIT		PRE-INSP.	FON. INSP.	FA. INSP.	FINAL INSP.	CERT. OF OCC.		APPR.	VALUE
NO.	DATE					DATE			
47889	2-6-67								

BUILDING PERMIT		ELECTRICAL PERMIT		CONTRACTOR	N. F.	TEMP. TO D. P. & L.	O. F.	FINAL TO D. P. & L.
NO.	DATE	NO.	DATE					

BUILDING PERMIT		PLUMBING PERMIT		CONTRACTOR	ROUGH-IN	SEWER O. K.	GAS O. K.	FINAL
NO.	DATE	NO.	DATE					

REMARKS



*Rooming House Part.*  
**APPLICATION FOR BUILDING PERMIT AND CERTIFICATE OF OCCUPANCY**

Zoning MF-2  
 Fire Limits \_\_\_\_\_  
 OC H TC V  
 Checked and Approved by [Signature]  
 Date 2-6-67  
 San. Map Page 467

**Building Inspection Division**  
**Public Works Department**  
**CITY OF DALLAS, TEXAS**

Block No. 6/1186  
 Lot PT 10-NA *Carport*  
47x109  
 Plans Sub. \_\_\_\_\_  
 Inspector [Signature]  
 Permit No. 47885  
 Appl. No. \_\_\_\_\_

191-11/17/67  
 OK TO ISSUE  
 (6/29/67)

(Above to be filled in by Permit Clerk)  
 (Below to be filled in by Applicant)

**SUBMIT PLANS IN DUPLICATE**

To the Building Inspector:

Application is hereby made for a building permit to cover the following described work:

*Comply with req. of letter from the City of Dallas dated Jan 17, 1967, COPY ATTACHED*

(Use reverse side if necessary)

**NOTE: Permit will cover only the work requested by written application.**

Property located at (Street and Number) 3528 - 30 Colonial Ave.  
 Lot size 47 x 109 Lot PT. # 10 Block No. 6/1186  
 Owner of Land: Name Merrin A Mitchell Address 12206 Bellfonte Dr.  
 Owner of Building (if not same as owner of Lot) Same  
 Contractor: Name Same Address \_\_\_\_\_  
 Plans by \_\_\_\_\_ Address \_\_\_\_\_

Source of Water Supply: City of Dallas  Independent System \_\_\_\_\_  
 Gas  Butane \_\_\_\_\_ Private Well \_\_\_\_\_ Other \_\_\_\_\_ City Sewer

Have lot lines been determined by surveyor? \_\_\_\_\_ Is Septic Tank to be used? no  
(Must be certified if requested by the Building Inspector)

Request is made for a Certificate of Occupancy, or approval of continued use, of the above premises upon which application for Building Permit is made **WHICH PREMISES WILL BE USED FOR:**

*Rooming House*

(Give all uses to which building is to be put, using reverse side if necessary)

Cost of Plumbing & Fixtures . . . . \$	_____	Cost of Elevators . . . . .	\$	_____
Cost of Wiring & Fixtures . . . . \$	_____	Cost of Sprinkler System . . . . \$	_____	_____
Cost of Heating Equipment . . . . \$	_____	Cost of Air Conditioning . . . . \$	_____	_____
<b>COST OF ALL WORK TO BE DONE UNDER THIS PERMIT: Total Value</b>		<b>\$ <u>110.00</u></b>		

I agree to allow no work on which separate permits are required (such as elevators, stairs, partition tanks, plumbing installations, electrical work, etc.) to be done until such permits are obtained. I have carefully examined and read the completed application and know the uses to be made and current and local laws and agree that if a permit is issued, all the provisions of the City Ordinances and State Laws will be complied with, whether specified or not. I further agree to comply with all property restrictions. I am the owner of the above property or its duly authorized agent. Permission is hereby granted to enter premises and make all inspections.

Address 12206 BELLFONTE DR. Signed MERRIN A MITCHELL  
Dallas, Tex 75231  
12/11/67 By [Signature]



ROOMING HOUSE

VALID ONLY WHEN ACCOMPANIED BY FEE RECEIPT

zoning M.F.2  
 fire limits NONE  
 occupancy H  
 type const I  
 san. map page 467  
 location 3528.30 Colonial Ave  
 use Rooming House  
 permit for

DIVISION OF BUILDING INSPECTION  
PUBLIC WORKS DEPARTMENT  
CITY OF DALLAS, TEXAS  
**PERMIT**

For the Erection, Remodeling, Repairing, Demolition of Buildings or Parts thereof as provided in the Dallas Building Ordinances

Block No. 6/186  
Lot No. Bl 13-NA-Carroll  
Corner S 47x109'  
Plans Sub.  
Inspector McBorns (26)  
Permit No. 47889  
Application No.

Maintenance repairs to meet H.A.S. Ordinance Requirements - comply w/ the 1-17-67.

Corner of Land Mason A. Mitchell 12206 Bellanorte Blvd  
Corner of Improvements same

Contractor \_\_\_\_\_  
Plans by \_\_\_\_\_  
Remarks \_\_\_\_\_

Source of W.S. City of Dallas Private Well \_\_\_\_\_  
Other \_\_\_\_\_ Have L.C. Lines Been Sur. \_\_\_\_\_ Elec. \$ N/C  
Is Sepsis Tank to be used? \_\_\_\_\_ Elevator \$ \_\_\_\_\_  
Heating: \$ N/C Air Cond. \$ N/C Spkr. Sys. \$ \_\_\_\_\_  
Estimate Total Cost \$ 110 Butane \_\_\_\_\_

PUBLIC FIXT. INCLUDED  
W. Cl. \_\_\_\_\_  
Htr. \_\_\_\_\_  
Lav. \_\_\_\_\_  
H. Bibb \_\_\_\_\_  
Baths \_\_\_\_\_  
Gr. T. \_\_\_\_\_  
Shower \_\_\_\_\_  
W. Conn. \_\_\_\_\_  
Sinks \_\_\_\_\_  
Value of Pkg. \$ \_\_\_\_\_  
New Total Value \$ \_\_\_\_\_  
Add. Value \$ \_\_\_\_\_  
Final Value \$ \_\_\_\_\_

Maintenance Repairs

Foundation Insp. \_\_\_\_\_  
Framing Insp. \_\_\_\_\_  
Final Insp. 3/26/67  
Inspector N.H. [Signature]

Note: This permit issued on the basis of information furnished in the application notes by number herein, and is subject to property restrictions, provisions of the Building Code, zoning Ordinances and all other governing ordinance which must be complied with, whether or not herein specified. This permit is subject to cancellation upon notice as provided in the Building Code. This permit covers only work on private property and other work as specifically mentioned and does not include the installation of six or more tenon, screw, rollers and pivots for which a separate permit is required. It is the responsibility of the contractor to obtain permits and make all inspections.

I HEREBY ACCEPT ALL CONDITIONS YETIN ABOVE MENTIONED AND BELIEVE THAT ALL STATEMENTS HEREIN ACCORD BY ME ARE TRUE.

[Signature] Permit Clerk [Signature]



CITY OF DALLAS

TEXAS

DEPARTMENT OF URBAN REHABILITATION

March 1, 1973

Mr. Marion A. Mitchell  
12206 Bellafonte Avenue  
Dallas, Texas 75231

Re: 3528-30 Colonial Avenue  
Lot: Pt. #10, Block: 6/1186

Dear Sir:

A recent inspection has been made at the above mentioned address in regard to issuing an Occupancy Record Card, and we find it will be necessary for you to do the following to make your property comply with Ordinance #12167, Chapter #27 of the Revised Code of Civil and Criminal Ordinances, City of Dallas (Urban Rehabilitation Standards Ordinance):

Repair or replace deteriorated steps located on the east side of the structure.

Provide a platform at least as wide as the door opening thereon at all exterior doors presently without this required platform (two locations).

Repair or replace screens as necessary to make all openings fly-tight.

Replace glass now broken or missing in windows and doors.

Provide an adequate number of garbage cans with lids for this structure.

Wreck the deteriorated rear yard dwelling which presently constitutes a fire and health hazard or repair structure to City Codes.

Replace missing or deteriorated siding boards in several locations.

Paint the exterior wood portions of the structure as preventive maintenance.

Remove doors or door latches from the abandoned refrigerator(s), located on the second floor so that no child may inadvertently be trapped within same.

Install gypsum board to walls and ceilings of the closet located under the interior stairwell.



MAR 1 1973  
3528-30 COLONIAL 1729 2

Have existing fire extinguishers serviced (soda and acid type fire extinguishers must be serviced every year to assure proper operation in case of emergency).

Repair or replace the roof now leaking in several locations.

Repair deteriorated sections of the ceilings, kitchen, first floor and other ceilings damaged by roof leaks.

Make all walls, ceilings and floors located within the structure reasonably sanitary.

Replace missing access hole cover to attic area for required fire separation.

Replace missing light bulbs in all hallway areas, to provide adequate hallway illumination.

Repair the door leading to the second floor rear emergency stairway to function properly.

Provide gas wall cut offs on the kitchen range and the hot water-heater.

Before any of this work is done, an application for a building permit must be obtained from the Department of Urban Rehabilitation, 1500 West Mockingbird Lane. All required work must be completed before an Occupancy Record Card can be issued.

A reinspection of the above subject property will be made within Sixty (60) days from the date of this letter at which time full compliance with the provisions of this Ordinance will be required, or the structure must be demolished, or vacated, and is not to be used for human habitation again, until the repairs listed above have been completed.

Failure to comply with the stated requirements of this letter within the set time limit will result in a Citation being issued requiring your appearance in Corporation Court, City of Dallas.

If further information is desired, contact me in the Department of Urban Rehabilitation, 1500 West Mockingbird Lane, 630-1111, between 8:05 and 9:00 a.m. and 4:00 and 4:30 p.m.

Sincerely yours,

*106*  
*Celia Jordan*  
Allan V. Nabors *Nabors*  
Allan V. Nabors, Inspector  
Rooming, Boarding, Lodging Houses  
Department of Urban Rehabilitation

AVN:fep  
cc - Legal Department  
OPR.

DISTRIBUTION

1st WHITE - OFFICE  
 2nd WHITE - APPLICANT  
 YELLOW - TAX/WATER DEPT.  
 PINK - INSPECTOR

CITY OF DALLAS  
 TEXAS

001063A002132

DEPARTMENT OF HOUSING AND URBAN REHABILITATION  
 DIVISION OF BUILDING INSPECTION

**AUTHORIZATION**  
 VOID UNLESS VALIDATED

338 6/1186\*903 \*3350335 \*LEJ I

TYPE OF AUTHORIZATION  
**BUILDING**

DATE <b>3/28/73</b>	DESCRIPTION <b>Lodging House</b>	JOB ADDRESS <b>3528-30 Colonial Ave</b>
------------------------	-------------------------------------	--

REPAIR Lodging House to MHS per ltr March 1, 1973

CONTRACTOR <b>Marion A. Mitchell</b>	PROPERTY ADDRESS <b>12206 Bellafonte</b>	VALUE OF PROPOSED WORK <b>1,500</b>
---	---	--

BID NO. <b>6/1186</b>	SECTION <b>10*</b>	DATE <b>26</b>	STATUS <b>H</b>	PERMIT NO. <b>1131</b>	APPLICANT <b>B</b>	OWN CODE <b>A</b>	FEES <b>4.50</b>
--------------------------	-----------------------	-------------------	--------------------	---------------------------	-----------------------	----------------------	---------------------

REMARKS  
 \* Pt lot 10  
 LEJ  
 Urban Rehab

THIS AUTHORIZATION ISSUED ON THE BASIS OF INFORMATION FURNISHED IN THE APPLICATION AND IS SUBJECT TO THE PROVISIONS OF ALL GOVERNING ORDINANCES WHICH MUST BE COMPLIED WITH, WHETHER OR NOT HEREIN SPECIFIED. THIS AUTHORIZATION IS SUBJECT TO CANCELLATION UPON NOTICE.

For Inspections Call 630-2435 or Your District Inspector

FIRE ZONE DIST. 26 ZONING BLK 6/1186 LOT 10 OCC TC DATE 3/29/73  
 CODE BU-1131 USE Lodging House DESC. WK Repair Lodging House to MHS PLANS

ROUTE TO	✓	DATE	CHKD	DATE	REMARKS
PRE-INSPECTION					as per letter of March 1, 1973
ZONING					
BUILDING					
ELECTRICAL					
MECHANICAL					
PLUMBING					
TRAFFIC					
WATER					
HEALTH					
FIRE MARSHALL					
MAPS & PLATS					

OWNER Marion A. Mitchell		ADDRESS				REMARKS				
CONTRACTOR	DATE	NSP	BY	DATE						
BLDG Marion A. Mitchell	3/28/73	BLDG	AM	6-7-73						
ELEC		ELEC								
ELEC		ELEC								
ELEC		ELEC								
PLBG		PLMB								
PLBG		PLMB								
MECH		MECH			ELECTRICAL	PLUMBING	MECHANICAL			
MECH		MECH			BLDG NOS.	DATE	BLDG NOS.	DATE	BLDG NOS.	DATE
		FIRE			C.O. ONLY		APPL DATE			
		HLTH			C.O. BY		DATE			

Colonial Avenue 3528-30

December 19, 1973

Mr. Marion A. Mitchell  
12206 Bellafonte Avenue  
Dallas, Texas 75231

Re: 3528-30 Colonial Avenue

Dear Sir:

A recent inspection has been made at the above mentioned address in regard to issuing an Occupancy Record Card, and we find it will be necessary for you to do the following to make your property comply with Ordinance #12167, Chapter #27 of the Revised Code of Civil and Criminal Ordinances, City of Dallas (Urban Rehabilitation Standards Ordinance):

Repair or replace screens as necessary to make all openings fly-tight.

Replace glass now broken or missing in windows and doors.

Repair or replace deteriorated beaded ceiling, located on the rooms.

Repair the Electrical System to City Code, same to include, but not be limited to the following.

Provide a minimum of two (2) base plugs (in good working order) for each rooming unit.

Provide exit lights over or near each door leading to emergency exits. These lights to remain burning at all times that the structure is occupied.

Proper installation of all fixtures, switches, base plugs, etc.  
Safety check of all existing wiring by a licensed electrician.

Repair the plumbing system to City Code, same to include, but not be limited to the following:

Have plumbing checked by licensed plumber.

Rid the structure of all roaches and other vermin.

Replace missing light bulbs in all hallway areas, to provide adequate hallway illumination.

Move bath tub faucets to at least 2" above bath tub.



Before any of this work is done, an application for a building permit must be obtained from the Department of Urban Rehabilitation, 1500 West Mockingbird Lane. All required work must be completed before an Occupancy Record Card can be issued.

A reinspection of the above subject property will be made within Sixty (60) days from the date of this letter at which time full compliance with the provisions of this Ordinance will be required, or the structure must be demolished, or vacated, and is not to be used for human habitation again, until the repairs listed above have been completed.

Failure to comply with the stated requirements of this letter within the set time limit will result in a Citation being issued requiring your appearance in Corporation Court, City of Dallas.

If further information is desired, contact me in the Department of Urban Rehabilitation, 1500 West Mockingbird Lane, 630-1111, between 8:05 and 9:00 a.m. and 4:00 and 4:30 p.m.

Sincerely yours,

Allan V. Havors, Inspector  
Rooming, Boarding, Lodging Houses  
Department of Urban Rehabilitation

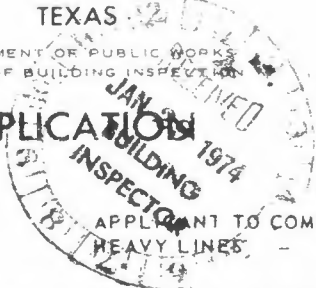
AVH:cjw  
cc - Legal Department  
GPK.

ATTACHED COPY OF LETTER TO REMAIN WITH APPLICATION

CITY OF DALLAS TEXAS

DEPARTMENT OF PUBLIC WORKS  
DIVISION OF BUILDING INSPECTION

APPLICATION



APPLICANT TO COMPLETE ALL ITEMS WITHIN  
HEAVY LINES - PLEASE PRINT OR TYPE

*Close*

FOR OFFICE USE ONLY

DATE <b>1/28/74</b>	USE (DESCRIBE USE OF PREMISES OR TYPE OF IMPROVEMENT) <b>Rooming Home</b>	JOB ADDRESS <b>3528-30 Colonial AVE</b>
DESCRIPTION OF WORK <b>Comply with the letter from the city of Dallas (Kebab) dated 12/19/73 - (copy attached)</b>		
OWNER OR TENANT <b>Mr. Marion D. Mitchell</b>	ADDRESS OF OWNER OR TENANT IF DIFFERENT FROM JOB ADDRESS <b>12206 Bellafonte Ave</b>	
CONTRACTOR WHO WILL PERFORM WORK DESCRIBED ABOVE <b>Same</b>	BUSINESS ADDRESS OF CONTRACTOR <b>11</b>	VALUE OF PROPOSED WORK <b>325.00</b>
I HAVE CAREFULLY READ THE COMPLETED APPLICATION AND KNOW THE SAME IS TRUE AND CORRECT AND HEREBY AGREE THAT IF AN AUTHORIZATION IS ISSUED, ALL PROVISIONS OF THE CITY ORDINANCES AND STATE LAWS WILL BE COMPLIED WITH WHETHER HEREIN SPECIFIED OR NOT. I AGREE TO COMPLY WITH ALL PROPERTY RESTRICTIONS. I AM THE OWNER OF THE ABOVE PROPERTY OR HIS DULY AUTHORIZED AGENT. PERMISSION IS HEREBY GRANTED TO ENTER PREMISES AND MAKE ALL INSPECTIONS.		
APPLICANT'S SIGNATURE <b>X Marion D. Mitchell</b>		PHONE <b>235-6098</b>
MAIL AUTHORIZATION TO <b>A 12206 BELLAFONTE AVE, ZIP 75231</b>		NOTIFY WHEN READY <input type="checkbox"/>

BELOW FOR OFFICE USE ONLY

BLOCK <b>4186</b>	LOT <b>1710</b>	DISTRICT <b>REMB</b>	ZONING <b>MF-2</b>	FIRE CODE <b>-</b>	TYPE CONSTRUCTION <b>IV</b>	OCCUPANCY <b>I</b>	ST. CODE <b>210</b>	ACT. CODE <b>G</b>	OWN. CODE <b>BA</b>	STORIES <b>2</b>	FEE <b>2.00</b>
BUILDING AREA	PRO. PARY	REG. PARY	LD. AREA	WATER <b>C</b>	SEWER <b>CITY</b>	BEC. PAV. <b>8</b>	BATH <b>3</b>	CIV. UTIL. <b>2</b>	TYPE HTG. <b>G</b>	SPRINKLER <b>NO</b>	ACCOUNT NUMBER

REMARKS  
**Repair necessary, before Occupancy Permit Card can be issued. (AVM)**

ROUTE TO	CH'KD	DATE	COMMENTS
PRE-INSPECTION	<input checked="" type="checkbox"/>	<b>JD</b>	<b>1/19/73</b>
ZONING			
BUILDING			
ELECTRICAL			
MECHANICAL			
PLUMBING			
TRAFFIC			
WATER			
HEALTH			
FIRE MARSHAL			
MAPS AND PLATS			
<b>Rebat</b>	<input checked="" type="checkbox"/>	<b>JD</b>	<b>1/19/73</b> <b>CG 1-29-74</b>
PROCESSED BY	<b>CLOSE</b>	<b>DD</b>	<b>1-31-74</b>

Direct all inquiries to: Division of Building Inspection 1500 W. Mockingbird Lane Phone 630-1111

DISTRIBUTION  
 1st WHITE - OFFICE  
 2nd WHITE - APPLICANT  
 YELLOW - TAX/WATER DEPT.  
 PINK - INSPECTOR

FEB 5 1974

CITY OF DALLAS  
 TEXAS

001110A023819

DEPARTMENT OF HOUSING AND URBAN REHABILITATION  
 DIVISION OF BUILDING INSPECTION

AUTHORIZATION  
 VOID UNLESS VALIDATED

TYPE OF AUTHORIZATION  
 BUILDING

4101

1234689 \*00000.00 \* DU PP II

DATE: 1/31/74 USE: Room House JOB ADDRESS: 3528-30 Colonial Ave

DESCRIPTION OF WORK  
 Repair to MHS per ltr dated 12/19/73

OWNER OR TENANT: Marion A Mitchell ADDRESS OF OWNER OR TENANT IF DIFFERENT FROM JOB ADDRESS: 12206 Bellaforte Ave

CONTRACTOR WHO WILL PERFORM WORK DESCRIBED ABOVE: Marion A Mitchell BUSINESS ADDRESS OF CONTRACTOR: 12206 Bellaforte Ave 31 VALUE OF PROPOSED WORK: 325

BLOCK	LOT	DISTRICT	ZONING	FIRE ZONE	TYPE CONST	OCCUPANCY	USE CODE	ACT CODE	OWN. CODE	STORIES	FEE
G/1186	*	26	MF-2		V-N	I	1210	G	A	2	2.00
BUILDING AREA	PRO. PARK	REQ. PARK	LOT AREA	WATER	SEWER	BED RMS.	BATHS	LIV. UNITS	TYPE HTG.	SPRINKLER	ACCOUNT NUMBER

REMARKS:  
 NM  
 Repairs necessary before occupancy can be issued card record  
 Finalized MHS 3/1/74 J.D. (REHAB)

THIS AUTHORIZATION ISSUED ON THE BASIS OF INFORMATION FURNISHED IN THE APPLICATION AND IS SUBJECT TO THE PROVISIONS OF ALL GOVERNING ORDINANCES WHICH MUST BE COMPLIED WITH, WHETHER OR NOT HEREIN SPECIFIED. THIS AUTHORIZATION IS SUBJECT TO CANCELLATION UPON NOTICE.

For Inspections Call 630-2435 or Your District Inspector

ROUTE TO	CH'KD	DATE	COMMENTS
PRE-INSPECTION	✓ JD	1/19/74	
ZONING			
BUILDING			
ELECTRICAL			
MECHANICAL			
PLUMBING			
TRAFFIC			
WATER			
HEALTH			
FIRE MARSHAL			
MAPS AND PLATS			
Rehab	✓ JD	1/19/74	see 1-29-74 LP
PROCESSED BY	CLOSE	1-31-74	

Direct all inquiries to: Division of Building Inspection 1500 W. Mockingbird Lane P.O. Box 630-1111



TYPE PERMIT

RE       CO  
 OTHER \_\_\_\_\_

BUILDING INSPECTION DIVISION  
 CITY OF DALLAS  
 PERMIT APPLICATION



DATE 11-18-99	USE OF PROPERTY SFD	ADDRESS OF PROPOSED PROJECT 3528 COLONIA I			
OWNER/TENANT MATEI BRYANT	ADDRESS 3528 Colonia I	CITY Dallas	STATE TX		
DBA (IF APPLICABLE) NA					
APPLICANT SAME	CONTR. #	[REDACTED]		COMPANY NAME NA	
ADDRESS SAME	CITY	STATE	ZIP	PHONE#	FAX#
DESCRIPTION OF PROPOSED PROJECT Need Gas Meter test and release			NEW SQ. FT.	NEW CONST. \$	
			REMODEL SQ. FT.	REMODEL \$	
			LEASE	VALUE	
			TOTAL	TOTAL \$	12
PLEASE INDICATE ALL TYPES OF WORK THAT WILL BE A PART OF THIS PROJECT BY CHECKING THE APPROPRIATE BOX AND PROVIDE CONTRACTOR/SUBCONTRACTOR INFORMATION ON THE BACK OF THIS FORM FOR THIS PROJECT.					
<input type="checkbox"/> BUILDING	<input checked="" type="checkbox"/> PLUMBING	<input type="checkbox"/> LAWN SPRINKLER	<input type="checkbox"/> FENCE	<input type="checkbox"/> SWIMMING POOL	
<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> FIRE SPKLR	<input type="checkbox"/> FLAMM. LIQUID	<input type="checkbox"/> BARRICADE	<input type="checkbox"/> FIRE ALARM	
<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> LANDSCAPE	<input type="checkbox"/> DRIVE APPROACH	<input type="checkbox"/> SIGN	<input type="checkbox"/> OTHER _____	
<input type="checkbox"/> WILL YOU SELL/SERVE ALCOHOL? <input type="checkbox"/> DO YOU HAVE A DANCE FLOOR?					
I HAVE CAREFULLY READ THE COMPLETED APPLICATION AND KNOW THE SAME IS TRUE AND CORRECT AND HEREBY AGREE THAT IF A PERMIT IS ISSUED ALL PROVISIONS OF THE CITY ORDINANCES AND STATE LAWS WILL BE COMPLIED WITH WHETHER HEREIN SPECIFIED OR NOT. I AGREE WITH ALL PROPERTY RESTRICTIONS. I AM THE OWNER OF THE ABOVE PROPERTY OR THE DULY AUTHORIZED AGENT. PERMISSION IS HEREBY GRANTED TO ENTER PREMISES AND MAKE ALL INSPECTIONS.				APPLICANTS SIGNATURE <i>Matei Bryant</i>	

BELOW FOR OFFICE USE ONLY

Land Use	Type Work	Act.	Own	OCC	Block	Lot	Base Zoning
Pd.	SUP.	DR	FP	Dry	Hist.	Type Const.	Req. Park
Lot Area	SPRKL.R.	Bdrms.	Bath	Dwl. Units	Stones	BDA	
Prtg. Agrmt.	Early Release	RAR	DIR	Spec. Insp.	LL	Airpt.	
REMARKS: Rm, 05 - Mark 991181019							

ROUTE TO	CH'KD	DATE	COMMENTS	FEE CALCUL
PRE-SCREEN				PERMIT FEE
PRE-INSP.				
ZONING				SURCHARGE
BUILDING				
ELECTRICAL				PLAN REV.
PLUMBING/MECH.	<input checked="" type="checkbox"/>	11-18-99	Homeowner permit	
HISTORICAL				POSTAGE
PUB. WORKS				
WATER				OTHER FEES
HEALTH				
FIRE				
PLANNING DEV.				
LANDSCAPE				TOTAL FEE
FINAL APPROVAL				46



BEI 2 9911181019 BUILDING INSPECTION PERMIT Password  
Status C Type PE (CO/PE) Trace #: 9911181019

3528 - COLONIAL AV - 75213 -

Land use 1111 Description: SINGLE\_FAMILY\_DWELLING  
Type work Description: GAS\_METER\_AND\_GAS\_TEST  
Act B Own A Occ Block 6 1186 / Lot 10 Base zone MF2 Pedest  
Pdd# Sup# Deed Restr Fld Pl Dry Has? Escape Airt  
Type const Reg park Pro park Lot area Sprklr  
Bdrms Bths Dw1 units Stories 02 EDA Pkg agrmt Early release  
RAR DIR Postage LL Review

Remarks OK'D\_BY\_MJ

Issue Permit N Print Invoice N  
New square feet .. Total sq/ feet  
New const \$ Remodel \$ 100 . 00 Total: 100 . 00  
Permit Fee \$: 46 . 00 Plan Rev. \$ Total Fee: 46 . 00  
Payment Receipt number 1118791020 Bal Due :  
Charge N SSN# Charge # Double Fee N Exempt N Debit

Enter=Process F1=Help F2=CONIR F3=BICOPY F4=E1 F5=RFE1 F6=HLJ  
F7=Prev F8=Next F9=BIADR F10=BIREV F11=Print F12=Return



# DALLAS CENTRAL APPRAISAL DISTRICT

P.O. BOX 560328 Dallas, Texas 75356-0328  
(214) 631-0910 or (214) 631-1342

RESIDENTIAL HOMESTEAD EXEMPTION APPLICATION FOR 1999  
No fee is charged to process this application, but it must be notarized.



00000143410000000  
BRYANT MAXEL

3528 Colonial Ave  
Dallas TX 75215

3528 Colonial Ave

DOERRINGS W C  
BLK 6/1186 PT LT 10

VOL97028/3109 DD020197 CO-DALLAS

1186 006 01000 1001186 006

### PLEASE ANSWER THE FOLLOWING QUESTIONS:

- 1.  Yes  No **Is this a rental property?** If yes, this application does not apply and need not be returned.
- 2.  Yes  No **Is your mailing address different from the above address?** If yes, explain:  
\_\_\_\_\_
- 3.  Yes  No **Are you claiming a homestead exemption on another property?** If yes, give address of other property. \_\_\_\_\_ That exemption will be removed and applied to this property. If the property is not in Dallas County, documentation from the other appraisal district must be sent with the application verifying removal.
- 4.  Yes  No **Is property owned by more than one person?** If yes, are they:  Married  Common-law married  Separate Individuals. Each separate individual must make application, if residing on the property. If not, list all separate owners and addresses of each:  
\_\_\_\_\_
- 5.  Yes  No **Is this exemption for a mobile home?**
- 6.  Yes  No **Is this a cooperative housing unit?** If yes, and you have exclusive right to occupy the unit because you own cooperative housing stock, attach documentation of ownership.

### CHECK ALL APPLICABLE BOXES.

- General Residential Homestead Exemption**
- Over-65 Exemption.** *Attach proof of age (copy of front of drivers license or birth certificate).*
- Over-65 Surviving Spouse of a person who received the over-65 Exemption.** Attach proof of your age and death certificate of spouse. Printed Spouse's name: \_\_\_\_\_ Date of Death: \_\_\_\_\_
- Disability Exemption.** Attach proof of disability. Do not check the box if applying for a Disabled Veteran Exemption. Contact this office for the Disabled Veteran Form and return it by April 30.
- Late Filing of Homestead Exemption for prior year, 1998.** Application must be received no later than 1 year from the date the taxes were paid or became delinquent, whichever is earlier.

Under Texas Penal Code Section 37.10, if you make a false statement on this application, you could be found guilty of a class A misdemeanor or a felony. By signing this application, you state that you qualified for the exemption(s) checked above and the facts in this application are true and correct. You state that you do not claim an exemption on another residence. You swear and affirm that you have read and understand the penalty for filing a false statement.

Printed Owner Name: MAXEL BRYANT

Owner Signature: Maxel Bryant Date: \_\_\_\_\_

Social Security No. 451-46-5671

Drivers License/Texas ID No. 17828362

Date of Birth 1/1  
MMDDYYYY

Phone No. ( ) - - Work. ( ) - - Home.

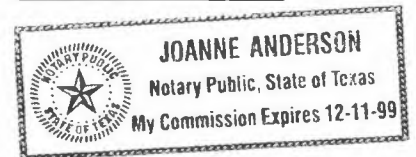
### NOTARY STATEMENT

SUBSCRIBED AND SWORN before me

this 11<sup>th</sup> day of November, 1999.

Joanne Anderson  
Notary Public State of Texas

My commission expires: 12-11-99



Dallas Central Appraisal District  
2949 North Stemmons Freeway  
Dallas, Texas 75247-6195

**APPOINTMENT OF AGENT FOR  
SINGLE-FAMILY RESIDENTIAL  
PROPERTY TAX MATTERS**

DCAD USE ONLY  
DATA ENTRY  
Agent# \_\_\_\_\_  
Date \_\_\_\_\_ Clerk \_\_\_\_\_

**Instructions:**

- In some cases, you may want to contact your appraisal district or other local taxing units for free information and/or forms concerning your case before designating an agent. You can use this form:
- To name a tax agent to represent you on property tax matters.
- To direct that tax notices be mailed to a person you name.
- Read the instructions carefully. This form will be in effect until you file another form with the appraisal district that revokes it or until you file a form that names a different agent.

<b>Step 1: Owner's Name and Address</b>	Property Owner's name <b>BRYANT MAXEL</b>	
	Mailing address <b>3528 Colonial Ave</b>	
	City, State, Zip + 4 <b>Dallas TX 75215</b>	Daytime Telephone Number <b>214-421-2919</b>

<b>Step 2: Describe the Property</b>	<input type="checkbox"/> All property listed for this owner (attach account number list).
	<input checked="" type="checkbox"/> The following property (give account numbers or legal)
	<b>00000143410000000</b>
	Continue on attached pages if needed.

<b>Step 3: Specify the Agent's Authority for Property Tax Matters</b> <small>(Skip to Step 6 if you only want to change tax notice mailing)</small>	<input type="checkbox"/> A <u>General</u> power to represent me in property tax matters concerning this property
	<input checked="" type="checkbox"/> <u>Specific</u> powers: the Agent has only the powers checked below. <ul style="list-style-type: none"> <li><input type="checkbox"/> B File notices of protest and present before the appraisal review board</li> <li><input type="checkbox"/> C Negotiate and resolve disputed tax matters</li> <li><input type="checkbox"/> D receive confidential information</li> <li><input checked="" type="checkbox"/> E file applications and negotiate for exemptions</li> <li><input checked="" type="checkbox"/> F other action (specify) <u>Receive/deposit refund checks.</u> <u>Receive correspondence concerning Homestead/O-65 application.</u></li> </ul>

<b>Step 4: Name the Agent for Property Tax Matters</b>	Agent's name <b>Karyn A. Ward, CPA</b>	Agent Code <b>M</b>
	Present mailing address <b>7522 Campbell Road, Suite 113</b>	Texas Agent License No
	City, State, Zip + 4 <b>Dallas, Texas 75248</b>	Telephone <b>972/422-5574</b>

<b>Step 5: Date the agent's authority ends</b>	Date <b>September 30, 2000</b>
	If you do not fill in a date, the agent's authority will continue indefinitely. You must file a statement revoking this form or designate a new agent to end this agent's authority. Complete Steps 6-9 if you want tax notices mailed to an agent. Skip to Step 10 if you do not want to change tax notice mailing.

<b>Step 6:</b> <b>Check if you want property tax notices mailed to an agent</b>	<input type="checkbox"/> J I want my agent to receive all my property tax notices and other communications for this property, including appraisal notices, Appraisal Review Board orders, hearing notices, tax bills, and collection notices.  <input type="checkbox"/> I want my agent to receive <u>only</u> the following: <input type="checkbox"/> K all communications from the Chief Appraiser. <input type="checkbox"/> L all orders, notices, and other communications from the ARB <input type="checkbox"/> M all tax bills and notices from all taxing entities served by the Appraisal District.  <b>NOTE: These notices can affect your legal rights. The affected offices are not required by law to send you duplicate copies.</b>				
<b>Step 7:</b> <b>Describe the Property for which tax notices will be mailed.</b>	<input type="checkbox"/> The following property (give account number or legal description)      Continue on attached pages if needed.  <input type="checkbox"/> My agent will provide a list.  <b>Note: The change of mailing address <u>only</u> affects properties you identify and notices generated after the date you file the list identifying the property with the Appraisal District.</b>				
<b>Step 8:</b> <b>Name the person who will get the notices</b>	Name of person or firm  <table border="1" data-bbox="407 1032 1479 1166"> <tr> <td data-bbox="407 1032 1015 1102">Present mailing address</td> <td data-bbox="1015 1032 1479 1102">Texas Agent License No</td> </tr> <tr> <td data-bbox="407 1102 1015 1166">City, State, Zip + 4</td> <td data-bbox="1015 1102 1479 1166">Telephone</td> </tr> </table>	Present mailing address	Texas Agent License No	City, State, Zip + 4	Telephone
Present mailing address	Texas Agent License No				
City, State, Zip + 4	Telephone				
<b>Step 9:</b> <b>Date the change of mailing ends</b>	Date:  If you do not fill in a date, tax notices will continue to be mailed to your agent indefinitely. You must file a statement revoking this form or designate a new agent to end the agent's authority.				
<b>Step 10: Sign the Form. This form must be signed by the property owner; a person the owner has specifically authorized to name tax agents; or by a corporate officer (if the owner is a corporation). A property manager or other agent should attach a copy of the document authorizing the person to designate agents.</b>					
	<table border="1" data-bbox="407 1442 1479 1702"> <tr> <td data-bbox="407 1442 1015 1698"> <b>Print Authorizing Name</b>  <i>Maxel Bryant</i>    <i>Maxel Bryant</i>  <b>Authorizing Signature</b> </td> <td data-bbox="1015 1442 1479 1698"> <input type="checkbox"/> Current Owner  <input type="checkbox"/> Previous Owner  <input type="checkbox"/> Lessee   Date the designation took effect   Title and firm name if not property owner </td> </tr> </table>	<b>Print Authorizing Name</b> <i>Maxel Bryant</i>  <i>Maxel Bryant</i> <b>Authorizing Signature</b>	<input type="checkbox"/> Current Owner <input type="checkbox"/> Previous Owner <input type="checkbox"/> Lessee  Date the designation took effect  Title and firm name if not property owner		
<b>Print Authorizing Name</b> <i>Maxel Bryant</i>  <i>Maxel Bryant</i> <b>Authorizing Signature</b>	<input type="checkbox"/> Current Owner <input type="checkbox"/> Previous Owner <input type="checkbox"/> Lessee  Date the designation took effect  Title and firm name if not property owner				
<b>* LICENSING NOTICE</b>	All tax agents representing property before the Dallas Central Appraisal District must be currently registered with the Texas Department of Licensing and Regulations.				



**PERMIT APPLICATION  
FOR  
DISTRICT OFFICE ONLY**



**NOTE**  
DO NOT SUBMIT THIS APPLICATION  
FORM TO THE PERMIT CENTER.

**CITY OF DALLAS  
BUILDING INSPECTION APPLICATION**

DATE <b>10/20/14</b>	USE OF PROPERTY <b>Residential</b>	ADDRESS OF PROPOSED PROJECT <b>3528 Colonial St Dallas TX 75215</b>			
OWNER/TENANT <b>Cassandra Bryant</b>	ADDRESS <b>3528 Colonial St</b>	CITY <b>Dallas</b>	STATE <b>TX</b>	ZIP <b>75215</b>	
APPLICANT (PRINT) <b>Cassandra Bryant</b>		CONTR.#	PIN# (IF APPLICABLE)		COMPANY NAME
ADDRESS <b>700 Dawson Dr.</b>		CITY <b>Garland</b>	STATE <b>TX</b>	ZIP <b>75040</b>	PHONE #
DESCRIPTION OF PROPOSED PROJECT <b>EW Permit / Service Release</b>					REMODEL \$
					TOTAL \$
PLEASE INDICATE ALL TYPES OF WORK THAT WILL BE PART OF THIS PROJECT BY CHECKING THE APPROPRIATE CIRCLE AND PROVIDE CONTRACTOR/SUBCONTRACTOR INFORMATION ON THE BACK OF THIS FORM FOR THIS PROJECT.					
<input type="radio"/> BUILDING <input type="radio"/> PLUMBING <input type="radio"/> DRIVE APPROACH <input checked="" type="radio"/> ELECTRICAL <input type="radio"/> BACKFLOW <input type="radio"/> BARRICADE <input type="radio"/> MECHANICAL <input type="radio"/> LAWN SPRINKLER <input type="radio"/> OTHER					
I HAVE CAREFULLY READ THE COMPLETED APPLICATION AND KNOW THE SAME IS TRUE AND CORRECT AND HEREBY AGREE THAT IF A PERMIT IS ISSUED ALL PROVISIONS OF THE CITY ORDINANCES AND STATE LAWS WILL BE COMPLIED WITH WHETHER HEREIN SPECIFIED OR NOT. I AM THE OWNER OF THE PROPERTY OR THE DULY AUTHORIZED AGENT. PERMISSION IS HEREBY GRANTED TO ENTER PREMISES AND MAKE ALL INSPECTIONS					APPLICANT SIGNATURE 

**BELOW FOR OFFICE USE ONLY**

Land Use	Type Work	Act	Own	Occ	Block	Lot	Base Zoning
Pd.	SUP	DR	FP	Dry	Hst	Type Const.	Reg Park
Pro Park	Lot Area	Sprinkler	Bdrm.	Bath	Dwt. Units	Stones	BDA
Prtg. Agrmt.	Early Release	RAR	DIR	Spec Inspec.	LL	Airtol	

**For Fax Customers Only**

Credit Card Type  
Please Circle  
VISA    MASTERCARD    AMEX

Credit Card Number: # \_\_\_\_\_

Customer No. \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Billing Zip Code: \_\_\_\_\_

REMARKS:

**1410236012**

TRADE	CH'KD	DATE	COMMENTS	FEE CALCULATIONS
BUILDING				PERMIT FEE
ELECTRICAL				
PLUMBING				SURCHARGE
MECHANICAL				
BACKFLOW				POSTAGE
LAWN SPRINKLER				
DRIVE APPROACH				OTHER FEES
BARRICADE				
OTHER				
				TOTAL <b>\$100.00</b>

**SCANNED**

**NORTHEAST  
District Office  
214-670-7278  
214-670-7282 Fax**

**NORTHWEST  
District Office  
214-671-0720  
214-243-2623 Fax**

**SOUTHEAST  
District Office  
214-670-8160  
214-670-8102 Fax**

**SOUTHWEST  
District Office  
214-948-4384  
214-948-4204 Fax**



City of Dallas

# Permit # 1410236012

Issue Date: 10/23/2014

Sustainable Construction and Development | Building Inspection Division | 214/948-4480 | www.dallascityhall.com

**Address:** 3528 COLONIAL AVE 75215

**Land Use Description:** SINGLE FAMILY DWELLING

**Work Description:** SERVICE RELEASE NO WORK

**Value Of Work:** \$1.00

**Owner Or Tenant:** BRYANT MAXEL  
3528 COLONIAL AVE , DALLAS TEXAS 752153419 UNITED STATES OF AMERICA

**Applicant:** cassandra bryant

**Contractor:**

**Business Address:**

**Telephone:** **Fax:**

Lot: 10	Block: 6/1186	Zoning: PD-595	PDD: 595	SUP:
Historic Dist:	Consv Dist: South Dalla	Pro Park:	Req Park:	Park Agrmt: N
Dwlg Units:	Stories:	New Area:	Lot Area: 4822	Total Area:
Type Const:	Sprinkler:	Occ Code:	Occ Load:	
Inches Of Removed Trees:				

ALL WORK SUBJECT TO FIELD INSPECTOR APPROVAL

This document is issued on the basis of information furnished in the application and is subject to the provisions of all governing ordinances, which must be complied with, whether or not herein specified.

**THIS DOCUMENT SHALL BE POSTED AT WORK SITE AND IS SUBJECT TO CANCELLATION UPON NOTICE.**

# Contractor's Authorization

Trade Type: Electrical

Sustainable Development and Construction | Building Inspection Division | www.dallascityhall.com

District Office SE

**Validation #:** 1410236012331  
**Address:** 3528 COLONIAL AVE 75215  
Issue Date: 10/23/2014  
Land Use Description: TWO FAMILY DWELLING  
Work Description: 3008-SERVICE RELEASE NO WORK

Authorized Date:  
Owner Or Tenant: BRYANT MAXEL  
3528 COLONIAL AVE , DALLAS TEXAS 752153419 UNITED  
STATES OF AMERICA

Applicant: cassandra bryant

Contractor:

Business Address:

Telephone:

Fax:

Lot:	10	Block:	6/1186	Zoning:	PD-595	PDD:	595	SUP:	
Historic Dist:		Consrv Dist:	South Dallas/F	Pro Park:		Req Park:		Park Agrmt:	N
Dwlg Units:		Stories:		New Area:		Lot Area:	4822	Total Area:	
Type Const:		Sprinkler:		Occ Code:		Occ Load:			

**For inspections call 214/670-5313, 24 hours. You will need your validation number 1410236012331 and one of the inspection types from the list below.**

313 Clean and Show

**Your inspector is: Charles Green at 214/670-8479**

Note: 7 AM cut-off for same day inspections!! Reinspection fees will be charged if the work is not ready or property is inaccessible. For partial inspection of area or additional assistance, call 214/670-8160 from 8 AM to 4:30 PM Monday through Friday.

DATE: 04/18/17

APPLICATION TYPE  
 REGULAR  EXPRESS

# PERMIT APPLICATION

PLEASE TYPE OR PRINT CLEARLY



City of Dallas

RE-ROOF  
 ONLY

JOB NO: (OFFICE USE ONLY)

PERMIT NO: (OFFICE USE ONLY)  
1704181106

STREET ADDRESS OF PROPOSED PROJECT <u>3528 Colonial 75215</u>		SUITE/BLDG/FLOOR NO		USE OF PROPERTY <u>RE-ROOF</u>	
APPLICANT <u>Isiah Payne</u>		ADDRESS <u>1715 Drustell</u>		CITY <u>Dallas</u>	
DBA (IF APPLICABLE)		PHONE NO <u>2143356345</u>		STATE <u>75215</u>	
E-MAIL ADDRESS (MAY BE USED FOR OFFICIAL COMMUNICATION)		CONTRACTOR-INDIVIDUAL <u>Isiah Payne</u>		CONTRACTOR NUMBER <u>BU109601 6345</u>	
CURRENT HOME REPAIR LICENSE ON FILE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		IF YES, LIST NUMBER <u>1216387</u>		PHONE NO	
E-MAIL ADDRESS (MAY BE USED FOR OFFICIAL COMMUNICATION) <u>Isiah.Payne@gmail.com</u>		PROPERTY OWNER (INDIVIDUAL CONTACT) <u>Isiah Payne</u>		ADDRESS <u>1715 Drustell</u>	
PROPERTY OWNER (COMPANY NAME)		PHONE NO		CITY <u>Dallas</u>	
E-MAIL ADDRESS (MAY BE USED FOR OFFICIAL COMMUNICATION)		STATE <u>TX</u>		ZIP CODE <u>75215</u>	

DESCRIPTION OF PROPOSED PROJECT <u>Roof Repair Removing Shingles Install them</u>	VALUATION (\$) <u>1,000</u>	NEW CONST	NEW CONST
		MFD OTHER	MFD OTHER
		REMODEL	REMODEL
		TOTAL VALUATION	TOTAL AREA (sq ft) <u>2500</u>

PLEASE INDICATE ALL TYPES OF WORK THAT WILL BE PART OF THIS PROJECT BY CHECKING THE APPROPRIATE BOX

BUILDING    PLUMBING    FENCE    DRIVE APPROACH    BACKFLOW    BARRICADE    ENERGY  
 ELECTRICAL    FIRE SPRKLR    SIGN    SWIMMING POOL    CUSTOMER SVC    GREEN    PAVING/GRADING  
 MECHANICAL    FIRE ALARM    LANDSCAPE    LAWN SPRINKLER    FLAMMABLE LIQUID    OTHER: Roof

All food service establishments require a grease interceptor to be installed on site. Is there a grease interceptor on site?  YES  NO

The following is applicable to all applications for building permits that are accepted and routed for any reviews. As required by Texas Local Government Code Section 214.904, the City of Dallas will grant (Approve) or deny your building permit application to erect or improve a building or other structure no later than the 45<sup>th</sup> day after the application is submitted. Denial of a permit application due to time constraints may be avoided by agreeing to allow the City the following additional time to review the application:

I hereby agree to a deadline of 14 days to grant or deny the permit after the date of the approval of all of the following reviews, as applicable, where the applicant has provided the plans examiners the requested corrections, plans and actions; and, the contractor has been named on the permit:

Zoning, Building Code, Electrical Code, Plumbing/Mechanical Code, Green Building Code, Health, Historical/Conservation District, Engineering/Flood Plain, Water Utilities, Fire Code, Landscaping and Aviation.

If the permit is granted (Approved) within this deadline the City will retain and/or assess all fees. If the permit is denied within this deadline, the City will retain all plan review fees and 20 percent of the permit fees. If the permit application is not granted or denied within the agreed additional time of review, the City will refund any permit fees that have been collected and the City may not collect any permit fees associated with the application.

I AGREE.    I DO NOT AGREE.

I UNDERSTAND THAT THIS PERMIT APPLICATION WILL EXPIRE IN 180 DAYS FROM THE APPLICATION DATE. I MAY REQUEST IN WRITING AN ADDITIONAL 180 DAY EXTENSION OF THE PERMIT APPLICATION PRIOR TO THE APPLICATION EXPIRATION. IF THE APPLICATION IS ALLOWED TO EXPIRE, IT MAY ONLY BE REACTIVATED BY THE FILING OF A NEW APPLICATION INCLUDING APPLICABLE PLANS AND FEES

I HAVE CAREFULLY READ THE COMPLETED APPLICATION AND KNOW THE SAME IS TRUE AND CORRECT AND HEREBY AGREE THAT IF A PERMIT IS ISSUED ALL PROVISIONS OF THE CITY ORDINANCES AND STATE LAWS WILL BE COMPLIED WITH WHETHER HEREIN SPECIFIED OR NOT. I AM THE OWNER OF THE PROPERTY OR THE DULY AUTHORIZED AGENT. PERMISSION IS HEREBY GRANTED TO ENTER PREMISES AND MAKE ALL INSPECTIONS. I ALSO AFFIRM THAT THE EMAIL ADDRESS GIVEN ABOVE MAY BE USED FOR OFFICIAL COMMUNICATION CONCERNING THIS APPLICATION AND PERMIT.

APPLICANT'S SIGNATURE <u>Isiah Payne</u>	DATE OF APPLICATION SUBMISSION <u>4-18-17</u>
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City of Dallas

# Permit # 1704181106

Issue Date: 04/18/2017

Sustainable Construction and Development | Building Inspection Division | 214/948-4480 | www.dallascityhall.com

**Address:** 3528 COLONIAL AVE 75215

**Land Use Description:** TWO FAMILY DWELLING

**Work Description:** REMOVE EXISTING ROOF AND INSTALL NEW ROOF

**Value Of Work:** \$1,000.00

**Owner Or Tenant:** ISIAH PAYNE  
1715 DRISKELL  
DALLAS TX 75215

**Applicant:** ISIAH PAYNE

**Contractor:** PAYNE, ISIAH

**Business Address:** 1715 DRISKELL, DALLAS, TX 75215

**Telephone:** 214/335-6345 **Fax:**

Lot: 10      Block: 6/1186      Zoning: PD-595      PDD: 595      SUP:

Historic Dist:      Consrv Dist: South Dalla      Pro Park:      Req Park:      Park Agrmt: N

Dwlg Units:      Stories:      New Area:      Lot Area: 4822      Total Area: 2500

Type Const: VB      Sprinkler: None      Occ Code: R3      Occ Load:

Inches Of Removed Trees:

ALL WORK SUBJECT TO FIELD INSPECTOR APPROVAL Persons performing solid waste/recycling collections including operating a vehicle transporting waste/recycling within the City of Dallas are required to obtain a Solid Waste Franchise from Sanitation Services. Ordinance 18-32 states in part that handling solid waste within the City of Dallas without a franchise is a violation of the city ordinance and may result in civil penalties of up to \$2,000 for each violation. Sanitation Services is located at 3112 Canton Street, 2nd Floor, Dallas, Texas 75226.

This document is issued on the basis of information furnished in the application and is subject to the provisions of all governing ordinances, which must be complied with, whether or not herein specified.

**THIS DOCUMENT SHALL BE POSTED AT WORK SITE AND IS SUBJECT TO CANCELLATION UPON NOTICE.**



City of Dallas

# Contractor's Authorization

Trade Type: Building

Sustainable Development and Construction | Building Inspection Division | [www.dallascityhall.com](http://www.dallascityhall.com)

District Office SE

**Validation #:** 1704181106101

**Address:** 3528 COLONIAL AVE 75215

Issue Date: 04/18/2017

Land Use Description: TWO FAMILY DWELLING

Work Description: 1001-REMOVE EXISTING ROOF AND INSTALL NEW ROOF

Authorized Date: 04/18/2017

Owner Or Tenant: ISIAH PAYNE  
1715 DRISKELL  
DALLAS TX 75215

Applicant: ISIAH PAYNE

Contractor: ISIAH PAYNE

Business Address: 1715 DRISKELL,

Telephone: 214/335-6345 Fax:

Lot: 10	Block: 6/1186	Zoning: PD-595	PDD: 595	SUP:
Historic Dist:	Consrv Dist: South Dallas	Pro Park:	Req Park:	Park Agrmt: N
Dwlg Units:	Stories:	New Area:	Lot Area: 4822	Total Area: 2500
Type Const: VB	Sprinkler: None	Occ Code: R3	Occ Load:	

**For inspections call 214/670-5313, 24 hours. You will need your validation number 1704181106101 and one of the inspection types from the list below.**

- |                                  |                  |                 |
|----------------------------------|------------------|-----------------|
| 120 Pier, Foundation, Excavation | 123 Floor Joists | 127 Frame Walls |
| 130 Frame All                    | 132 Frame Other  | 140 Final       |

**Your inspector is: Howard Middlebrook at (214) 670-6398**

Note: 7 AM cut-off for same day inspections!! Reinspection fees will be charged if the work is not ready or property is inaccessible. For partial inspection of area or additional assistance, call (214) 670-8160 from 8 AM to 4:30 PM Monday through Friday.

DATE: 11-9-17

APPLICATION TYPE  
 REGULAR  EXPRESS

# PERMIT APPLICATION

PLEASE TYPE OR PRINT CLEARLY



City of Dallas

JOB NO: (OFFICE USE ONLY)  
110760140

PERMIT NO: (OFFICE USE ONLY)  
1711091059

STREET ADDRESS OF PROPOSED PROJECT <u>3528 Colonial</u>		SUITE/BLDG/FLOOR NO		USE OF PROPERTY <u>MF/DUPLEX</u>	
APPLICANT <u>Isiah Psyke</u>	ADDRESS <u>1715 Drustell</u>	CITY <u>Dallas</u>	STATE <u>TX</u>	ZIP CODE <u>75215</u>	
DBA (IF APPLICABLE)		PHONE NO <u>2143356345</u>	E-MAIL ADDRESS (MAY BE USED FOR OFFICIAL COMMUNICATION) <u>Isiah.Psyke@gmail.com</u>		
CONTRACTOR-INDIVIDUAL <u>Isiah Psyke</u>	CONTRACTOR NUMBER <u>B4109601</u>	PIN	COMPANY NAME		
CURRENT HOME REPAIR LICENSE ON FILE? <input checked="" type="radio"/> YES <input type="radio"/> NO	IF YES, LIST NUMBER	PHONE NO <u>2143356345</u>	E-MAIL ADDRESS (MAY BE USED FOR OFFICIAL COMMUNICATION)		
PROPERTY OWNER (INDIVIDUAL CONTACT) <u>Isiah Psyke</u>	ADDRESS <u>3528 Colonial</u>	CITY <u>Dallas</u>	STATE <u>TX</u>	ZIP CODE <u>75215</u>	
PROPERTY OWNER (COMPANY NAME)		PHONE NO	E-MAIL ADDRESS (MAY BE USED FOR OFFICIAL COMMUNICATION)		

DESCRIPTION OF PROPOSED PROJECT <u>Updating, painting int, Ext Fixing Broken windows Replacing old sheet rock, Re finish floors changing doors</u>	VALUATION (\$)	NEW CONST <u>13,000</u>	CONST AREA (sq ft)	NEW CONST
		MFD OTHER		MFD OTHER
		REMODEL		REMODEL <u>yes</u>
		TOTAL VALUATION		TOTAL AREA <u>3,000 sq ft</u>

PLEASE INDICATE ALL TYPES OF WORK THAT WILL BE PART OF THIS PROJECT BY CHECKING THE APPROPRIATE BOX

BUILDING     PLUMBING     FENCE     DRIVE APPROACH     BACKFLOW     BARRICADE     ENERGY  
 ELECTRICAL     FIRE SPRKLR     SIGN     SWIMMING POOL     CUSTOMER SVC     GREEN     PAVING/GRADING  
 MECHANICAL     FIRE ALARM     LANDSCAPE     LAWN SPRINKLER     FLAMMABLE LIQUID     OTHER: Remodel

All food service establishments require a grease interceptor to be installed on site. Is there a grease interceptor on site?     YES     NO

The following is applicable to all applications for building permits that are accepted and routed for any reviews. As required by Texas Local Government Code Section 214.904, the City of Dallas will grant (Approve) or deny your building permit application to erect or improve a building or other structure no later than the 45<sup>th</sup> day after the application is submitted. Denial of a permit application due to time constraints may be avoided by agreeing to allow the City the following additional time to review the application:

I hereby agree to a deadline of 14 days to grant or deny the permit after the date of the approval of all of the following reviews, as applicable, where the applicant has provided the plans examiners the requested corrections, plans and actions; and, the contractor has been named on the permit:

Zoning, Building Code, Electrical Code, Plumbing/Mechanical Code, Green Building Code, Health, Historical/Conservation District, Engineering/Flood Plain, Water Utilities, Fire Code, Landscaping and Aviation.

If the permit is granted (Approved) within this deadline the City will retain and/or assess all fees. If the permit is denied within this deadline, the City will retain all plan review fees and 20 percent of the permit fees. If the permit application is not granted or denied within the agreed additional time of review, the City will refund any permit fees that have been collected and the City may not collect any permit fees associated with the application.

I AGREE.                       I DO NOT AGREE.

I UNDERSTAND THAT THIS PERMIT APPLICATION WILL EXPIRE IN 180 DAYS FROM THE APPLICATION DATE. I MAY REQUEST IN WRITING AN ADDITIONAL 180 DAY EXTENSION OF THE PERMIT APPLICATION PRIOR TO THE APPLICATION EXPIRATION. IF THE APPLICATION IS ALLOWED TO EXPIRE, IT MAY ONLY BE REACTIVATED BY THE FILING OF A NEW APPLICATION INCLUDING APPLICABLE PLANS AND FEES

I HAVE CAREFULLY READ THE COMPLETED APPLICATION AND KNOW THE SAME IS TRUE AND CORRECT AND HEREBY AGREE THAT IF A PERMIT IS ISSUED ALL PROVISIONS OF THE CITY ORDINANCES AND STATE LAWS WILL BE COMPLIED WITH WHETHER HEREIN SPECIFIED OR NOT. I AM THE OWNER OF THE PROPERTY OR THE DULY AUTHORIZED AGENT. PERMISSION IS HEREBY GRANTED TO ENTER PREMISES AND MAKE ALL INSPECTIONS. I ALSO AFFIRM THAT THE EMAIL ADDRESS GIVEN ABOVE MAY BE USED FOR OFFICIAL COMMUNICATION CONCERNING THIS APPLICATION AND PERMIT.

APPLICANT'S SIGNATURE 	DATE OF APPLICATION SUBMISSION <u>11-9-17</u>
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FOR OFFICE USE ONLY

STREET ADDRESS OF PROPOSED PROJECT <b>3528 Colonial</b>			SUITE/BLDG/FLOOR NO		PROJECT/PERMIT NUMBER <b>1711091059</b>			
ZONING				BUILDING		MISCELLANEOUS		
LAND USE <b>1111</b>	TYPE OF WORK <b>1004</b>	BASE ZONING <b>PD</b>	PD <b>595</b>	CONSTRUCTION TYPE <b>JB</b>	OCCUPANCY <b>R3</b>	ACTIVITY <b>B</b>	OWN <b>A</b>	
LOT <b>10</b>	BLOCK <b>6/1186</b>	REQUIRED PARKING	PROPOSED PARKING	SPRINKLER	OCCUPANT LOAD	FLOOD PLAN	AIRPORT	
LOT AREA	BDA	SUP	RAR	STORIES	DWELLING UNITS	SPECIAL INSPECTIONS	HISTORICAL	
DIR	EARLY RELEASE	DEP RESTRICTION	PARKING AGREEMENT	NUMBER BEDROOMS	NUMBER BATHROOMS	DRY	✓	
ROUTE TO	REVIEWER	DATE	APPLICATION REMARKS				FEE CALCULATIONS (\$)	
PRE-SCREEN	<b>JL</b>	<b>11/09/17</b>	<b>General Repairs/No struct</b>				PERMIT FEE	<b>\$ 127.41</b>
ZONING			<b>NO TRADES</b>				SURCHARGE	
BUILDING							PLAN REVIEW FEE	
ELECTRICAL							PREQUALIFICATION REVIEW FEE	
PLUMBING/MECHANICAL							EXPRESS PLAN REVIEW HOURLY FEE TOTAL	
GREEN BUILDING							HEALTH PERMIT APPLICATION FEE	
HEALTH							HEALTH PLAN REVIEW FEE	
HISTORICAL/CONS DIST							OTHER FEES	
ENGINEERING							OTHER FEES	
WATER							TOTAL FEE	<b>\$ 127.41</b>
FIRE								
LANDSCAPING								
AVIATION								
OTHER								
PLAN REVIEW NOTES								



City of Dallas

# Permit # 1711091059

Issue Date: 11/09/2017

Sustainable Construction and Development | Building Inspection Division | 214/948-4480 | www.dallascityhall.com

Address: **3528 COLONIAL AVE 75215**

Land Use Description: SINGLE FAMILY DWELLING

Work Description: GENERAL REPAIRS ONLY

Value Of Work: \$12,000.00

Owner Or Tenant: PAYNE, ISIAH  
3528 COLONIAL AVE , DALLAS TEXAS 752153419 UNITED STATES OF AMERICA

Applicant: ISIAH PAYNE  
Contractor: PAYNE, ISIAH  
Business Address: 1715 DRISKELL, DALLAS, TX 75215  
Telephone: 214/335-6345 Fax:

Lot: 10	Block: 6/1186	Zoning: PD-595	PDD: 595	SUP:
Historic Dist:	Consv Dist: South Dalla	Pro Park:	Req Park:	Park Agrmt: N
Dwlg Units:	Stories:	New Area:	Lot Area: 4822	Total Area: 3000
Type Const: VB	Sprinkler: None	Occ Code: R3	Occ Load:	
Inches Of Removed Trees:				

ALL WORK SUBJECT TO FIELD INSPECTOR APPROVAL

This document is issued on the basis of information furnished in the application and is subject to the provisions of all governing ordinances, which must be complied with, whether or not herein specified.

**THIS DOCUMENT SHALL BE POSTED AT WORK SITE AND IS SUBJECT TO CANCELLATION UPON NOTICE.**



City of Dallas

# Contractor's Authorization

Trade Type: Building

Sustainable Development and Construction | Building Inspection Division | www.dallascityhall.com

District Office SE

**Validation #:** 1711091059101

**Address:** 3528 COLONIAL AVE 75215

Issue Date: 11/09/2017

Land Use Description: SINGLE FAMILY DWELLING

Work Description: GENERAL REPAIRS ONLY

Authorized Date: 11/09/2017

Owner Or Tenant: PAYNE, ISIAH  
3528 COLONIAL AVE , DALLAS TEXAS 752153419 UNITED STATES OF AMERICA

Applicant: ISIAH PAYNE

Contractor: ISIAH PAYNE

Business Address: 1715 DRISKELL,

Telephone: 214/335-6345 Fax:

Lot: 10	Block: 6/1186	Zoning: PD-595	PDD: 595	SUP:
Historic Dist:	Consrv Dist: South Dallas	Pro Park:	Req Park:	Park Agrmt: N
Dwlg Units:	Stories:	New Area:	Lot Area: 4822	Total Area: 3000
Type Const: VB	Sprinkler: None	Occ Code: R3	Occ Load:	

**For inspections call 214/670-5313, 24 hours. You will need your validation number 1711091059101 and one of the inspection types from the list below.**

- |                                  |                  |                 |
|----------------------------------|------------------|-----------------|
| 120 Pier, Foundation, Excavation | 123 Floor Joists | 127 Frame Walls |
| 130 Frame All                    | 132 Frame Other  | 140 Final       |

**Your inspector is: Howard Middlebrook at (214) 670-6398**

Note: 7 AM cut-off for same day inspections!! Reinspection fees will be charged if the work is not ready or property is inaccessible. For partial inspection of area or additional assistance, call (214) 670-8160 from 8 AM to 4:30 PM Monday through Friday.



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

APPLICATION TYPE  
 REGULAR  EXPRESS

**PERMIT APPLICATION**  
 PLEASE TYPE OR PRINT CLEARLY



City of Dallas

JOB NO: (OFFICE USE ONLY) \_\_\_\_\_

PERMIT NO: (OFFICE USE ONLY)  
 1805251067

STREET ADDRESS OF PROPOSED PROJECT 528 Columbia		SUITE/BLDG/FLOOR NO		USE OF PROPERTY Boarding House	
APPLICANT Isiah Payne		ADDRESS 1715 Oriolell		CITY Dallas	STATE TX
DBA (IF APPLICABLE)		PHONE NO		E-MAIL ADDRESS (MAY BE USED FOR OFFICIAL COMMUNICATION)	
CONTRACTOR-INDIVIDUAL Isiah Payne		CONTRACTOR NUMBER		COMPANY NAME Payne Services	
CURRENT HOME REPAIR LICENSE ON FILE? <input checked="" type="radio"/> YES <input type="radio"/> NO		IF YES, LIST NUMBER		PHONE NO 2143556545	
PROPERTY OWNER (INDIVIDUAL CONTACT) Isiah Payne		ADDRESS 1715 Oriolell		CITY Dallas	STATE TX
PROPERTY OWNER (COMPANY NAME)		PHONE NO		E-MAIL ADDRESS (MAY BE USED FOR OFFICIAL COMMUNICATION)	
DESCRIPTION OF PROPOSED PROJECT Remodel old Home Change electrical Panel New Water Heater. REPAIR SHEETROCK ReFrame front door. Paint Fix Few Broken windows				VALUATION (\$)	CONST AREA (sq ft)
				NEW CONST	NEW CONST
				MFD OTHER	MFD OTHER
				REMODEL 8000	REMODEL
				TOTAL VALUATION	TOTAL AREA 3200
PLEASE INDICATE ALL TYPES OF WORK THAT WILL BE PART OF THIS PROJECT BY CHECKING THE APPROPRIATE BOX					
<input checked="" type="checkbox"/> BUILDING	<input checked="" type="checkbox"/> PLUMBING	<input type="checkbox"/> FENCE	<input type="checkbox"/> DRIVE APPROACH	<input type="checkbox"/> BACKFLOW	<input type="checkbox"/> BARRICADE
<input type="checkbox"/> ELECTRICAL	<input type="checkbox"/> FIRE SPRKLR	<input type="checkbox"/> SIGN	<input type="checkbox"/> SWIMMING POOL	<input type="checkbox"/> CUSTOMER SVC	<input type="checkbox"/> GREEN
<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> FIRE ALARM	<input type="checkbox"/> LANDSCAPE	<input type="checkbox"/> LAWN SPRINKLER	<input type="checkbox"/> FLAMMABLE LIQUID	<input type="checkbox"/> OTHER:
All food service establishments require a grease interceptor to be installed on site. Is there a grease interceptor on site? <input type="radio"/> YES <input type="radio"/> NO					
The following is applicable to all applications for building permits that are accepted and routed for any reviews. As required by Texas Local Government Code Section 214.904, the City of Dallas will grant (Approve) or deny your building permit application to erect or improve a building or other structure no later than the 45 <sup>th</sup> day after the application is submitted. Denial of a permit application due to time constraints may be avoided by agreeing to allow the City the following additional time to review the application:					
I hereby agree to a deadline of 14 days to grant or deny the permit after the date of the approval of all of the following reviews, as applicable, where the applicant has provided the plans examiners the requested corrections, plans and actions, and, the contractor has been named on the permit:					
Zoning, Building Code, Electrical Code, Plumbing/Mechanical Code, Green Building Code, Health, Historical/Conservation District, Engineering/Flood Plain, Water Utilities, Fire Code, Landscaping and Aviation.					
If the permit is granted (Approved) within this deadline the City will retain and/or assess all fees. If the permit is denied within this deadline, the City will retain all plan review fees and 20 percent of the permit fees. If the permit application is not granted or denied within the agreed additional time of review, the City will refund any permit fees that have been collected and the City may not collect any permit fees associated with the application.					
<input checked="" type="radio"/> I AGREE. <input type="radio"/> I DO NOT AGREE.					
I UNDERSTAND THAT THIS PERMIT APPLICATION WILL EXPIRE IN 180 DAYS FROM THE APPLICATION DATE. I MAY REQUEST IN WRITING AN ADDITIONAL 180 DAY EXTENSION OF THE PERMIT APPLICATION PRIOR TO THE APPLICATION EXPIRATION. IF THE APPLICATION IS ALLOWED TO EXPIRE, IT MAY ONLY BE REACTIVATED BY THE FILING OF A NEW APPLICATION INCLUDING APPLICABLE PLANS AND FEES					
I HAVE CAREFULLY READ THE COMPLETED APPLICATION AND KNOW THE SAME IS TRUE AND CORRECT AND HEREBY AGREE THAT IF A PERMIT IS ISSUED ALL PROVISIONS OF THE CITY ORDINANCES AND STATE LAWS WILL BE COMPLIED WITH WHETHER HEREIN SPECIFIED OR NOT. I AM THE OWNER OF THE PROPERTY OR THE DULY AUTHORIZED AGENT. PERMISSION IS HEREBY GRANTED TO ENTER PREMISES AND MAKE ALL INSPECTIONS. I ALSO AFFIRM THAT THE EMAIL ADDRESS GIVEN ABOVE MAY BE USED FOR OFFICIAL COMMUNICATION CONCERNING THIS APPLICATION AND PERMIT.					
APPLICANT'S SIGNATURE <i>Isiah Payne</i>				DATE OF APPLICATION SUBMISSION 5-25-18	

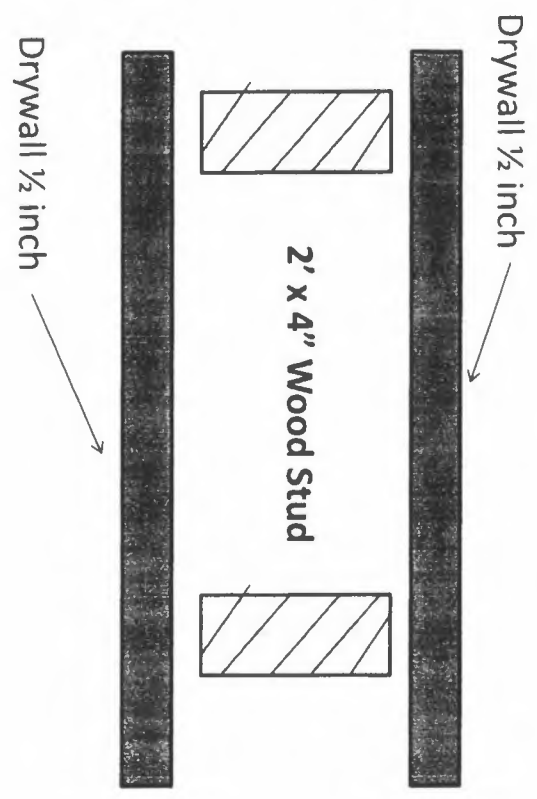
SUSTAINABLE DEVELOPMENT AND CONSTRUCTION DEPARTMENT • BUILDING INSPECTION DIVISION  
 OAK CLIFF MUNICIPAL CENTER, 320 E. JEFFERSON BLVD., ROOM 118, DALLAS, TX 75203 • TEL. NO. (214) 948-4480

REV 03-31-2017



3528 Colonial Ave  
1805251067  
5/25/18

# Wall Legend (W)





City of Dallas

# Permit # 1805251067

Issue Date: 05/25/2018

Sustainable Construction and Development | Building Inspection Division | 214/948-4480 | www.dallascityhall.com

**Address:** 3528 COLONIAL AVE 75215

**Land Use Description:** SINGLE FAMILY DWELLING

**Work Description:** INTERIOR REMODEL ONLY

**Value Of Work:** \$8,000.00

**Owner Or Tenant:** ISIAH PAYNE  
1715 DRISKELL  
DALLAS TX

**Applicant:** ISIAH PAYNE

**Contractor:** PAYNE PROPERTIES

**Business Address:** 1715 DRISKELL ST, DALLAS, TX 75215

**Telephone:** 214/335-6345 **Fax:**

Lot: 10	Block: 6/1186	Zoning: PD-595	PDD: 595	SUP:
Historic Dist:	Consv Dist: South Dalla	Pro Park:	Req Park:	Park Agrmt: N
Dwlg Units:	Stories:	New Area:	Lot Area: 4822	Total Area: 3200
Type Const: VB	Sprinkler: None	Occ Code: R3	Occ Load:	
Inches Of Removed Trees:				

ALL WORK SUBJECT TO FIELD INSPECTOR APPROVAL

This document is issued on the basis of information furnished in the application and is subject to the provisions of all governing ordinances, which must be complied with, whether or not herein specified.

**THIS DOCUMENT SHALL BE POSTED AT WORK SITE AND IS SUBJECT TO CANCELLATION UPON NOTICE.**





City of Dallas

# Contractor's Authorization

Trade Type: Building

Sustainable Development and Construction | Building Inspection Division | [www.dallascityhall.com](http://www.dallascityhall.com)

District Office SE

**Validation #:** 1805251067101

**Address:** 3528 COLONIAL AVE 75215

Issue Date: 05/25/2018

Land Use Description: SINGLE FAMILY DWELLING

Work Description: 1115-INTERIOR REMODEL ONLY

Authorized Date: 05/25/2018

Owner Or Tenant: ISIAH PAYNE  
1715 DRISKELL  
DALLAS TX

Applicant: ISIAH PAYNE

Contractor: PAYNE PROPERTIES

Business Address: 1715 DRISKELL ST,

Telephone: 214/335-6345 Fax:

Lot: 10	Block: 6/1186	Zoning: PD-595	PDD: 595	SUP:
Historic Dist:	Consrv Dist: South Dallas	Pro Park:	Req Park:	Park Agrmt: N
Dwlg Units:	Stories:	New Area:	Lot Area: 4822	Total Area: 3200
Type Const: VB	Sprinkler: None	Occ Code: R3	Occ Load:	

**For inspections call 214/670-5313, 24 hours. You will need your validation number 1805251067101 and one of the inspection types from the list below.**

- |                                  |                  |                 |
|----------------------------------|------------------|-----------------|
| 120 Pier, Foundation, Excavation | 123 Floor Joists | 127 Frame Walls |
| 130 Frame All                    | 132 Frame Other  | 140 Final       |

**Your inspector is: Howard Middlebrook at (214) 670-6398**

Note: 7 AM cut-off for same day inspections!! Reinspection fees will be charged if the work is not ready or property is inaccessible. For partial inspection of area or additional assistance, call (214) 670-8160 from 8 AM to 4:30 PM Monday through Friday.

April 18, 2019

ISIAH PAYNE  
1715 DRISKELL,  
DALLAS, TX 75215

**RE: NOTICE OF EXPIRATION**

Dear ISIAH PAYNE:

This is to notify you that City of Dallas Construction Permit # 1704181106, addressed 3528 COLONIAL AVE has expired and is void in accordance with Section 302.5.1 of Chapter 52 of the Dallas Code, as the Building Official has determined that no progress has been made toward completion of the project.

Chapter 52 Section 302.7 states that the action taken or determination made by the Building Official shall be final unless appealed to the Building Inspection Advisory, Examining and Appeals Board in accordance with Section 208 no later than the 30th day after the date on which this notice was mailed. If you have any questions regarding the appeal process, please contact the the district manager.

Sincerely,

Joel Cruce  
District Manager

C:

# Tab 8



[ann.hamilton@dallas.gov](mailto:ann.hamilton@dallas.gov)



[Please Take a Moment to Tell Us How We Are Doing](#)

*\*\*OPEN RECORDS NOTICE: This email and responses may be subject to the Texas Open Records Act and may be disclosed to the public upon request. Please respond accordingly.\*\**

**From:** Hamilton, Ann  
**Sent:** Tuesday, January 24, 2023 8:11 AM  
**To:** Cassandra Crawford <[cassandrac672@gmail.com](mailto:cassandrac672@gmail.com)>  
**Subject:** RE: 3528 Colonial Ave.

I cannot locate a prior CO for the location. I only show it was a duplex, meaning that the building was two separate living areas for two families. Once you provide me with the proof of a CO for a Lodging/Boarding house, we can move forward.

Thank you,  
Ann



**Ann Hamilton**  
Senior Plans Examiner  
**City of Dallas | DallasCityNews.net**  
Development Services  
320 E. Jefferson Blvd. #118  
Dallas, TX 75203  
214-948-4551  
[ann.hamilton@dallas.gov](mailto:ann.hamilton@dallas.gov)



[Please Take a Moment to Tell Us How We Are Doing](#)

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**From:** Cassandra Crawford <[cassandrac672@gmail.com](mailto:cassandrac672@gmail.com)>



**Sent:** Monday, January 23, 2023 9:53 PM  
**To:** Hamilton, Ann <[ann.hamilton@dallas.gov](mailto:ann.hamilton@dallas.gov)>  
**Subject:** Re: 3528 Colonial Ave.

**External Email!**

Good evening,

Thank you for your response. Please let me clear a couple of things up. It is not written in stone, that every single room downstairs belong to Family as the main focus is the Lodging House/ Bodering House. And when I say bordering house, I do not mean the medical term. As a desire of my father, when he passed away, because the house is certainly big enough, that if anyone in the family needed help to oblige them. It just happened to work out that way as most people when they come here are starting from scratch or are at a not so favorable point in their lives. They tend to choose up Stairs as it seems to them to be the more private and quieter part of the house. The main focus was to have five tenants upstairs and five downstairs to reflect, and to comply with stipulations that are in place for such a Lodging House/Bodering House. I'm not sure if I can give you an "exact room" that would be used strictly for tenants as I do, allow them to make their own choice of which room they desire according to what's available.

The other thing the \$280 that was spent for the CO to my understanding they do not expire, so are you saying I had to purchase another one? and for what reason did it not qualify for a owner name change?

it is easier for me to bring the paperwork in as unfortunately my phone will not allow me the option of sending them via email. I will get those copies and forward them to you on tomorrow. Thank you again for your time.

On Mon, Jan 23, 2023 at 8:16 AM Hamilton, Ann <[ann.hamilton@dallas.gov](mailto:ann.hamilton@dallas.gov)> wrote:

Good morning,

I did not get a copy of a CO. I did get a copy of a building permit from 1961 for the duplex.

You state the downstairs is occupied by your family members? That is what I was referring to this as a single family, it would not be part of the Lodging/Boarding home.

You state that it has always been a multifamily. I do not show this. I show documentation that they tried to enlarge the duplex to a tri-plex, but this was denied.

Yes, it needs to show on the floor plan what each room is being used for.

The \$280 fee is for the CO. You do not have to pay the \$280 fee again.

Thank you,  
Ann



**Ann Hamilton**  
Senior Plans Examiner  
**City of Dallas | DallasCityNews.net**  
Development Services  
[320 E. Jefferson Blvd. #118](#)  
[Dallas, TX 75203](#)  
214-948-4551  
[ann.hamilton@dallas.gov](mailto:ann.hamilton@dallas.gov)



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**From:** Cassandra Crawford <[cassandrac672@gmail.com](mailto:cassandrac672@gmail.com)>

**Sent:** Friday, January 20, 2023 12:04 AM

**To:** Hamilton, Ann <[ann.hamilton@dallas.gov](mailto:ann.hamilton@dallas.gov)>

**Subject:** Re: 3528 Colonial Ave.

**External Email!**

On Thu, Jan 19, 2023 at 11:57 PM Cassandra Crawford <[cassandrac672@gmail.com](mailto:cassandrac672@gmail.com)> wrote:

Thank you for the response I have questions as well: 1. Did you not get the copies of the CO? they were submitted with the application for "Owner name change"

2. I was charged \$280 dollars to submit the application. As far as the zoning consultant was concerned I did qualify. Because of the house history. It to my understanding was explained that as far as non-related tenant renting rooms that I am limited to at least one, no more than five tenants per address.

3. None of the property is single-family. It has always been multi tenant multi family duplex throughout the history of the home.

4. my apologies I accidentally sent it and had not quite finished when I stated the downstairs is family what I meant was that the people that are downstairs are related to me in one

form or another.

5. I was not aware that I had to tell you what I am using each room, for my concern is obtaining the certificate of occupancy in order to be compliant with the city of Dallas of which you should have those copies as I stated earlier they were sent in with the application.

6. also, I must have misunderstood something because I was charged 280 just to turn in the application when the monies only come in to place after approval please explain what happens with my \$280?

thank you so much Miss Hamilton for your time if I'm night speak with you in person I would appreciate that more and I will bring copies to you if you would be so kind as to tell me a good time when we can meet together. Once again, thanking you so much for your time.

On Thu, Jan 19, 2023 at 12:48 PM Hamilton, Ann <[ann.hamilton@dallas.gov](mailto:ann.hamilton@dallas.gov)> wrote:

Good morning,

I apologize, I have some additional questions.

-You stated: "It is my understanding that while the house does have more than five or six rooms, not all of them or guest has the lower portion of the house is family".

Please explain what this means after you review the floor plans that were submitted. What are each of the rooms being used for? Specifically label all rooms that are being used at a lodging/boarding home land use. If the first floor is all single family, state that on the first floor plan. Show all components of this.

Please submit copies of all documentation that shows the location legally operating as a boarding home. All documentation I show is that it was a duplex.

I am out of the office until Monday, but you can drop these items off with our staff in room 118 and they will put this on my desk.

Thank you,  
Ann



**Ann Hamilton**  
*Senior Plans Examiner*  
**City of Dallas | [DallasCityNews.net](http://DallasCityNews.net)**  
Development Services  
[320 E. Jefferson Blvd. #118](https://www.dallas.gov/320EJeffersonBlvd)  
[Dallas, TX 75203](https://www.dallas.gov/75203)  
214-948-4551  
[ann.hamilton@dallas.gov](mailto:ann.hamilton@dallas.gov)





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**From:** Cassandra Crawford <[cassandrac672@gmail.com](mailto:cassandrac672@gmail.com)>

**Sent:** Wednesday, January 18, 2023 2:49 PM

**To:** Hamilton, Ann <[ann.hamilton@dallas.gov](mailto:ann.hamilton@dallas.gov)>

**Subject:** Re: [3528 Colonial Ave.](#)

**External Email!**

good afternoon Aaron's this is Cassandra Crawford again. I just happen to be at the Jefferson office on some other business, and I brought the information with me with regards to the certificate of occupancy on record. If you would, please give me a call or give me a time win you would be available to meet with me, I would appreciate it. Thank you so much in advance for your time.

On Wed, Jan 18, 2023 at 1:07 PM Cassandra Crawford <[cassandrac672@gmail.com](mailto:cassandrac672@gmail.com)> wrote:

Good afternoon Anne, this is Cassandra Crawford. Just following up to see if you indeed received my email on yesterday. I didn't hear of a response and was wanting to know what your response was with regards to me answering your question.

On Tue, Jan 17, 2023 at 3:23 PM Cassandra Crawford <[cassandrac672@gmail.com](mailto:cassandrac672@gmail.com)> wrote:

Yes ma'am I do Have that information I was under the impression when this info was forwarded to you there were Copies made Of the application for the permit and CO the application showing when the work was finished, and the date that the certificate of occupancy was put in place. also, I was charged \$280 and what I applied for was a owner name change what happens to that monies I was under the impression that a owner name change for a certificate of occupancy was only \$30. Would you explain to me how that process work? Thank you so much in advance for your time.

On Tue, Jan 17, 2023 at 2:50 PM Cassandra Crawford <[cassandrac672@gmail.com](mailto:cassandrac672@gmail.com)> wrote:

Good afternoon the house had a certificate of occupancy in place since 1934 to be exact and it does consist of two separate addresses. It is my understanding that while the house does have more than five or six rooms, not all of them or guest has the lower portion of the house is family.

On Tue, Jan 17, 2023 at 2:02 PM Hamilton, Ann <[ann.hamilton@dallas.gov](mailto:ann.hamilton@dallas.gov)> wrote:

Good morning,



I have reviewed the zoning portion only of your application to operate as a Lodging House at the above location. Based on the definition of a Lodging or boarding house, the property does not meet the definition, please see the definition below.

(2) Lodging or boarding house.

(A) Definition: A facility containing at least one but **fewer than six guest rooms** that are separately rented to occupants.

Do you have any documentation that shows this location obtained and completed any permits to convert the property to a Lodging or Boarding house in the past?

Thank you,  
Ann



**Ann Hamilton**  
Senior Plans Examiner  
City of Dallas | [DallasCityNews.net](http://DallasCityNews.net)  
Development Services  
[320 E. Jefferson Blvd. #118](http://320.E.JeffersonBlvd.#118)  
[Dallas, TX 75203](http://Dallas,TX.75203)  
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**CAUTION:** This email originated from outside of the organization. Please, do not click links or open attachments unless you recognize the sender and know the content is safe.

**From:** Cassandra Crawford [cassandrac672@gmail.com](mailto:cassandrac672@gmail.com)>

**Sent:** Thursday, March 9, 2023 8:47 PM

**To:** Hamilton, Ann <[ann.hamilton@dallas.gov](mailto:ann.hamilton@dallas.gov)>

**Subject:** Re: 3528 Colonial Ave.

BY the way, I am very well aware of the zoning in which I am located, which allows for a LODGING HOUSE/Rooming House which is What this house has operated under at one time or another. I am just returning it to its original use.

On Thu, Mar 9, 2023 at 8:33 AM Hamilton, Ann <[ann.hamilton@dallas.gov](mailto:ann.hamilton@dallas.gov)> wrote:

Good morning,

The above property is located in the Planned Development 595, MF-2(A) zoning district.

I'm still not finding an actual CO issued for a Boarding House land use at the above address that would show how many units were legally operating under a Boarding House CO. All records that I could find indicate only two dwelling units in the structure 3528 & 3530 Colonial Avenue.

Do you have copies of the required boarding home license to support this has been a boarding home for 16 rooms? If we cannot provide evidence that the location was legally operating as a boarding home and show documented proof of 16 units, we would have to meet the current standards.

You can submit for a Lodging/Boarding house CO and show how you would be operating legally under today's standards:

(2) Lodging or boarding house.

(A) Definition: A facility containing at least one but fewer than six guest rooms that are separately rented to occupants.

(B) Required off-street parking: One space for each guest room.

Please let me know how you would like to proceed.

Thank you,

Ann

**Ann Hamilton**  
*Senior Plans Examiner*  
**City of Dallas | [DallasCityNews.net](http://DallasCityNews.net)**  
Development Services



**Hamilton, Ann** 12:58 PM



to me ▾

Good afternoon,

We have done extensive research ourselves on the above property and can find no record that the property was every operating legally (with a CO or with City approval) as a boarding house or rooming house.

Please let me know how you would like to proceed.

Thank you,

Ann

**Ann Hamilton**

*Senior Plans Examiner*

**City of Dallas | DallasCityNews.net**

Development Services

[320 E. Jefferson Blvd. #118](#)

[Dallas, TX 75203](#)

214-948-4551

[ann.hamilton@dallas.gov](mailto:ann.hamilton@dallas.gov)



EMPATHY • ETHICS • EXCELLENCE • ENGAGEMENT • EQUITY

# Tab 9





CITY OF DALLAS

September 7, 2023

Mrs. Cassandra Crawford  
3528 Colonial Ave  
Dallas, TX 75215

**CERTIFIED MAIL NO. 7013 3020 0001 1419 2170**

**RE: Denial of the application for a certificate of occupancy for a lodging or boarding house dba *Lodging House* at 3528 Colonial Ave.**

Dear Mrs. Crawford:

This letter is to inform you that the application for a certificate of occupancy for the above-referenced location is hereby denied. The proposed use does not comply with Paragraph (2), "Lodging or Boarding Houses," of Section 51A-4.205 of Chapter 51A because it exceeds the maximum number of five guest rooms allowed by the ordinance.

Pursuant to Paragraph (1), Section 306.5, "Denial," of Chapter 52, "Administrative Procedures for the Construction Codes," of the Dallas City Code, the building official shall deny an application for a certificate of occupancy if the building official determines that the certificate of occupancy requested does not comply with the codes, the Dallas Development Code, other city ordinances, rules, or regulations, or any county, state, or federal laws or regulations.

This decision is final unless appealed to the Board of Adjustment in accordance with Section 51A-4.703 of the Dallas Development Code within 15 days from the date of this notice. If you have any questions, please contact me at 214-948-4392.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jason Pool".

Jason Pool  
Development Services Administrator  
Land Development Division

cc: Andrew Espinoza, CBO, MCP, CFM, CCEA, Director/Chief Building Official  
Donald D. Dixon Jr, CBO, AIA, RAS, NCARB, Deputy Building Official  
Mina Eskandar, PE, CFM, LEED AP BD+C, Assistant Director  
Vernon Young Jr., Assistant Director  
Tammy L. Palomino, Interim City Attorney

# Tab 10

# OFFICIAL RECEIPT



**Judge Thomas G. Jones**  
Justice of the Peace  
Precinct 1, Place 1  
Dallas County, Texas  
South Dallas Government Center  
8301 S. Polk Street, Suite 2100  
Dallas, TX 75232  
Court Phone: (972)228-0280  
Court Email: JP11Court@dallascounty.org

Payor  
PAYNE, ISIAH  
1715 DRISKELL  
DALLAS, TX 75215

Receipt No.  
**17270-2023-11**  
Transaction Date  
08/22/2023

Description	Amount Paid
PAYNE, ISIAH JE1707314H PAYNE, ISIAH / vs. CRAIG, CHARRAY (ONLY)/ ISSUING OTHER DOCUMENT 11	4.75
<b>SUBTOTAL</b>	<b>4.75</b>
Remaining Balance Due: \$0.00	
	Convenience Fee 0.11
	<b>PAYMENT TOTAL 4.86</b>
	POINT OF SALE (Ref #11553523004) Tendered 4.75
	Total Tendered 4.75
	Change 0.00
08/22/2023 02:27 PM	Cashier Station 5P290M3-JP
	Audit 96627118

# OFFICIAL RECEIPT

\*\*\*\*\*  
\* JUSTICE & CLERKS FE&D DOCKET \*  
\* JUSTICE OF THE PEACE \*  
\* PRECINCT 1 PLACE 1 \*  
\*\*\*\*\*

-----  
CASE NUMBER JE-1707314H

DATE FILED 11 08 17 APPEARANCE DATE 11 20 17  
DATE CITATION ISSUED 11 09 17 AGENCY CONST1 TRACEY GULLEY  
CITATION RETURNED 11 16 17 DATE EXECUTED 11 14 17  
HOW B/M  
ALIAS CITATION ISSUED AGENCY  
ALIAS RETURNED ALIAS EXECUTED  
HOW  
RENT 500.00 ATTY FEES .00 POSSESSION BOND FILED X

PLAINTIFF:  
PAYNE, ISIAH  
1715 DRISKELL  
DALLAS, TX 75215  
(214) 335 6345

DEFENDANT:  
CRAIG, CHARRAY (ONLY) & OCC.  
3528 COLONIAL AVE  
DALLAS, TX 75215

ON THIS DAY CAME TO BE HEARD THE ABOVE ENTITLED AND NUMBERED  
CAUSE. THE DEFENDANT HAVING BEEN DULY SERVED WITH PROCESS DID  
NOT ANSWER TO DENY PLAINTIFF'S CLAIM. THE COURT HAVING EXAMINED  
THE LAW AND EVIDENCE FINDS FOR THE PLAINTIFF.

IT IS THEREFORE ORDERED AND DECREED THAT SAID PLAINTIFF HAVE AND  
RECOVER FROM DEFENDANT THE PREMISES DESCRIBED, RENT OWING IN THE  
SUM OF 500.00 , ATTORNEY FEES .00 , INTEREST ON SAID  
JUDGMENT FROM THIS DATE AT 5.00% PER ANNUM, AND ALL COSTS OF  
COURT FOR WHICH LET RESTITUTION AND EXECUTION ISSUE. THIS JUDGMENT  
FINALLY DISPOSES OF ALL PARTIES AND ALL CLAIMS AND IS APPEALABLE.

TENANT MONTHLY RENT: \$300.00

GOVERNMENT SUBSIDY: \_\_\_\_\_

APPEAL BOND AMOUNT: \_\_\_\_\_

SIGNED AND ENTERED THIS DAY 11 20 17

*Thomas H. Laws*  
\_\_\_\_\_  
JUSTICE OF THE PEACE

DATE APPEAL FILED  
DATE WRIT ISSUED  
HOW  
EXECUTION ISSUED  
HOW  
PAUPERS AFFID FILED  
GOVERNMENT SUBSIDY

TRANSCRIPT DATE  
DATE WRIT RETURNED  
POSSESSION BOND FILED 11 09 17  
EXECUTION RETURNED  
501.4(1)(C) APPROVED  
RENT ON APPEAL DUE  
JURY VERDICT

ABSTRACT ISSUED  
AGENCY  
JUDGMENT SIGNED DATE 11 20 17  
AGENCY  
NON PAYMENT OF RENT Y  
RENT ON APPEAL PAID

COMMENTS:  
11.20.17 JUDGMENT FOR THE PLT FOR POSSESSION AND RENT ARREARS THE SUM OF \$500.00 AND CC \$141.00  
PLUS LATE FEES \$150.00 FO R A TOTAL OF \$791.00 ON PROPERTY LOCATED AT 3528 COLONIAL A VE DALLAS,  
TX 75215 // APPEAL BOND \$1582/RDB



\*\*\*\*\*  
 \* JUSTICE & CLERKS FE&D FEE DOCKET \*  
 \* JUSTICE OF THE PEACE \*  
 \* PRECINCT 1 PLACE 1 \*  
 \*\*\*\*\*

CASE NUMBER: 1707314H  
 CASE TYPE: JE-FORCIBLE ENTRY AND DETAINER

PLAINTIFF: PAYNE, ISIAH

DEFENDANT: CRAIG, CHARRAY (ONLY) AND ALL OCCUPANTS

JUSTICE/INDIGENCY	FEE				
171108	00	0	96645	CT	00000 25.00
171108	22	0	96645	CT	00000 6.00
171108	27	0	96645	CT	00000 15.00
171108	38	0	96645	CT	00000 10.00

CONSTABLE FEES:					
171108	02	1	96645	CT	00000 80.00

\*\*\*\*\*  
\* JUSTICE & CLERKS FE&D DOCKET \*  
\* JUSTICE OF THE PEACE \*  
\* PRECINCT 1 PLACE 1 \*  
\*\*\*\*\*

CASE NUMBER 1707314H  
CASE TYPE: JE-FORCIBLE ENTRY AND DETAINER  
S E T

DATE	TIME	SET TYPE	JURY	ISS DATE	AGENCY	RET DATE	HOW RETURNED
			PLN-CONT	GRANT		DEF-CONT	GRANT
11-20-17	10:00 AM	TRIAL					
			NO				

### 3 Day Demand Letter to vacate premises

Attention Charray J. Craig

Address 3528 Colonial Dallas TX 75215

You have hereby been evicted and are required to leave the premises. Your rent will no longer be accepted. You have a belligerent guest on property. **Note you do not have a lease and rent is negotiated weekly.** We are exercising our right to stop this arrangement. As courtesy this letter is being extended. As of today no rent is going to be accepted.

This notice is being hand delivered on 11/5/17. It takes effect immediately.

Your rent is \$200 behind in late fees of \$50.00 You have committed address fraud by using an address you have not lived in at months to get government assistance and we suspect you did not properly inform the SNAP program of the arrangement of work rent we had for you.

Isiah Payne  
Owner

214.335.6345

**P.S. PLEASE DO NOT BURN A BRIGE THAT DOES NOT NEED TO BE BURNED BY BEING Intransigent!**

THE STATE OF TEXAS

TO THE DEFENDANT: CRAIG, CHARRAY (ONLY) ~~AND ALL OCCUPANTS~~ (R)

GREETINGS: YOU ARE HEREBY COMMANDED TO BE AND APPEAR BEFORE ME, A JUSTICE OF THE PEACE, 1-1 IN AND FOR DALLAS, DALLAS COUNTY, TEXAS, IN THE CITY OF DALLAS AT 10:00 AM, ON NOVEMBER 20, 2017 THEN AND THERE TO ANSWER THE COMPLAINT OF THE PLAINTIFF

THE NATURE OF THE PLAINTIFF'S DEMAND BEING SUIT UPON POSSESSION OF PREMISES KNOWN AS 3528 COLONIAL AVE, DALLAS, TX 75215 IN SAID PRECINCT, FOR BACK RENT IN THE SUM OF \$ 350.00 FOR RENT ACCRUING, FOR COSTS, AND ATTORNEY'S FEES, IF ANY.

IF YOU DESIRE TRIAL BY JURY, IT MUST BE REQUESTED AND THE JURY FEE PAID NO LATER THAN 3 DAYS BEFORE THE DAY SET FOR TRIAL.

TO THE DEFENDANT: FAILURE TO APPEAR FOR TRIAL MAY RESULT IN A DEFAULT JUDGMENT BEING ENTERED AGAINST YOU FOR THE RELIEF DEMANDED IN THE PETITION. IF A JUDGMENT FOR POSSESSION IS ENTERED, THE PLAINTIFF WILL HAVE THE RIGHT TO HAVE YOUR POSSESSIONS REMOVED FROM THE PROPERTY BY ORDER OF THE COURT.

FOR FURTHER INFORMATION, CONSULT PART V OF THE TEXAS RULES OF CIVIL PROCEDURE, WHICH IS AVAILABLE ONLINE AND ALSO AT THE COURT LISTED ON THIS CITATION.

SUIT TO EVICT: THIS SUIT TO EVICT INVOLVES IMMEDIATE DEADLINES. A TENANT WHO IS SERVING ON ACTIVE MILITARY DUTY MAY HAVE SPECIAL RIGHTS OR RELIEF RELATED TO THIS SUIT UNDER FEDERAL LAW, INCLUDING THE SERVICEMEMBERS CIVIL RELIEF ACT (50 U.S.C. APP. SECTION 501 ET SEQ.), OR STATE LAW, INCLUDING SECTION 92.017, TEXAS PROPERTY CODE. CALL THE STATE BAR OF TEXAS TOLL-FREE AT 1-877-9TEXBAR IF YOU NEED HELP LOCATING AN ATTORNEY. IF YOU CANNOT AFFORD TO HIRE AN ATTORNEY, YOU MAY BE ELIGIBLE FOR FREE OR LOW-COST LEGAL ASSISTANCE.

DEMANDA DE DESALOJO: ESTA DEMANDA DE DESALOJO IMPLICA UNA FECHA LIMITE INMEDIATA. UN INQUILINO QUE ESTA ACTIVO EN EL SERVICIO MILITAR PUEDE TENER DERECHOS O ALIVIO ESPECIALES RELACIONADO CON ESTA DEMANDA BAJO LA LEY FEDERAL, INCLUYENDO SERVICE MEMBERS CIVIL RELIEF ACT (50 U.S.C. APP. SECTION 501 ET SEQ.), O LEY ESTATAL SECTION 92.017, TEXAS PROPERTY CODE. PARA ASISTENCIA EN LOCALIZAR ABOGADO COMUNIQUESE A LA ASOCIACION DE ABOGADOS DE TEXAS AL NUMERO GRATUITO 1-877-9TEXBAR EN CASO DE NO PODER PAGAR UN ABOGADO. TAL VEZ CALIFIQUE PARA ASISTENCIA LEGAL GRATUITA O BAJO-COSTO.

A COPY OF THE PLAINTIFF'S PETITION IS ATTACHED HERETO AND MADE A PART HEREOF AS THOUGH WRITTEN IN.

GIVEN UNDER MY HAND OFFICIALLY, THIS NOVEMBER 09, 2017

*Thomas G. Jones*  
\_\_\_\_\_  
JUSTICE OF THE PEACE  
Clerk

ADDRESS:  
3528 COLONIAL AVE  
DALLAS, TX 75215

RENT: \$350.00

DOCKET NO. JE17-07314H

PAYNE, ISIAH  
1715 DRISKELL  
DALLAS, TX 75215  
(214) 335 6345

46W  
114  
114 DA  
074889  
074890

PLAINTIFF  
VS.

CRAIG, CHARRAY (ONLY) & OCC.  
3528 COLONIAL AVE  
DALLAS, TX 75215

DEFENDANT

EVICTION CITATION  
IN THE JUSTICE COURT  
BOND IMMEDIATE POSSESSION FILED  
NOVEMBER 09, 2017

FILED ON: 11-08-2017  
CITATION ISSUED: 11-09-2017  
CITATION ISSUED TO  
CONST1 TRACEY GULLEY

SET  
10:00 O'CLOCK AM  
ON NOVEMBER 20, 2017

THOMAS G. JONES  
JUSTICE OF THE PEACE  
PRECINCT 1, PLACE 1  
DALLAS COUNTY  
7201 SOUTH POLK ST. STE. 112  
DALLAS, TEXAS 75232  
(972) 228-0280

RECEIVED  
CONSTABLES OFFICE  
NOV 16 2017  
THOMAS G. JONES



THE STATE OF TEXAS  
NOTICE OF RULES AND PROCEDURES  
BOND FOR IMMEDIATE POSSESSION

CAUSE NO. JE1707314H  
FORCIBLE DETAINER

TO THE DEFENDANT: CRAIG, CHARRAY (ONLY) AND ~~ALL OCCUPANTS~~

YOU ARE HEREBY NOTIFIED THAT UNDER THE TERMS OF RULE 510.5 OF THE TEXAS RULES OF CIVIL PROCEDURE, THAT THE PLAINTIFF, PAYNE, ISIAH HAS FILED AN IMMEDIATE POSSESSION BOND. IF YOU, AS DEFENDANT, DO NOT FILE AN ANSWER OR APPEAR FOR TRIAL, AND JUDGMENT FOR POSSESSION IS GRANTED BY DEFAULT, AN OFFICER WILL PLACE THE PLAINTIFF, PAYNE, ISIAH IN POSSESSION OF THE PROPERTY ON OR AFTER THE 7TH DAY AFTER THE DATE YOU ARE SERVED WITH THIS NOTICE.

PLAINTIFF:  
PAYNE, ISIAH  
1715 DRISKELL  
DALLAS, TX 75215  
(214) 335 6345

GIVEN UNDER MY HAND OFFICIALLY, THIS 11-09-2017

*Thomas G. Jones*  
\_\_\_\_\_  
JUSTICE OF THE PEACE, 1-1  
DALLAS COUNTY

DEFENDANT:  
CRAIG, CHARRAY (ONLY) & *CC*  
3528 COLONIAL AVE  
DALLAS, TX 75215

SHERIFF OR CONSTABLE SERVICE RETURN:

CAME TO HAND THIS NOV 09 2017 DAY OF Nov, 2017 AT 9:57 O'CLOCK A .M.,  
AND  
EXECUTED IN PERSON THIS 14 DAY OF Nov, 2017 AT 8:11 O'CLOCK A .M.,  
BY DELIVERING TO THE FOLLOWING NAMED DEFENDANT D/M over 16 7017  
3528 Colonial Ave A TRUE COPY OF CITATION.

\*\*\*\*\*  
NOTICE OF  
RULES AND PROCEDURES  
BOND FOR IMMEDIATE POSSESSION  
THE JUSTICE COURT  
\*\*\*\*\*

( ) EXECUTED BY 510.4(C)(3)(A) THIS      DAY OF      AT 20 AT      O'CLOCK      M., BY ALTERNATIVE SERVICE DELIVERING TO THE FOLLOWING     

CITATION ISSUED: 11-09-2017  
CITATION ISSUED TO:  
CONST1 TRACEY GULLEY

AND  
( ) EXECUTED BY 510.4(C)(3)(B) THIS      DAY OF     , 20     AT      O'CLOCK      M., BY ALTERNATIVE SERVICE MAILING TO THE FOLLOWING     

SET  
10:00 O'CLOCK A.M.  
ON NOVEMBER 20, 2017

( ) NOT SERVED FOR THE FOLLOWING REASON     

FEES \$ 80.00  
(2)

TRACEY GULLEY, CONSTABLE  
DALLAS COUNTY PRECINCT 1  
CONSTABLE, PRECINCT NO      DEPUTY 2214  
DALLAS COUNTY, TEXAS.

THOMAS G. JONES  
JUSTICE OF THE PEACE 1-1  
DALLAS COUNTY  
7201 SOUTH POLK ST. STE. 112  
DALLAS, TEXAS 75232  
(972) 228-0280

SHERIFF OR CONSTABLE SERVICE RETURN:

ADDRESS:  
3528 COLONIAL AVE  
DALLAS, TX 75215

CAME TO HAND THIS \_\_\_\_\_ DAY OF NOV 09 2017 20\_\_\_\_ AT 9:57 O'CLOCK A.M.,

RENT: \$350.00

AND

DOCKET NO. JE17-07314H

( ) EXECUTED IN PERSON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ AT \_\_\_\_\_ O'CLOCK \_\_\_\_ .M.,

PAYNE, ISIAH  
1715 DRISKELL  
DALLAS, TX 75215  
(214) 335 6345

BY DELIVERING A TRUE COPY OF CITATION AND PETITION TO THE FOLLOWING NAMED

DEFENDANT \_\_\_\_\_

AT \_\_\_\_\_

( ) EXECUTED BY 510.4(B)(2) THIS 14 DAY OF Nov, 2017 AT 8:11 O'CLOCK A.M., BY DELIVERING A TRUE COPY OF CITATION AND PETITION TO

PLAINTIFF  
VS. 10  
CRAIG, CHARRAY (ONLY) & OCC.  
3528 COLONIAL AVE  
DALLAS, TX 75215

SM (Roanoke) AN OCCUPANT OVER THE AGE OF 16 YEARS, AT

3528 Colonial Ave

DEFENDANT

( ) EXECUTED BY 510.4(C)(3)(A) THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ AT \_\_\_\_\_ O'CLOCK \_\_\_\_ .M., BY ALTERNATIVE SERVICE DELIVERING A TRUE COPY OF CITATION AND PETITION TO: \_\_\_\_\_

EVICITION CITATION  
IN THE JUSTICE COURT  
BOND IMMEDIATE POSSESSION FILED  
NOVEMBER 09, 2017

AT \_\_\_\_\_ AND

FILED ON: 11-08-2017  
CITATION ISSUED: 11-09-2017  
CITATION ISSUED TO  
CONST1 TRACEY GULLEY

A COPY OF THIS CITATION AND PETITION WAS DEPOSITED IN THE U.S. MAIL

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

( ) NOT SERVED FOR THE FOLLOWING REASON: \_\_\_\_\_

SET  
10:00 O'CLOCK AM  
ON NOVEMBER 20, 2017

FEES: \$

80.00  
(2)

TRACEY GULLEY, CONSTABLE  
DALLAS COUNTY PRECINCT 1  
CONSTABLE, PRECINCT NO. \_\_\_\_\_  
DALLAS COUNTY, TEXAS

22114

DEPUTY

THOMAS G. JONES  
JUSTICE OF THE PEACE  
PRECINCT 1, PLACE 1  
DALLAS COUNTY  
7201 SOUTH POLK ST. STE. 112  
DALLAS, TEXAS 75232  
(972) 228-0280

THE STATE OF TEXAS

TO THE DEFENDANT: CRAIG, CHARRAY (ONLY) AND ALL OCCUPANTS *PO*

ADDRESS:  
3528 COLONIAL AVE  
DALLAS, TX 75215

GREETINGS: YOU ARE HEREBY COMMANDED TO BE AND APPEAR BEFORE ME, A JUSTICE OF THE PEACE, 1-1 IN AND FOR DALLAS, DALLAS COUNTY, TEXAS, IN THE CITY OF DALLAS AT 10:00 AM, ON NOVEMBER 20, 2017 THEN AND THERE TO ANSWER THE COMPLAINT OF THE PLAINTIFF

RENT: \$350.00

DOCKET NO. JE17-07314H

THE NATURE OF THE PLAINTIFF'S DEMAND BEING SUIT UPON POSSESSION OF PREMISES KNOWN AS 3528 COLONIAL AVE, DALLAS, TX 75215 IN SAID PRECINCT, FOR BACK RENT IN THE SUM OF \$ 350.00 FOR RENT ACCRUING, FOR COSTS, AND ATTORNEY'S FEES, IF ANY.

PAYNE, ISIAH  
1715 DRISKELL  
DALLAS, TX 75215  
(214) 335 6345

IF YOU DESIRE TRIAL BY JURY, IT MUST BE REQUESTED AND THE JURY FEE PAID NO LATER THAN 3 DAYS BEFORE THE DAY SET FOR TRIAL.

PLAINTIFF  
VS.

TO THE DEFENDANT: FAILURE TO APPEAR FOR TRIAL MAY RESULT IN A DEFAULT JUDGMENT BEING ENTERED AGAINST YOU FOR THE RELIEF DEMANDED IN THE PETITION. IF A JUDGMENT FOR POSSESSION IS ENTERED, THE PLAINTIFF WILL HAVE THE RIGHT TO HAVE YOUR POSSESSIONS REMOVED FROM THE PROPERTY BY ORDER OF THE COURT.

CRAIG, CHARRAY (ONLY) *PO*  
3528 COLONIAL AVE  
DALLAS, TX 75215

FOR FURTHER INFORMATION, CONSULT PART V OF THE TEXAS RULES OF CIVIL PROCEDURE, WHICH IS AVAILABLE ONLINE AND ALSO AT THE COURT LISTED ON THIS CITATION.

DEFENDANT

SUIT TO EVICT: THIS SUIT TO EVICT INVOLVES IMMEDIATE DEADLINES. A TENANT WHO IS SERVING ON ACTIVE MILITARY DUTY MAY HAVE SPECIAL RIGHTS OR RELIEF RELATED TO THIS SUIT UNDER FEDERAL LAW, INCLUDING THE SERVICEMEMBERS CIVIL RELIEF ACT (50 U.S.C. APP. SECTION 501 ET SEQ.), OR STATE LAW, INCLUDING SECTION 92.017, TEXAS PROPERTY CODE. CALL THE STATE BAR OF TEXAS TOLL-FREE AT 1-877-9TEXBAR IF YOU NEED HELP LOCATING AN ATTORNEY. IF YOU CANNOT AFFORD TO HIRE AN ATTORNEY, YOU MAY BE ELIGIBLE FOR FREE OR LOW-COST LEGAL ASSISTANCE.

EVICTION CITATION  
IN THE JUSTICE COURT  
BOND IMMEDIATE POSSESSION FILED  
NOVEMBER 09, 2017

DEMANDA DE DESALOJO: ESTA DEMANDA DE DESALOJO IMPLICA UNA FECHA LIMITE INMEDIATA. UN INQUILINO QUE ESTA ACTIVO EN EL SERVICIO MILITAR PUEDE TENER DERECHOS O ALIVIO ESPECIALES RELACION ADO CON ESTA DEMANDA BAJO LA LEY FEDERAL, INCLUYENDO SERVICE MEMBERS CIVIL RELIEF ACT (50 U.S.C. APP. SECTION 501 ET SEQ.), O LEY ESTATAL SECTION 92.017, TEXAS PROPERTY CODE. PARA ASISTENCIA EN LOCALIZAR ABOGADO COMUNIQUESE A LA ASOCIACION DE ABOGADOS DE TEXAS AL NUMERO GRATUITO 1-877-9TEXBAR EN CASO DE NO PODER PAGAR UN ABOGADO. TAL VEZ CALIFIQUE PARA ASISTENCIA LEGAL GRATUITA O BAJO-COSTO.

FILED ON: 11-08-2017  
CITATION ISSUED: 11-09-2017  
CITATION ISSUED TO  
CONST1 TRACEY GULLEY

A COPY OF THE PLAINTIFF S PETITION IS ATTACHED HERETO AND MADE A PART HEREOF AS THOUGH WRITTEN IN.

SET  
10:00 O'CLOCK AM  
ON NOVEMBER 20, 2017

GIVEN UNDER MY HAND OFFICIALLY, THIS NOVEMBER 09, 2017.

THOMAS G. JONES  
JUSTICE OF THE PEACE  
PRECINCT 1, PLACE 1  
DALLAS COUNTY  
7201 SOUTH POLK ST. STE. 112  
DALLAS, TEXAS 75232  
(972) 228-0280

*Thomas G. Jones*  
\_\_\_\_\_  
JUSTICE OF THE PEACE  
209  
Clerk



CASE NO. JE 1707314 H

PETITION: EVICTION CASE

With suit for Rent

I hereby acknowledge the court date and understand if the Plaintiff fails to appear, the case may be Dismissed for Want of Prosecution

PLAINTIFF: Isiah Payne  
(Landlord/Property Name)

**BOND**

(Please Initial and Sign)

Defendant(s) Charray Craig (only)

Rental Subsidy (if any) \$ \_\_\_\_\_  
Tenant's Portion \$ 300  
TOTAL MONTHLY RENT \$ 300

Other: Does this include all occupants?  Yes  No

COMPLAINT: Plaintiff (Landlord) hereby complains of the defendant(s) named above for eviction of plaintiff's premises (including storerooms and parking areas) located in the above precinct. Address of the property is:

3528 Colonial Ave Dallas TX 75215

Street Address 3528 Unit No. (if any) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

1. SERVICE OF CITATION: Service is requested on defendants by personal service at home or work or by alternative service as allowed by the Texas Justice Court Rules of Court. Other addresses where the defendant(s) may be served are: \_\_\_\_\_

2.  UNPAID RENT AS GROUNDS FOR EVICTION: Defendant(s) failed to pay rent for the following time period(s): October 2017. TOTAL DELINQUENT RENT AS OF DATE OF FILING IS: \$ 350  
Plaintiff reserves the right to orally amend the amount at trial to include rent due from the date of filing through the date of trial.

3.  OTHER GROUNDS FOR EVICTION/LEASE VIOLATIONS: Lease Violations (if other than non-paid rent) - list lease violations \_\_\_\_\_

4.  HOLDOVER AS GROUNDS FOR EVICTION: Defendant(s) are unlawfully holding over since they failed to vacate at the end of the rental term or renewal of extension period, which was the \_\_\_\_\_ day of \_\_\_\_\_.

5. NOTICE TO VACATE: Plaintiff has given defendant(s) a written notice to vacate (according to Chapter 24.005 of the Texas Property Code) and demand for possession. Such notice was delivered on the 5 day of Nov 2017 and delivered in person to the tenant(s).  in person to an occupant at least sixteen years of age.  by mail.  by affixing to the inside of the main entry door.  other \_\_\_\_\_

6. ATTORNEY'S FEES: Plaintiff will be or will NOT be seeking applicable attorney's fees. Attorney's name, address, and phone & fax numbers are: \_\_\_\_\_

7.  BOND FOR POSSESSION: If Plaintiff has filed a bond for possession, plaintiff requests (1) that the amount of plaintiff's bond and defendant's counter bond be set, (2) that plaintiff's bond be approved by the Court, and (3) that proper notices as required by the Texas Justice Court Rules are given to Defendant(s).

REQUEST FOR JUDGMENT: Plaintiff prays that defendant(s) be served with citation and that plaintiff have judgment against defendant(s) for: possession of premises, including removal of defendants and defendants' possessions from the premises, unpaid rent IF set forth above, attorney's fees, court costs, and interest on the above sums at the rate stated in the rental contract, or if not so stated, at the statutory rate for judgments under Civil Statutes Article 5069-1.05.

I give my consent for the answer and any other motions or pleadings to be sent to my email address which is:

Isiah Payne@gmail.com

Isiah Payne  
Petitioner's Printed Name

[Signature]  
Signature of Plaintiff (Landlord/Property Owner) or Agent

DEFENDANT(S) INFORMATION (if known):  
DATE OF BIRTH: \_\_\_\_\_  
\*LAST 4 NUMBERS OF DRIVER LICENSE: \_\_\_\_\_  
\*LAST 4 NUMBERS OF SOCIAL SECURITY: \_\_\_\_\_  
DEFENDANT'S PHONE NUMBER: \_\_\_\_\_

1715 Dris He U  
Address of Plaintiff (Landlord/Property Owner) or Agent  
Dallas TX 75215  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
214 335 6345  
Phone & Fax No. of Plaintiff (Landlord/Property Owner) or agent

Sworn to and subscribed before me this 8th day of Nov, 2017

[Signature]  
CLERK OF THE JUSTICE COURT OR NOTARY





CAUSE NO. 051707314 H

STATE OF TEXAS

()

JUSTICE OF THE PEACE COURT

VS.

()

PRECINCT 1, PLACE 1

Charry Craig

()

DALLAS COUNTY, TEXAS

()

**MILITARY STATUS AFFIDAVIT**

Plaintiff, or Plaintiffs representative, being duly sworn on oath deposes and says that, to the best of my knowledge, Defendant(s)



\_\_\_\_\_ is not in the military

\_\_\_\_\_ is not on active duty in the military

\_\_\_\_\_ is not in a foreign country on military service

\_\_\_\_\_ is on active duty and/or is subject to the Service Members Civil Relief Act of 2003

\_\_\_\_\_ has waived his rights under the Service Members Civil Relief Act of 2003

\_\_\_\_\_ military status is unknown at this time

Isiah Payne / [Signature]  
Plaintiff / Representative

SIGNED AND SWORN TO before me on this 8th day of Nov., 2011

[Signature]  
CLERK OF THE COURT

**Penalty for making or using a false affidavit - A person who makes or uses an affidavit knowing it to be false, shall be fined as provided in Title 18 United States Code, or imprisoned for not more than one year, or both.**

**JUSTICE COURT CIVIL CASE INFORMATION SHEET (4/13)**

CAUSE NUMBER (FOR CLERK USE ONLY):


2E170 1314 H

STYLED

Isiah Payne vs Charray Craig

(e.g., John Smith v. All American Insurance Co; In re Mary Ann Jones; In the Matter of the Estate of George Jackson)

A civil case information sheet must be completed and submitted when an original petition is filed to initiate a new suit. The information should be the best available at the time of filing. This sheet, required by Rule of Civil Procedure 502, is intended to collect information that will be used for statistical purposes only. It neither replaces nor supplements the filings or service of pleading or other documents as required by law or rule. The sheet does not constitute a discovery request, response, or supplementation, and it is not admissible at trial.

<p><b>1. Contact information for person completing case information sheet:</b></p> <p>Name: <u>Isiah Payne</u> Telephone: <u>2143356345</u></p> <p>Address: <u>1715 Driskell</u> Fax: _____</p> <p>City/State/Zip: <u>Dallas TX 75201</u> State Bar No: _____</p> <p>Email: <u>Isiah.Payne@gmail.com</u></p> <p>Signature: </p>	<p><b>2. Names of parties in case:</b></p> <p>Plaintiff(s): <u>Isiah Payne</u></p> <hr/> <p>Defendant(s): <del>Rogers Isiah</del> <u>Charray Craig</u></p> <p><small>(Attach additional page as necessary to list all parties)</small></p>
---	--

**3. Indicate case type, or identify the most important issue in the case (select only 1):**

<p><input type="checkbox"/> <b>Debt Claim:</b> A debt claim case is a lawsuit brought to recover a debt by an assignee of a claim, a debt collector or collection agency, a financial institution, or a person or entity primarily engaged in the business of lending money at interest. The claim can be for no more than \$10,000, excluding statutory interest and court costs but including attorney fees, if any.</p>	<p><input checked="" type="checkbox"/> <b>Eviction:</b> An eviction case is a lawsuit brought to recover possession of real property, often by a landlord against a tenant. A claim for rent may be joined with an eviction case if the amount of rent due and unpaid is not more than \$10,000, excluding statutory interest and court costs but including attorney fees, if any.</p>
<p><input type="checkbox"/> <b>Repair and Remedy:</b> A repair and remedy case is a lawsuit filed by a residential tenant under Chapter 92, Subchapter B of the Texas Property Code to enforce the landlord's duty to repair or remedy a condition materially affecting the physical health or safety of an ordinary tenant. The relief sought can be for no more than \$10,000, excluding statutory interest and court costs but including attorney fees, if any.</p>	<p><input type="checkbox"/> <b>Small Claims:</b> A small claims case is a lawsuit brought for the recovery of money damages, civil penalties, personal property, or other relief allowed by law. The claim can be for no more than \$10,000, excluding statutory interest and court costs but including attorney fees, if any.</p>

# BOND FOR IMMEDIATE POSSESSION

ALL BLANKS MUST BE COMPLETED

Case No. JE <u>17073814</u> H	
<u>Isiah Payne</u> Plaintiff(s)	JUSTICE COURT
Vs.	PRECINCT 1, PLACE 1
<u>Charry Craig</u> Defendant(s)	DALLAS COUNTY, TEXAS

We, the undersigned, as Principal and Sureties, acknowledge ourselves bound to pay to Defendant the sum of \$1,000.00 dollars, being the probable amount of costs of suit and damages which may result to the Defendant in the event the above styled and numbered suit has been improperly instituted, and conditioned that Plaintiff will pay Defendant all such costs and damages as shall be adjudged against him in said cause.

WITNESS OUR HANDS THIS 11/9 2017

Principal (signature) [Signature]

Print name of Principal Isiah Payne

1715 Driskell Dallas 75215  
Address City Zip

Surety (signature) [Signature]

Print name of Surety Isiah Payne

1715 Driskell Dallas 75215  
Address City Zip

Surety (signature) \_\_\_\_\_

Print name of Surety \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

This bond has been fixed by me in the sum of One Thousand Dollars (\$1,000.00) and is hereby approved.

8 day of Nov, 2017

Thomas H. Jones  
JUSTICE OF THE PEACE - 1



Home | Find Property | Contact Us

### Residential Account #00000144205000000

Location Owner Legal Desc Value Main Improvement Additional Improvements Land Exemptions  
Estimated Taxes History

#### Property Location (Current 2018)

**Address:** 1715 DRISKELL ST  
**Neighborhood:** 1DSD11  
**Mapsco:** 46-X (DALLAS)

#### DCAD Property Map

#### 2017 Appraisal Notice

#### Electronic Documents (ENS)

File Homestead Exemption Online



Print Homestead Exemption Form

#### Owner (Current 2018)

PAYNE ISIAH  
 1715 DRISKELL ST  
 DALLAS, TEXAS 752153653

#### Multi-Owner (Current 2018)

Owner Name	Ownership %
PAYNE ISIAH	100%

#### Legal Desc (Current 2018)

- 1: CAVENS 2ND COLONIAL AVE
- 2: BLK 2/1212 PT LTS 11 & 12; 50X100
- 3: DRISKELL & ALLEY
- 4: INT20070152838 DD04262007 CO-DC
- 5: 1212 002 01100 1DA1212 002

Deed Transfer Date: 4/30/2007

#### Value

2017 Certified Values	
Improvement:	\$21,540
Land:	+ \$4,590
Market Value:	= \$26,130
Revaluation Year:	2015
Previous Revaluation Year:	2012

#### Main Improvement (Current 2018)

Building Class	08	Construction Type	FRAME	# Baths (Full/Half)	2/0
Year Built	1927	Foundation		# Kitchens	1



			PIER AND BEAM		
<b>Effective Year Built</b>	1927	<b>Roof Type</b>	GABLE	<b># Bedrooms</b>	4
<b>Actual Age</b>	91 years	<b>Roof Material</b>	COMP SHINGLES	<b># Wet Bars</b>	0
<b>Desirability</b>	FAIR	<b>Fence Type</b>	CHAIN	<b># Fireplaces</b>	0
<b>Living Area</b>	2,240 sqft	<b>Ext. Wall Material</b>	BRICK VENEER	<b>Sprinkler (Y/N)</b>	N
<b>Total Area</b>	2,240 sqft	<b>Basement</b>	NONE	<b>Deck (Y/N)</b>	N
<b>% Complete</b>	100%	<b>Heating</b>	GAS HEATERS	<b>Spa (Y/N)</b>	N
<b># Stories</b>	TWO STORIES	<b>Air Condition</b>	WINDOW	<b>Pool (Y/N)</b>	N
<b>Depreciation</b>	60%			<b>Sauna (Y/N)</b>	N

**Additional Improvements (Current 2018)**

No Additional Improvements.

**Land (2017 Certified Values)**

#	State Code	Zoning	Frontage (ft)	Depth (ft)	Area	Pricing Method	Unit Price	Market Adjustment	Adjusted Price	Ag Land
1	SINGLE FAMILY RESIDENCES	MULTIFAMILY DISTRICT 2	51	100	5,100.0000 SQUARE FEET	STANDARD	\$0.90	0%	\$4,590	N

\* All Exemption information reflects 2017 Certified Values. \*

**Exemptions (2017 Certified Values)**

No Exemptions

**Estimated Taxes (2017 Certified Values)**

	City	School	County and School Equalization	College	Hospital	Special District
<b>Taxing Jurisdiction</b>	DALLAS	DALLAS ISD	DALLAS COUNTY	DALLAS CO COMMUNITY COLLEGE	PARKLAND HOSPITAL	UNASSIGNED
<b>Tax Rate per \$100</b>	\$0.7804	\$1.282085	\$0.2531	\$0.124238	\$0.2794	N/A
<b>Taxable Value</b>	\$26,130	\$26,130	\$26,130	\$26,130	\$26,130	\$0
<b>Estimated Taxes</b>	\$203.92	\$335.01	\$66.14	\$32.46	\$73.01	N/A
<b>Tax Ceiling</b>					N/A	N/A
<b>Total Estimated Taxes:</b>						<b>\$710.53</b>

**DO NOT PAY TAXES BASED ON THESE ESTIMATED TAXES.** You will receive an **official tax bill** from the appropriate agency when they are prepared. Please note that if there is an Over65 or Disabled Person **Tax Ceiling** displayed above, **it is NOT reflected** in the Total Estimated Taxes calculation provided. Taxes are collected by the agency sending you the **official** tax bill. To see a listing of agencies that collect taxes for your property. [Click Here](#)

The estimated taxes are provided as a courtesy and should not be relied upon in making financial or other decisions. The Dallas Central Appraisal District (DCAD) does not control the tax rate nor the amount of the taxes, as that is the responsibility of each Taxing Jurisdiction. Questions about your taxes should be directed to the appropriate taxing jurisdiction. We cannot assist you in these matters. These tax estimates are calculated by using the most current certified taxable value multiplied by the most current tax rate. **It does not take into account other special or unique tax scenarios, like a tax ceiling, etc..** If you wish to calculate taxes yourself, you may use the TaxEstimator to assist you.

**History**

**History**

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# Tab 11

Dallas Fire-Rescue Department  
1551 Baylor St.  
Dallas, TX 75226  
(214) 670-4319



Tuesday, 26 September, 2023

Attn: Cassandra Crawford  
Single Family Dwelling  
3528 COLONIAL AVE  
Dallas, TX 75215

Property Address:  
Single Family Dwelling  
3528 COLONIAL AVE  
Dallas, TX 75215

Re: Re-inspection - Subsequent Reinspection on September 26 2023

## **EXPLANATION OF THE FIRE AND LIFE SAFETY INSPECTION REPORT AND YOUR RESPONSIBILITIES AS BUSINESS OWNER, MANAGER, OR DESIGNATED REPRESENTATIVE**

An inspection conducted at your premises revealed the existence of certain conditions in violation of the 2022 Dallas Fire Code and that present a hazard to life and property from fire. By identifying and eliminating potential causes of fire and other hazardous situations, loss of life and property can be dramatically reduced. Your immediate action to eliminate the hazards noted on this inspection report along with sustained compliance with the fire code will help reduce the likelihood of fire or personal injury at your property.

It is the responsibility of the business owner, manager or designated representative to correct all noted violations. Failure to correct violations may lead to City of Dallas business license and or permit restrictions.

**A \$171.00 reinspection fee is charged for the FIRST reinspection and a \$205.00 fee is charged for EACH SUBSEQUENT reinspection.**

**Reinspection dates may or may not occur on the dates listed below.**

**Reinspection dates are simply a due by date for corrections.**

**Note:** Records of inspection reports are maintained by the Inspections & Life Safety Education Division of the City of Dallas Fire & Rescue Department and are part of public record requirements of the State of Texas. It is possible that information contained in these reports in addition to your failure to correct any noted fire code violations may be used against you in civil and/or criminal proceedings in the event of an incident related to any such violation. Your insurance carrier may also access these records as part of any future insurance claim.

### Inspection Notes:

The inspection compiles 3528 and 3530 Colonial

10-21-22 Inspection for a single family dwelling. Officer is unsure weather it is a MULTIFAMILY dwelling or a house-to-work facility. Officer was not allowed into any bedrooms except for the owners bedroom and the vacant one. On the exterior the officer could tell that the windows are blocked but will need to confirm with an interior inspection of each unit. Also noted the floor slopes in different directions questioning the overall structure stability. Especially the back stairs that lead to the outside (the back door currently does not function.) Officer tested smoke alarms that she could get to and all the ones on the first floor are not functioning at this time. The owner stated that the smoke alarms will be replaced same day 10-21-22. Electrical panel needs to have some spacers. Officer did not see a fire extinguisher inside the home and noted several electrical issues.

12-16-22 Inspection Conducted with Code enforcement [238](#) and James Farrier. Property is still in the process of



obtaining a Certificate of occupancy.

1-10-23 Additional inspection. Still have other units that the officer needs to inspect under inspection authority.

2-10-23 additional inspection in an attempt to see all the units. No additional units were seen. Officer issued a reinspection fee of 171 54317.

3-13-23 Inspection completed for three additional units. Reinspection fee 57514 issued.

3-14-23 Additional inspection made to attempted to see the rest of the units that officers were unable to gain access to.

9-26-23 access too. No reinspection fee issued. Informed owner that the officer will have to visually reinspect the units to verify that hazards have been corrected.

7-13-23 reinspection of 18 units with Cassandra Crawford and Isaiah Payne. No fee issued at this time. Documented items and updated notice. No certificate of occupancy has been found. Majority of the windows are locked or blocked and do not comply with general escape codes.

7-13-23 6 occupied upstairs.

1 - (inspected 10-21-21) extension cords and missing electrical covers. Unsure if spare window is operable.

3-13-23 No Entry 7-13-23 tenant removed smoke alarm. Cooking equipment. Windows inoperable.

9-26-24 intentional or negligent burning. Smoke alarm does not work.

2- No entry 1-10-23 — painted electrical. Tenant has no access to a window in this unit there is an additional wall that prevents its use. 3-13-23 No Entry 7-13-23 vacant painted outlets and blocked windows. Painted smokes.

9-26-23 tenant not notified. Refused entry at first. Smoke alarm painted. All electrical painted. Holes on ceiling. All electrical painted

3 - No entry 1-10-23 - 3-13-23 Entry made - Window not accessible or able to open freely. Extension cords and daisy chaining being used. Holes around the door frame. 7-13-23 window is not accessible.

9-26-23 closet needs Sheetrock. Nail in window found and removed.

4 - (12-16-22) missing smoke alarm and blocking bedroom window. Possible gas pipe by door. Need verification on what the pipe is. This will need to be included in the plans and identified on site. 3-13-23 No Entry

9-26-23 possible gas line. Burning incense in walls.

5 - 12-16-22 - smoke alarm needs to be replaced and painted electrical outlets. Door is missing handles/hardware. 3-13-23 No Entry 7-13-23 smoke alarm bad. Windows appear inoperable. Door not operable.

9-26-23 both CO and smoke alarm does not work. (Repaired before leaving CO and smoke) Blocking exit door with chair and clothes.

6 - No Entry 1-10-23. 3-13-23 Entry Made - Missing / damaged electrical covers. Sockets had some sort of unknown fabric wrapped around the electrical outlet. Painted electrical covers for light switch. Extension cords used and window sealed with tape. 7-13-23 vacant painted outlets. Blocking window smoke alarm tampered with. Door handle missing.

9-26-23 tampered with smoke alarm. Extension cord. (Replaced smoke alarm)

7 - No Entry 1-10-23. 3-13-23 entry made - holes in the ceiling and recently covered holes that have not been sealed. One electrical light switch had plastics underneath the electrical cover. Window sealed and unable to open. (Found one ash tray) 7-13-23 blocking bedroom window. Holes that need sealing. Tested smoke alarm.

9-26-23 electrical popping out the wall. Window ledge breaking creating hole.

8 - No Entry

1-10-23 electrical painted. No access to window. Exposed outlets. 3-13-23 No Entry

9-26-23 blocking window with clothes rack.

9 - No Entry

1-10-23 no address posted on door. No access to windows. Hole in the ceiling. Electrical bulging out of walls. 3-13-23 No Entry 7-13-23 hole in ceiling patch by some type of cloth. Window operation is in question. Electrical outlet by bed needs repair.  
9-26-23 hole in ceiling.

10 no entry 12-16-22

1-10-23 entry made. Holes in the walls. Cooking inside unit with no extinguishment system. Missing or painted electrical. 3-13-23 No Entry blocking both bedroom windows. Extension cord. Multiplug adapter. Electrical wiring needs to be approved by Dallas electrical code.  
9-26-23 missing electrical cover, multiplug adapters. Door damaged. Burning incense in door/ wall.

11 - No entry

1-10-23 no entry. 3-14-23 Entry made and AC unit was screwed into the window. Electrical covers and electrical switches painted. 7-13-23 gas valve in question Payne confirmed. Unable to access closet. Holes in wall. Extension cord. Blocking bedroom window. 7-13-23 blocking bedroom window. Painted or damaged electrical.  
9-26-23 co detector not working and bed blocking window. No door handles on door.

Bathroom first floor has holes in the walls. Able to access water heater for the first time. Remove all storage and seal hole with proper cover. 9-26-23 water heater storage present and exposed wires and holes.

12- 12-16-22 extension cord by bed and blocking bedroom window. 3-13-23 No Entry 7-13-23 damaged or painted electrical. Closet needs interior Sheetrock.  
9-26-23 Sheetrock still needed in closet.

13 no entry. Address painted over.

1-10-23 no entry. 3-13-23 No Entry 3-14-23 Gained entry and there was no smoke alarm. Holes in the walls and ceiling. Ceiling covered with wood not cheer rock. (Will need to see submitted plans for CO) The address has been posted. 7-13-23 missing electrical cover. Address missing #1. Missing smoke alarm and painted electrical.  
9-26-23 unable to access entire unit. Person sleeping.

14 - No entry

1-10-23 no entry. 3-13-23 No Entry. 3-14-23 Entry made to the front bedroom. Multiple locks on the door. This room has two doors. Electrical items painted or missing covers. 7-13-23 daisy chaining. No access to windows or door. All electrical painted or missing cover.  
9-26-23 educated on space heater.

15 - No entry — 1-10-23 holes in the walls. Ac unit in the window. Found used cigarettes in the unit. 3-13-23 No Entry 7-13-23 painted or damaged electrical. Blocking exit window.  
9-26-23 electrical outlets with holes.

16 - No entry

1-10-23 No entry. 3-13-23 No Entry 3-14-23 No entry. 7-13-23 blocking exit windows and painted electrical. Hole in the wall.  
9-26-23 painted smoke alarm.

17 - No entry

1-10-23 holes in the walls or damaged Sheetrock. Unit is vacant at this time. Ac unit in the window. 3-13-23 Gained entry and window is sealed with tape. Holes in the walls that have been stuff with some unknown type of material. 7-13-23 blocking exit window. Holes in the wall with stuffed materials. Painted electrical.  
9-26-23 smoke alarm taken down.

18- (inspected Oct) missing smoke alarms in main bedroom. Extension cords in bedroom. Blocking bedroom window. 3-13-23 No Entry 7-13-23 blocking bedroom window. One painted smoke alarm. One electrical outlet painted and had a form of stuffing.

Upstairs bathroom exposed wires on ceiling and walls have holes.

Fire extinguishers coming in today. Currently in progress to replace smoke alarms for all the units. Fire extinguishers are in 3-13-23 but no inspection tag. Informed Mrs. Bradshaw that she only needs to provide the receipts with the date on them. 9-26-23 still have not received receipts.

8-28-23 Court scheduled with Hon. Dale Tillery. Settled the issues with access to windows and allowing free

egress out of the building in an emergency. Judge ordered completion on 9-4-23 with inspection being conducted 9-5-23.

9-5-23 reinspection with Cassandra Crawford. Resinspection of 18 units with no hazards corrected. Officer will keep the hazard open for the windows until a certificate of occupancy is obtained.

Unit 5 failed ( door was corrected as a temporary means)

Unit 3 needs more work. (Corrected before leaving.

Unit 9 failed. Could not open all the way and second window had a screw in it. Corrected it by switching the AC unit to the other window. Needs to be sanded down more.

Officer also educated on unit 2 having to climb to another level to gain access to a window. Explained the difficulties of escaping and how it would not be approved. Asked to have the tenant moved to another room. Cassandra stated that they plan to do a fire drill sometime soon. Campos.

9-12-23 Received word from building inspection that the permit application for lodging boarding house was denied by the building official.

9-26-23 Additional reinspection with Cassandra Crawford. Reinspection of 18 units. Added one hazard. 23 tests. Campos.

---

Inspector:

  
SFPO Lauren Campos

lauren.moore@dallasfire.gov

469-964-7436

Property Representative:

  
COMMUNITY PROSECUTION SE

**Violation/Information Page(s)**

Inspection Violations

**PROVIDE AND MAINTAIN AN APPROVED FIRE SAFETY AND EVACUATION PLAN INCLUDING DOCUMENTATION ON STAFF TRAINING**

**405.5** 405.5 Record keeping. Records shall be maintained of required emergency evacuation drills and include the following information: 1. Identity of the person conducting the drill. 2. Date and time of the drill. 3. Notification method used. 4. Employees on duty and participating. 5. Number of occupants evacuated. 6. Special conditions simulated. 7. Problems encountered. 8. Weather conditions when occupants were evacuated. 9. Time required to accomplish complete evacuation.

**Inspector Notes: Need to see the floor plan evacuation if boarding or MULTIFAMILY.**

Violation found on  
10/21/2022

Will be rechecked on or after  
10/10/2023

Violation Not  
Repaired

**PROVIDE AND MAINTAIN SHELF STORAGE OF FLAMMABLE AND COMBUSTIBLE LIQUIDS IN AN ORDERLY MANNER.**

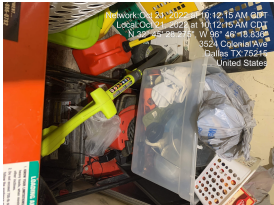
**5704.3.3.5.3** 5704.3.3.5.3 Orderly storage. Shelf storage of flammable and combustible liquids shall be maintained in an orderly manner.

**Inspector Notes: Storage of gas containers.**

Violation found on  
10/21/2022

Will be rechecked on or after  
10/10/2023

Violation Not  
Repaired





Provide and maintain **CARBON MONOXIDE ALARMS** in **GROUP R OCCUPANCIES** as required by this code.

**1103.9** 1103.9 Carbon monoxide alarms. Existing Group I-1, I-2, I- 4 and R occupancies shall be equipped with carbon monoxide alarms in accordance with Section 915, except that the carbon monoxide alarms shall be allowed to be solely battery operated.

**Inspector Notes:** If the water heater is a gas appliance ( was unable to gain entry - see inspection authority) then carbon monoxide alarms will be needed.

Violation found on  
10/21/2022

Will be rechecked on or after  
10/10/2023

Violation Not  
Repaired



**Post ADDRESS visible from the street**

**505.1** 505.1 Address identification. New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Where required by the fire code official, address numbers shall be provided in additional approved locations to facilitate emergency response. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall be a minimum of 6 inches (152.4 mm) high with a minimum stroke width of 0.5 inch (12.7 mm). Where access is by means of a private road, buildings do not immediately front a street, and/or the building cannot be viewed from the public way, a monument, pole or other sign with approved 6 inch (152.4 mm) height building numerals or addresses and 4 inch (101.6 mm) height suite/apartment numerals of a color contrasting with the background of the building or other approved means shall be used to identify the structure. Numerals or addresses shall be posted on a minimum 20 inch (508 mm) by 30 inch (762 mm) background with a border. Address numbers shall be maintained. Exception: R-3 Single Family occupancies shall have approved numerals of a minimum 3 ½ inches (88.9 mm) in height and a color contrasting with the background clearly visible and legible from the street fronting the property and rear alleyway where such alleyway exists.

**Inspector Notes: Additional numbers need to be added to the house to make it visible from the street. This includes all the individual units. 3-13-23 Addresses have been added but still awaiting the final certificate of occupancy. 7-13-23 some address numbers are still missing.**

Violation found on  
10/21/2022

Will be rechecked on or after  
10/10/2023

Violation Not  
Repaired



**Provide and maintain smoke detectors in approved locations for each RENTAL UNIT**

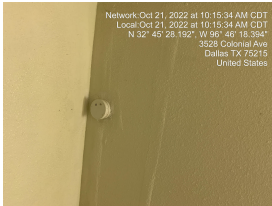
**907.2.11** 907.2.11 Single- and multiple-station smoke alarms. Listed single- and multiple-station smoke alarms complying with UL 217 shall be installed in accordance with Sections 907.2.11.1 through 907.2.11.6 and NFPA 72.

**Inspector Notes: All the smoke alarms on the first floor did not work correctly. The second floor worked but will need additional smoke alarms . Officer was unable to test all the bedrooms since there was no access. 7-13-23 some smoke alarms are missing, not installed or damaged.**

Violation found on  
10/21/2022

Will be rechecked on or after  
10/10/2023

Violation Not  
Repaired



**Provide one \_\_\_\_\_ rated portable fire extinguisher for each \_\_\_\_\_ square feet. Maximum travel distance**

**10 NFPA10**

**Inspector Notes: Did not see a fire extinguisher on site 3-13-23 Fire extinguishers have been added but the receipt needs to be provided to the officer.**

Violation found on  
10/21/2022

Will be rechecked on or after  
02/24/2023

Repaired on  
03/13/2023

**SERVICE fire extinguishers and recharge those expended. Annual service required by state Licensee**

**906** SERVICE fire extinguishers and recharge those expended. Annual service required by state Licensee

**Inspector Notes: Did not see a fire extinguisher on site 3-13-23 receipt needs to be provided.**

Violation found on  
10/21/2022

Will be rechecked on or after  
10/10/2023

Violation Not  
Repaired

**MOUNT portable fire extinguishers in conspicuous accessible locations**

**906.5** 906.5 Conspicuous location. Portable fire extinguishers shall be located in conspicuous locations where they will be readily accessible and immediately available for use. These locations shall be along normal paths of travel, unless the fire code official determines that the hazard posed indicates the need for placement away from normal paths of travel.

**Inspector Notes: Did not see a fire extinguisher on site**

Violation found on  
10/21/2022

Will be rechecked on or after  
02/24/2023

Repaired on  
03/13/2023

**MOUNT portable fire extinguishers so that the tops are not more than 5 feet above the floor**

**906.9** 906.9 Extinguisher installation. The installation of portable fire extinguishers shall be in accordance with Sections 906.9.1 through 906.9.3.

**Inspector Notes: Did not see a fire extinguisher on site**

Violation found on  
10/21/2022

Will be rechecked on or after  
02/24/2023

Repaired on  
03/13/2023

**Install extinguishing system for COOKING APPLIANCES producing grease laden vapors**

**904.12** 904.12 Commercial cooking systems. The automatic fireextinguishing system for commercial cooking systems shall be of a type recognized for protection of commercial cooking equipment and exhaust systems of the type and arrangement protected. Preengineered automatic dry- and wet-chemical extinguishing systems shall be tested in accordance with UL 300 and listed and labeled for the intended application. Other types of automatic fire-extinguishing systems shall be listed and labeled for specific use as protection for commercial cooking operations. The system shall be installed in accordance with this code, its listing and the manufacturer's installation instructions. Automatic fire-extinguishing systems of the following types shall be installed in accordance with the referenced standard indicated, as follows: 1. Carbon dioxide extinguishing systems, NFPA 12. 2. Automatic sprinkler systems, NFPA 13. 3. Foam-water sprinkler system or foam-water spray systems, NFPA 16. 4. Dry-chemical extinguishing systems, NFPA 17. 5. Wet-chemical extinguishing systems, NFPA 17A. Exception: Factory-built commercial cooking recirculating systems that are tested in accordance with UL 710B and listed, labeled and installed in accordance with Section 304.1 of the International Mechanical Code.

**Inspector Notes: This will need to be determined by building inspections depending on the outcome of the Certificate of occupancy. 7-13-23 still no update at this time.**

Violation found on  
10/21/2022

Will be rechecked on or after  
10/10/2023

Violation Not  
Repaired





**Discontinue LOCKING - BLOCKING exit doors, exit windows, or exit pathways**

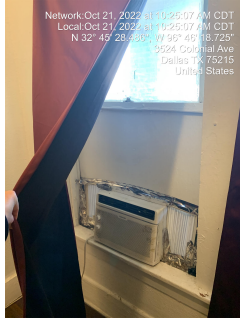
**1031.1** 1031.1 General. The means of egress for buildings or portions thereof shall be maintained in accordance with this section.

**Inspector Notes: All bedrooms that have only one window cannot have air conditioning units in them. This locks block exit windows in case of emergency. 3-13-23 Still finding locked blocked windows. The windows are sealed with tape, screws that prevent the windows from opening. 7-13-23 still finding locked blocked windows in the majority of the rooms. This limits egress in an emergency.**

Violation found on  
10/21/2022

Will be rechecked on or after  
10/10/2023

Violation Not  
Repaired



**Maintain EXIT DOORS and/or WINDOWS easily OPENABLE without a key or special knowledge**

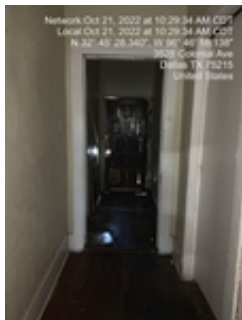
**1031.2.1** 1031.2.1 Security devices and egress locks. Security devices affecting means of egress shall be subject to approval of the fire code official. Security devices and locking arrangements in the means of egress that restrict, control, or delay egress shall be installed and maintained as required by this chapter.

**Inspector Notes: If this is a designated egress door then it will need to remove the additional locks and latches to allow tenants to get out in an emergency. 3-13-23 Still finding units with screws in the windows to keep the AC units in. 7-13-23 AC units and some doors need keys to unlock or open doors that is not in compliance with the hardware.**

Violation found on  
10/21/2022

Will be rechecked on or after  
10/10/2023

Violation Not  
Repaired



**Provide and maintain APPROVED EXIT SIGN readily visible from any direction of egress travel within an approved distance.**

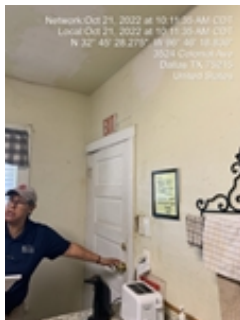
**[BE] 1013.1** [BE] 1013.1 Where required. Exits and exit access doors shall be marked by an approved exit sign readily visible from any direction of egress travel. The path of egress travel to exits and within exits shall be marked by readily visible exit signs to clearly indicate the direction of egress travel in cases where the exit or the path of egress travel is not immediately visible to the occupants. Intervening means of egress doors within exits shall be marked by exit signs. Exit sign placement shall be such that no point in an exit access corridor or exit passageway is more than 100 feet (30 480 mm) or the listed viewing distance for the sign, whichever is less, from the nearest visible exit sign. Exceptions: 1. Exit signs are not required in rooms or areas that require only one exit or exit access. 2. Main exterior exit doors or gates that are obviously and clearly identifiable as exits need not have exit signs where approved by the fire code official. 3. Exit signs are not required in occupancies in Group U and individual sleeping units or dwelling units in Group R-1, R-2 or R-3. 4. Exit signs are not required in dayrooms, sleeping rooms or dormitories in occupancies in Group I-3. 5. In occupancies in Groups A-4 and A-5, exit signs are not required on the seating side of vomitories or openings into seating areas where exit signs are provided in the concourse that are readily apparent from the vomitories. Egress lighting is provided to identify each vomitory or opening within the seating area in an emergency.

**Inspector Notes: Bottom kitchen on the first floor will need to have an approved UL listed and approved exit sign. - additional exits signs might need to be added according to building inspections. 3-15-23 Still awaiting for the final certificate of occupancy from building inspections to determine the locations of exit signs.**

Violation found on  
10/21/2022

Will be rechecked on or after  
10/10/2023

Violation Not  
Repaired



**SEAL penetrations in floors, walls, ceilings with approved material**

**703.1** 703.1 Maintenance. The required fire-resistance rating of fire-resistance-rated construction, including, but not limited to, walls, firestops, shaft enclosures, partitions, smoke barriers, floors, fire-resistive coatings and sprayed fire-resistant materials applied to structural members and fire-resistant joint systems, shall be maintained. Such elements shall be visually inspected by the owner annually and properly repaired, restored or replaced where damaged, altered, breached or penetrated. Records of inspections and repairs shall be maintained. Where concealed, such elements shall not be required to be visually inspected by the owner unless the concealed space is accessible by the removal or movement of a panel, access door, ceiling tile or similar movable entry to the space. Openings made therein for the passage of pipes, electrical conduit, wires, ducts, air transfer openings and holes made for any reason shall be protected with approved methods capable of resisting the passage of smoke and fire. Openings through fire-resistance-rated assemblies shall be protected by self- or automatic-closing doors of approved construction meeting the fire protection requirements for the assembly.

**Inspector Notes: All holes will need to be sealed with equal rated construction. 7-13-23 still finding holes.**

Violation found on  
10/21/2022

Will be rechecked on or after  
10/10/2023

Violation Not  
Repaired



**Maintain 30 inch clearance to ELECTRICAL equipment**

**605.3** 605.3 Working space and clearance. A working space of not less than 30 inches (762 mm) in width, 36 inches (914 mm) in depth and 78 inches (1981 mm) in height shall be provided in front of electrical service equipment. Where the electrical service equipment is wider than 30 inches (762 mm), the working space shall be not less than the width of the equipment. Storage of materials shall not be located within the designated working space. Exceptions: 1. Where other dimensions are required or allowed by NFPA 70. 2. Access openings into attics or under-floor areas which provide a minimum clear opening of 22 inches (559 mm) by 30 inches (762 mm).

**Inspector Notes: Electrical panel was blocked and it cannot be blocked at any time. 12-16-22 Officer gained access without the panel being blocked. 3-15-23 Items stored in front of electrical panel. 7-13-23 items are still in front of the electrical panel.**

Violation found on  
10/21/2022

Will be rechecked on or after  
10/10/2023

Violation Not  
Repaired



**Provide COVERS for electrical outlets, switches, junction boxes, and breaker boxes**

**605.6** 605.6 Unapproved conditions. Open junction boxes and open-wiring splices shall be prohibited. Approved covers shall be provided for all switch and electrical outlet boxes.

**Inspector Notes: Electrical covers throughout need to be added. In addition to electrical covers the electrical panel will need spacers/fillers. 3-15-23 Still finding damaged or painted electrical covers. 7-13-23 still finding missing or damaged electrical outlets**

Violation found on  
10/21/2022

Will be rechecked on or after  
10/10/2023

Violation Not  
Repaired



**Discontinue using EXTENSION CORDS as substitutes for permanent electrical wiring**

**605.5** 605.5 Extension cords. Extension cords and flexible cords shall not be a substitute for permanent wiring. Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact. Extension cords shall be used only with portable appliances.

**Inspector Notes: Extension cords are not allowed to be used a permanent wiring and will need to be replaced with a surge protector 3-15-23 Found in several units.**

Violation found on  
10/21/2022

Will be rechecked on or after  
10/10/2023

Violation Not  
Repaired



**Obtain City of Dallas Certificate of Occupancy.**

**114.1 [A]** 114.1 Use and occupancy. No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure, or portion thereof, shall be made until the building official has issued a certificate of occupancy therefore as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of the Dallas Building Code or of other ordinances of the jurisdiction.

**Inspector Notes: Location is acting in the capacity of a MULTIFAMILY. Final determination needs to be confirmed with building inspections. Property is currently in the process of obtaining a CO 12-16-223-15-23 CO has been applied for but in process. 7-13-23 building inspections confirmed that there is no Certificate of occupancy for the structure for MULTIFAMILY or lodging.**

Violation found on  
10/21/2022

Will be rechecked on or after  
10/10/2023

Violation Not  
Repaired

**308.1.4** 308.1.4 Open-flame cooking and heating devices. Open-flame cooking devices, charcoal grills and other similar devices used for cooking shall not be located or used on combustible balconies, decks, or within 10 feet (3048 mm) of combustible construction. Exceptions: 1. One- and two-family dwellings, except that LP-gas containers are limited to a water capacity not greater than 50 pounds (22.68 kg) with an aggregate LP-gas capacity not to exceed 100 lbs (5 containers). 2. Where buildings, balconies and decks are protected by an approved automatic sprinkler system, except that LP-gas containers are limited to a water capacity not greater than 50 pounds (22.68 kg), with an aggregate LP- gas capacity not to exceed 40 lbs (2 containers). 3. LP-gas cooking or heating devices having LP-gas container with a water capacity not greater than 2 1/2 pounds.

**Inspector Notes: If the property obtains a certificate of occupancy j under building inspection it will need to abide by ths rule. -owner stated that a tenant at one time grilled on the patio**

Violation found on  
10/21/2022

Will be rechecked on or after  
02/24/2023

Repaired on  
03/13/2023



**[A] 104.7.2** [A] 104.7.2 Technical assistance. To determine the acceptability of technologies, processes, products, facilities, materials and uses attending the design, operation or use of a building or premises subject to inspection by the fire code official, the fire code official is authorized to require the owner or owner’s authorized agent to provide, without charge to the jurisdiction, a technical opinion and report. The opinion and report shall be prepared by a qualified engineer, specialist, laboratory or fire safety specialty organization acceptable to the fire code official and shall analyze the fire safety properties of the design, operation or use of the building or premises and the facilities and appurtenances situated thereon, to recommend necessary changes. The fire code official is authorized to require design submittals to be prepared by, and bear the stamp of, a registered design professional.

**Inspector Notes: Need to see the floor plans that were approved by building inspections. The floor plans need to determine the egress points and maps. In additional, there needs to be an engineers report for the structural stability of the building. The back door on the second floor needs more attention since the floor slopes more than the other rooms.3-15-23 No engineer report has been provided at this time.3-14-23 No engineers report provided.7-13-23 technical assistance has not been provided at this time.**

Violation found on  
10/21/2022

Will be rechecked on or after  
10/10/2023

Violation Not  
Repaired

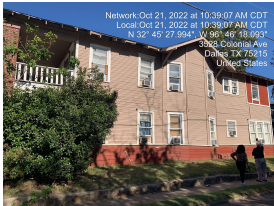
**[A] 106.1 [A] 106.1** Inspection authority. The fire code official is authorized to enter and examine any building, structure, marine vessel, vehicle or premises in accordance with Section 104.3 for the purpose of enforcing this code.

**Inspector Notes: Officer needs to inspect all the bedrooms to verify the windows are not blocked.12-16-22 Was unable to gain access to majority of the units.1-10-23 still unable to gain access to all the units.3-15-23 Still no entry to several of the units.7-13-23 unable to access one closet**

Violation found on  
10/21/2022

Will be rechecked on or after  
10/10/2023

Violation Not  
Repaired



**605.1 605.1** Abatement of electrical hazards. Identified electrical hazards shall be abated. Identified hazardous electrical conditions in permanent wiring shall be brought to the attention of the responsible code official. Electrical wiring, devices, appliances and other equipment that is modified or damaged and constitutes an electrical shock or fire hazard shall not be used.

**Inspector Notes: The exposed wires on the ceiling in the upstairs bathroom will need to be repaired.All painted electrical will need to be repaired by a licensed electrician. 3-15-23 Still finding painted electrical or missing outlets or covers.**

Violation found on  
10/21/2022

Will be rechecked on or after  
10/10/2023

Violation Not  
Repaired



**[BE] [BE] 1010.1.9.1 Hardware.** Door handles, pulls, latches, locks and other operating devices on doors required to be accessible by Chapter 11 of the International Building Code shall not require tight grasping, tight pinching or twisting of the wrist to operate.

**Inspector Notes: Door knob needed for doors to allow access 12-16-22 The upstairs bedroom near the front still missing handles. 7-13-23 noticed several missing door knobs.**

Violation found on 10/21/2022	Will be rechecked on or after 10/10/2023	Violation Not Repaired
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**605.10 605.10** Portable, electric space heaters. Where not prohibited by other sections of this code, portable, electric space heaters shall be permitted to be used in all occupancies other than Group I-2 and in accordance with Sections 605.10.1 through 605.10.4. Exception: The use of portable, electric space heaters in which the heating element cannot exceed a temperature of 212°F (100°C) shall be permitted in nonsleeping staff and employee areas in Group I-2 occupancies.

**Inspector Notes: Make sure all tenants abide by this code for space heaters**

Violation found on 10/21/2022	Will be rechecked on or after 02/24/2023	Repaired on 03/13/2023
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**Discontinue DAISY CHAINING (plugging in series) extension cord and/or surge protectors.**

**603.5.2 603.5.2** Application and use. Relocatable power taps and current taps shall be directly connected to a permanently installed receptacle. Exceptions: 1. Where approved for use in a Group A occupancy or in a meeting room in a Group B occupancy, not more than five relocatable power taps shall be permitted to be connected together or connected to an extension cord for temporary use to supply power to electronic equipment. 2. Current taps and relocatable power taps shall not be required to connect directly to a permanently installed receptacle outlet where used for 90 days or less for the purpose of testing the performance of such devices.

**Inspector Notes: Found 7-13-23 in unit 14**

Violation found on 07/13/2023	Will be rechecked on or after 10/10/2023	Violation Not Repaired
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**DISCONTINUE USE OF SPACE UNTIL A VALID, ISSUED CERTIFICATE OF OCCUPANCY IS OBTAINED.**

**[A] 115.1** [A] 115.1 Use and occupancy. No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure, or portion thereof, shall be made until the building official has issued a certificate of occupancy therefore as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of the Dallas Building Code or of other ordinances of the jurisdiction.

**Inspector Notes: No valid co**

Violation found on  
07/13/2023

Will be rechecked on or after  
10/10/2023

Violation Not  
Repaired

**305.4** 305.4 Deliberate or negligent burning. It shall be unlawful to deliberately or through negligence set fire to or cause the burning of combustible material in such a manner as to endanger the safety of persons or property.

**Inspector Notes: 9-26-23 Found tenants burning incense in the walls, doors, and unconfined containers. Asked management to correct educate immediately.**

Violation found on  
09/26/2023

Will be rechecked on or after  
10/10/2023

Violation Not  
Repaired

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