

SITE PLAN REVIEW

Checklist



CITY OF DALLAS

Complete and submit the following checklist.

- Site plan review requires:
 - A complete application
 - Have you submitted, with your application, certified copies of any instrument that contains a restriction on the uses of or on construction on the affected property?
Yes _____ No, not applicable _____

- 3 Site plans showing
 - All buildings and structures including square footage. Plans must indicate building extremities i.e. balconies, awnings, etc.
 - Construction type as defined in the Dallas Building Code
 - Parking spaces and parking calculations
 - Street and drive approaches
 - Property lines
 - Easements
 - Indicate whether the building has fire sprinklers
 - Fire lanes
 - Fire hydrants
 - Fences and gates
 - North arrow
 - Scale (all plans must be drawn to scale)
- 3 Landscaping plans (if landscaping review is required):
 - All buildings and structures and parking lot
 - Location of all existing protected trees (tree survey)
 - Proposed location of landscaping
 - Landscaping analysis
 - Location of utility lines and easements including water and sewer lines and overhead lines
 - Scale (All plans must be drawn to scale)
- 3 Utility plans: (Optional, only if applicant has plans)
 - All buildings and structures and parking lot
 - Location of all easements
 - Location of all utilities including water and sewer lines
- 3 Grading and drainage plans: (Optional, only if applicant has plans)
 - All buildings and structures and parking lot
 - Location of all easements
 - Scale (All plans must be drawn to scale)

****The above plans may be drawn on the same sheet****

- 3 Floor plans: Floor plans may be schematic showing the location of opening and the location of hazardous occupancies
 - Label rooms
 - Furniture plans for churches and theaters
 - Scale (All plans must be drawn to scale)
 - Dance Hall uses must show size and location of dance floors
- 3 Elevation plans: Required only if a structure is over 26 feet in height
 - Average grade as defined in the Dallas Development Code
 - Showing all elevations
 - Scale (All plans must be drawn to scale)
- Sites that are located in a Flood Plain will be required to provide additional information as needed by the Department of Development Services, contact Engineers

Site Plan Review Application



CITY OF DALLAS

Date: _____
 Grading/Paving only?
 ___ Yes ___ No

Site Plan Review #

Site Information		Applicant Information	
Address:		Name:	
Existing use:		Company:	
Proposed use:		Address:	
Existing floor area:	SF	City:	
Proposed floor area:	SF	State, Zip:	
Total floor area:	SF	Phone #:	
Existing coverage:	SF	Fax #:	
Additional coverage:	SF	Email:	
Total coverage:	SF	Zoning Case #	
New paved/graded:	SF	BDA Case #	
Total lot area:	SF	Subdivision Plat #	
Description of proposed work:			

I have read the completed application and know the same is true and correct and agree that all provision 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 property or the duly authorized agent.

X _____
 Applicant's signature

BELOW FOR OFFICE USE ONLY

	Proposed	Minimum	Land Use	Block	Lot	FP	Dry																												
Front Yard	_____	_____	Zoning	PD	RAR	DIR	SUP																												
Side Yard	_____	_____																																	
Rear Yard	_____	_____																																	
Site Parking:	_____	_____	DR	Early Release	Hist	D.U. #	BDA																												
Delta credits	_____	_____	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Route to:</th> <th style="width: 15%;">Checked</th> <th style="width: 15%;">Date</th> <th style="width: 45%;">Comments</th> </tr> </thead> <tbody> <tr> <td>Zoning</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Arborist</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Water</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Engineering</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Building</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Other</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Route to:	Checked	Date	Comments	Zoning				Arborist				Water				Engineering				Building				Other			
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By pkg agrmt	_____	_____																																	
	Proposed	Maximum																																	
Height	_____	_____																																	
FAR	_____	_____																																	
Lot Coverage	_____	_____																																	

Remarks:

Fee Calculation	
Site Plan Review	_____
DIR	_____
RAR	_____
Other	_____
Total Fee	_____