



CITY OF DALLAS

Petition Guideline and Submittal Form Sustainable Department & Construction Development

SIGNATURE GATHERING

- The neighborhood committee will gather signatures from as many property owners as possible.
- Only original signatures on the original petitions will be accepted. No copies or replacements.
- If an owner is not the name listed on the petition, they can print out the page from DCAD's website (Dallas Central Appraisal District at www.dallascad.org) and attach to the petition.
- Some property owners may live out of town so you may need to contact them by mail, etc., to ask for their signature. Some properties may be owned by banks or corporations. In that case, you will need documentation attached indicating that person is authorized to sign. This would also apply to property owned by an HOA.
- If a property is owned by only one person of a married or partner couple, only that person shown as the owner can sign.
- The committee should attempt to contact every property owner to ask for their signature. If a person asks for their petition, the committee should give them the petition. However, gathering the petitions is the responsibility of the committee.

BECOMING A ZONING CASE AND PUBLIC HEARINGS

- Once the neighborhood committee has finished gathering the signatures, the committee should contact the planner and schedule a time to turn in the petitions along with the completed zoning change application and the application fee, if applicable.
- Within 30 days after an application to amend an established CD is submitted, staff will verify the petitions and determine if they represent signatures from the property owners of at least 58% of the land (excluding streets and alleys) or 58% of the lots within the established CD.

Conservation District Name (if existing): _____

Date petitions were received by the designated neighborhood committee member: _____

Signature of designated neighborhood committee member: _____

Deadline to submit petitions and Zoning Change application: _____

Date petitions submitted to staff: _____

Petitions accepted by: _____

Staff: Make a copy and keep original (for file). Give a copy to the designated neighborhood committee member.