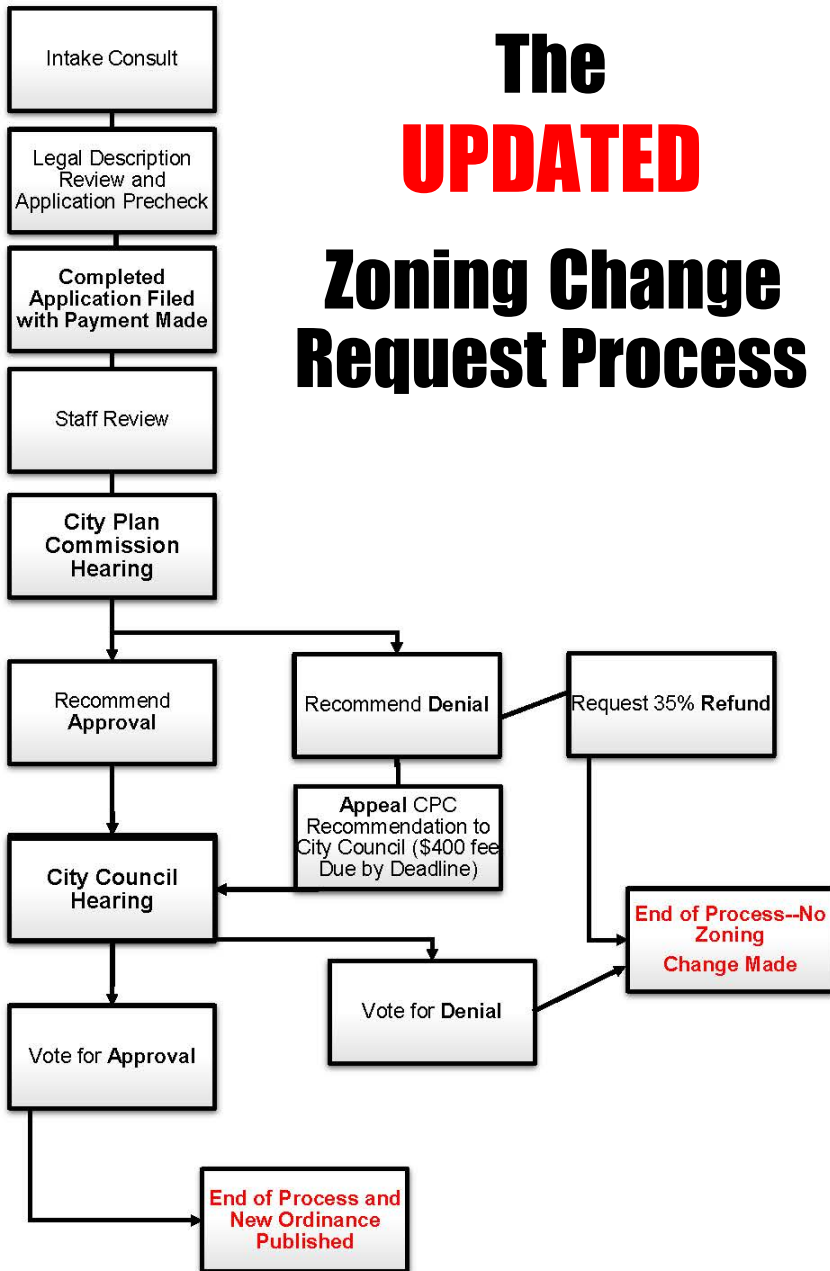


UPDATED
ZONING CHANGE
INFORMATION PACKET

The **UPDATED** Zoning Change Request Process



Once a completed application with approved legal description has been filed, it will be assigned a case planner who will contact the applicant about the review and timeline of their case. The case will proceed to an internal staff review meeting.

Typically, within one week of the staff review meeting, the applicant will receive a formal letter with staff comments that need to be addressed before the case can proceed. This letter will also contain a preliminary staff recommendation on the case. This recommendation is subject to change.

When the applicant has sufficiently addressed all staff comments, the case may proceed.

In processing an application, public hearings are held, at which time the applicant or their representative should be present.

The first of these hearings is held before the City Plan Commission (CPC). Ten days prior to the CPC hearing the property owners* within the required notification area will be notified of their right to appear and express their opinion about the request.

The CPC will then hold a hearing on the zoning change request. The public is welcome to attend.

A CPC recommendation of approval results in the automatic forwarding of the request to the City Council (CC).

Any CPC recommendation of denial can be appealed to the City Council upon written request and receipt of a \$400 administration fee due within 10 days of the City Plan Commission action. Otherwise, a written request with original filing fee receipt can be forwarded for a 35% refund of the initial filing fee.

(Note: A CPC decision to hold the case under advisement may delay the case.)

A forwarded or appealed zoning change request will be considered by the City Council.

Written notification is sent to all property owners* within the required notification area 15 days prior to the City Council hearing.

A vote of approval by the City Council results in the passage of an ordinance that makes the decision legally binding. The approved ordinance and stamped plans are required to proceed with development of the site. Approval documents are made available to the applicant/representative after the final public hearing.

A vote of **denial with prejudice** at either the CPC or CC hearing means that an applicant **cannot** bring in another zoning change request on the same property within two years without a waiver of the two-year waiting period.

A vote of **denial without prejudice** at either the CPC or CC hearing or a CC vote of approval means that an applicant **can** bring in another zoning change request on the same property without filing for a waiver of the mandatory two-year waiting period.

*Property owners are determined based on the last approved tax roll from the appraisal district.

GIS PROPERTY DESCRIPTION STANDARDS

Prices for Review

	Cost per description
Platted Descriptions:	\$100.00
Metes and Bounds Descriptions (1 page):	\$100.00
Metes and Bounds Descriptions each additional page:	\$50.00

Types of Acceptable Property Descriptions

Platted Lots – Area of request must consist entirely of platted lots. A stamped certified copy of the County Plat or final replat must be submitted.

Metes and Bounds Survey – If the area of request does not consist entirely of platted lots, a metes and bounds survey of the area must be submitted. The survey must meet the acceptable closure standards and must describe completely the boundaries of the area of request. Any other legal descriptions requested for the case will also need to be submitted as metes and bounds.

Standards

All boundary surveys shall be in accordance with the Texas Professional Land Surveying Practices Act and General Rules of Procedures and Practices, current revision. In addition, the City of Dallas requires the following:

Acceptable Closure Standards for Metes & Bounds

1. The Relative Error Ratio must be better than 1:50,000
2. The Misclosure as X/Y must be better than 0.1 feet
3. If the Relative Error Ratio is smaller than 15,000, no matter what the misclosure distance is, the description does not close and is rejected.
4. If the Relative Error Ratio is between 15,000 and 50,000 and the misclosure is smaller than .1 feet, the property description is acceptable. If the Relative Error Ratio is between 15,000 and 50,000 and the misclosure is larger than .1 feet, we will ask you to “force closure”, by adding one final call to the metes and bounds using the misclosure as direction/distance from the closure report we will provide to you.

The POINT OF BEGINNING for Legal Descriptions Shall be One of the Following

1. The intersection of two public Right-of-Ways (ROW)
2. Any corner of any platted lot or addition to the City of Dallas
3. A GPS point in the State Plane Coordinate System, Texas North Central Zone FIPS 4202 Feet, North American Datum 1983 (NAD 83), realization of 2011.

(Coordinates: North=6949427.97, East=2516520.62) *_Not on Grid:*

Formatting

- Word file document (.docx or .doc)
 - Times New Roman
 - 12-point font
 - Single spaced
 - Justified
 - 1” Margins
 - NOT ALL CAPS
-
- Page titled and centered at the top as: **EXHIBIT A** followed by 2 spaces before legal description

Additional Requirements and an Example Legal Description on the next page.

Use The Following For Revising An Existing Legal Descriptions

- Strikethrough (~~example~~), text being removed
- Underline (example), text being added
- Everything else should stay exactly the same, including headers, footers, any titles, etc.

Example

EXHIBIT A

BEING portions of Lot 20, Lot 21, and Lot 22, Hughes Brothers Subdivision, in Block F/873, according to the Plat recorded in Volume 98, Page 43, Map Records, Dallas County, Texas, and said portions being described by metes and bounds as follows:

BEGINNING at a 1/2-*inch* iron rod found at the present intersection of the northeasterly right of way line of Harwood Street (variable width right of way) with the northwesterly right of way line of Coombs Street (50' right of way);

THENCE North 36° 15' 00" West, along the northeasterly line of Harwood Street, 130.50 feet to a 1/2-*inch* iron rod found on the westerly line of Lot 20, of said Block F/873, said point being South 36° 15' 00" East from the northwesterly corner of said Lot 20;

THENCE North 53° 45' 00" East, 136.75 feet to a 1/2-*inch* iron rod found on the westerly line of China Alley, (variable width right of way);

THENCE South 36° 15' 00" East, along the westerly line of said China Alley, 130.50 feet to a point on the northwesterly line of said Coombs Street;

THENCE South 53° 45' 00" West, along the northwesterly line of said Coombs Street, 136.75 feet to the POINT OF BEGINNING, and containing 17,845.88 square feet, or 0.41 acres of land, more or less.

If applicable:

NOTE: This document was prepared under 22 TAC §663.21, does not reflect the results of an on the ground survey, and is not to be used to convey or establish interests in the real property except those rights and interests implied or established by the creation or reconfiguration of the boundary of the political subdivision for which it was prepared.

Submitting a Zoning Change Request

To submit a request for a zoning change:

- Collect the appropriate documents (see checklist below) and bring in your application packet for pre-check by an intake planner (City Hall, 1500 Marilla Street, Rm 5BN). If you have a referral from another city office, please provide that referral form to the intake planner.
- **NEW:** Obtaining approval of property description for the area of request **before** filing a zoning application is now **required**. Information on the requirements and fees for the property description review is attached. For questions, contact ZonMaps@dallas.gov. (GIS fees must be paid in order for staff to accept your zoning change application for pre-check.)
- Full payment for zoning change is accepted and the filed application is placed in queue after legal description is approved and intake staff determines the application is complete.

If you have questions about the process or for prescreening of your application packet:

- Book an appointment with an intake planner by visiting: <https://dallascityhall.com/departments/pnv/pages/book-a-planner.aspx>.

It is recommended that you contact the Plan Commissioner for the area to discuss the case. Contacts can be found on the City Plan Commission webpage: <https://dallascityhall.com/government/Boards-and-Commissions/City-Plan-and-Zoning-Commission/Pages/default.aspx>.

Use the following checklist as a guideline to gather information necessary to submit a complete request. Not all requirements apply to all requests. A detailed explanation of each requirement is provided in this packet. Each requirement explanation will be referenced to the letter in the far left column.

Request Checklist	
A.	Application form <input type="checkbox"/>
B.	Proper signatures <input type="checkbox"/>
C.	Letter of authorization (Original with "wet" signature or digital signature with trace number required.) <input type="checkbox"/>
D.	Land use statement <input type="checkbox"/>
E.	Proposed conditions for Planned Development Districts and Specific Use Permits <input type="checkbox"/>
F.	Deed Restriction instruments <input type="checkbox"/>
G.	Zoning Location Map (1) <input type="checkbox"/>
H.	Recorded Plat or Block Map (1) <input type="checkbox"/>
I.	Correct lot & block or Metes &
J.	Bounds survey with drawing (1) <input type="checkbox"/>
K.	Recorded copy of Deed <input type="checkbox"/>
L.	Tax Certificate <input type="checkbox"/>
M.	Verification of no unpaid liens <input type="checkbox"/>
N.	Traffic Impact Worksheet <input type="checkbox"/>
O.	Traffic impact Study or Waiver <input type="checkbox"/>
P.	Conceptual Plan (2 folded) or
	Development Plan (2 folded) for Planned Development Districts <input type="checkbox"/>
Q.	Site Plans (2 folded) for Specific Use Permits
R.	Landscape Plan (2 folded) for SUP/PDs <input type="checkbox"/>
S.	Tree survey (2 folded) <input type="checkbox"/>
T.	Elevation/perspectives (optional 2 folded) for Planned Development Districts <input type="checkbox"/>
U.	List of partners/principals/officers <input type="checkbox"/>
V.	Application & Sign Fees <input type="checkbox"/>

Upon submission of a **completed application**, staff will assign a **tentative** City Plan Commission hearing date and work closely with you to hold that date. Your responsiveness in providing staff with any additionally requested, necessary information will determine when your request is scheduled and therefore considered by the City Plan Commission.

Checklist Explanation

A Application Form

- Please provide the information requested on the attached zoning application.
- Applicant, representative and owner information will be required as appropriate. Also see requirements **B, C,** and **U**.
- The online zoning map is an informative resource: <https://developmentweb.dallascityhall.com/publiczoningweb/>.
- Staff can answer some site information questions at (214) 670-4209 or (214) 948-4480.

B Proper Signatures

- The applicant, representative and/or owner must sign the application and/or letters of authorization, as appropriate.

C Letter of Authorization

- If the applicant and the owner are not the same person, the relationship between the two must be documented by a letter authorizing the applicant to act on the owner's behalf to pursue the requested zoning change.
- If a representative is retained by an owner and/or applicant to pursue a zoning change request, the relationship between the two must be documented by a letter authorizing the representative to act on the owner's and/or the applicant's behalf.
- Original with "wet" signature or digital signature with trace number required.

D Land Use Statement

- A land use statement is a written explanation which describes the request and includes **at a minimum** the following:
 - The reason this request is being submitted;
 - The size of the area of request (in acres or square feet);
 - The existing zoning and use of the area of request;
 - The existing zoning and uses of the properties surrounding the area of request;
 - The current and proposed use of any existing structures;
 - The proposed use for the area of request;
 - The proposed number of housing units, total and per acre;
 - The proposed maximum building height in feet and stories of new structures;
 - The proposed lot coverage for buildings, parking structures or parking lots (list each separately).
- Additional information requirements for **child care facility requests**
 - The maximum number of children;
 - The number of employees;
 - Business hours of operation;
 - The square footage of indoor floor area;
 - The square footage of outdoor play area;
 - Description of traffic circulation plan including site ingress and egress and identification of drop off/loading/unloading areas (must be identified on the site plan);
 - The number of parking spaces required and provided.
- Additional information requirements for **public, private and open-enrollment charter school requests**
 - The maximum number of students;
 - The total number of classrooms provided;
 - A breakdown of the number of anticipated classrooms per grade;
 - The number of employees;
 - Business hours of operation;
 - Description of traffic circulation plan including site ingress and egress and identification of drop off/loading/unloading areas (must be provided in a Traffic Management Plan – for more info about the TMP, contact Engineering at 214-671-5115);
 - The number of parking spaces required and provided;
 - The height in feet and stories of all existing and/or proposed structures;
 - Describe any proposed security policies and procedures.

E Proposed Conditions for Planned Development Districts and Specific Use Permits

- Provide a list of draft conditions with your application.
- Examples of conditions include allowed uses, setbacks, height, lot coverage, parking requirements, and landscape.

F Deed Restriction Instruments

- Executed instruments for new deed restrictions, amendment, or termination required after City Plan Commission action
- Staff can provide a generic form. Call 214-670-4209.

Checklist Explanation

G 8 1/2" x 11" Zoning Location Maps (1 required)

- Must be a current zoning map.
- Can be obtained at **City Hall, Room 5CN** for \$2.00 each or requested via email at ZonMaps@dallas.gov.
- Outline the borders of the area of request in **red**.

H 18" x 24" Recorded Plat or Block Map (1 required)

- Recorded plats can be obtained at the **Dallas County Clerk's office** located at **500 Elm Street, Dallas, TX 75202**.
- Neighborhood block maps can be obtained from the **City of Dallas Survey Vault** located at **320 E. Jefferson Blvd. Rm. 314**.
- One copy must be certified with a raised seal.
- See attached **GIS Requirements** for additional information.
- Please outline the area of request in **red** and fold maps.

I Correct Lot and Block or Metes and Bounds Survey with drawing

- If the area of request cannot be described as all of a platted lot, then a metes and bounds description is required (1 copy).
- See attached **GIS Requirements** for requirements and fee for review.

J Deed

- A copy of a deed that verifies ownership of the property
- A copy of the deed may be obtained at the **Dallas County Clerk's office** located at **500 Elm Street, Dallas, TX 75202**.
- If the property is not within Dallas County, the deed can be obtained at the appropriate county tax office.

K Tax Certificate

- Can be obtained at the **Dallas County Clerk's office** located at **500 Elm Street, Dallas, TX 75202**.
- If the property is not within Dallas County, the deed can be obtained at the appropriate county tax office.

L Verification of no unpaid liens

- Can be obtained at **City Hall, Room 2DS**.

M Traffic Impact Worksheet

- Please fill out the worksheet included this packet and submit the worksheet with your application.
- If the total trips generated are **less** than 1,000 trips per day, a Traffic Impact Study or a Traffic Impact Study Waiver is **not** required with your submission (only the Traffic Impact Worksheet).
- If the total trips generated **exceed** 1,000 trips per day, either a Traffic Impact Study or a Traffic Impact Study Waiver is required with your submission (see **N**).

N Traffic Impact Study or Waiver

- If upon filling out the Traffic Impact Study Worksheet included in this packet the total trips generated exceed 1,000 trips per day, either a Traffic Impact Study or a Traffic Impact Study Waiver is required with your submission (see **N**).
- Contact the Engineering Section of the Transportation Development Services at 214-671-5115 for further information.
- [Traffic study fee information see pages 14-15 of this packet.](#)

O Conceptual or Development Plans For Planned Development Requests

- An applicant must provide either a Conceptual Plan or a Development Plan with their request for a PDD. Consult the Dallas Development Code Section 51A-4.702(e) for requirements.
- Conceptual Plans and/or Development Plans **must** be 24"x36".
- Two (2) folded copies are due with each PDD request. The title block, located in the lower right hand corner, should be visible.
 - Title block, located in the lower right hand corner, with:
 - + North arrow;
 - + Scale (architect or engineer);
 - + Title and address of the proposed development;
 - + Date of preparation and revisions;
 - + Plan label (i.e. Conceptual Plan);
 - + Zoning Case No. (to be provided on plans prior to scheduling City Council hearing).

Conceptual Plan requirements

- Site topography at no less than 5 foot contour intervals;
- Location of all land uses;
- Gross acreage for each use;
- Maximum lot coverage;
- Net residential densities;
- Floor area ratio for each use;

Checklist Explanation

P Conceptual or Development Plans For Planned Development Requests (continued)

- The approximate floor area for all nonresidential uses;
- Delineation of all undeveloped areas (except for required yards, landscaped areas, areas unobstructed to the sky and open recreation facilities such as tennis courts and swimming pools);
- Indication of maximum heights for all structures in feet and stories;
- Location of all proposed screening between the site and adjacent property and between land uses within the site;
- Location of all minimum building setbacks along the site boundaries, on dedicated streets, and between residential and nonresidential uses;
- Identification of major access points and rights-of-way to be dedicated to the city;
- Indication of each phase of development if separate phases are proposed.

Development Plan requirements

- Any proposed public or private streets and alleys
- Building sites
- Square footage of all buildings
- Square footage of impervious coverage
- Minimum set backs
- Areas proposed for dedication or reserved as parks, open space, parkways, playgrounds, utility and garbage easements, school sites, street widening or street changes
- Points of ingress or egress from existing public streets
- An accurate survey of the boundaries of the site (a metes and bounds drawing will suffice)
- Site topography at no less than 5 foot contour intervals or spot grades where relief is limited
- Location of proposed land uses
- Location and the minimum distance between buildings, buildings and property lines, street and alley rights-of-way, and private streets
- Arrangement of off-street parking and loading
- Screening, landscaping, and major tree groupings to be retained if this information is essential to the proper arrangement of the development in relation to the adjacent property and internal land uses
- Indication of each phase of development if separate phases are proposed

Q Site Plans for Specific Use Permit Requests

- Site Plans **must** be 24"x36".
- Two (2) folded copies are due with each SUP request. The title block, located in the lower right hand corner, should be visible.
- The following are the minimum requirements which should be provided as appropriate
 - Title block, located in the lower right hand corner, with:
 - + North arrow;
 - + Scale (architect or engineer);
 - + Title and address of the proposed development;
 - + Date of preparation and revisions;
 - + Plan label (i.e. Development Plan);
 - + Zoning Case No. (to be provided on plans prior to scheduling City Council hearing)
 - Dimensions, bearings and street frontage of the property;
 - Location of buildings, structures and uses;
 - Square footage of each building;
 - Building setbacks from property lines (after right-of-way dedications);
 - Square footage of impervious coverage;
 - The method of ingress and egress;
 - A 20 foot visibility triangle at all entries and exits to the property;
 - A 45 foot visibility triangle at street and alley intersections;
 - Off-street parking and loading arrangements;
 - Parking table indicating required parking and provided parking;
 - Screening, lighting and landscaping;
 - Contour lines at no less than five foot intervals;
 - Location of flood plain, escarpment, water bodies, creeks, marshes or drainage areas;
 - Location, identification and dimensions of all existing public and private easements;
 - Location/vicinity map showing major circulation routes and any landmarks that would locate the site.

Checklist Explanation

R Landscape Plans, if not following Article X

- If Article X standards are proposed, no plans are needed.
- An Article X checklist is provided in this application packet, pages 16-18.
- Landscape Plans must be 24" x 36".
- Two (2) folded copies are required at submittal. The title block, located in the lower right hand corner, should be visible.
- Refer to Article X of the Dallas Development Code for landscaping standards. A copy is available in 5BN of Dallas City Hall and online at: https://codelibrary.amlegal.com/codes/dallas/latest/dallas_tx/0-0-0-91662. You can also call one of the City Arborists at 214-948-4117.
- In addition to the Development Plan requirements (see requirement P), please provide the following additional information.
 - Show the location of:
 - + Curbs, wheel stops, or other permanent barriers that protect the landscape area;
 - + Turf areas;
 - + Earthform barriers (berms) should be represented by one foot contour intervals;
 - + Irrigation methods for required landscaping.
 - Plant Schedule to include
 - + Legend, symbol or abbreviation of plant types;
 - + Quantity of each plant type;
 - + Plant name (both common and scientific);
 - + Size at time of planting (container, height, spread, caliper and/or spacing as appropriate);
 - + Plant divisions (i.e. trees versus shrubs versus ground cover).
 - The approximate floor area for all nonresidential uses;
 - Delineation of all undeveloped areas (except for required yards, landscaped areas, areas unobstructed to the sky and open recreation facilities such as tennis courts and swimming pools);
 - Indication of maximum heights for all structures in feet and stories;
 - Location of all proposed screening between the site and adjacent property and between land uses within the site;
 - Location of all minimum building setbacks along the site boundaries, on dedicated streets, and between residential and nonresidential uses;
 - Identification of major access points and rights-of-way to be dedicated to the city;
 - Indication of each phase of development if separate phases are proposed;
 - Must show all underground and overhead utilities.

General Plan requirements

- Title block, located in the lower right hand corner, with:
 - + North arrow;
 - + Scale (architect or engineer);
 - + Title and address of the proposed development;
 - + Date of preparation and revisions;
 - + Plan label (i.e. Development Plan);
 - + Zoning Case No. (to be provided on plans prior to scheduling City Council hearing).

S Tree Survey

- Although this requirement is part of requirement P, the Development Plan requirement, it is an important and often overlooked portion of many submissions
- The tree survey may be included on a Development or Landscape Plan
- Survey must identify tree species and caliper size. Show all trees on the lot with a 6" diameter or greater. Protected trees start at 8" diameter.
- If the site is heavily wooded, the applicant should turn in a separate plan to cover this requirement. The City Arborist can tell you the items needed for the tree survey. An arborist can be reached at 214-948-4117.

T Elevations/Perspectives (optional)

- When submitting a request for a PDD, it is helpful to communicate the intent of a project/proposal with a drawing
- Please provide elevations or perspectives for buildings more than 12 feet in height, which are not to be used for single family or duplex uses

U List of Partners/Principals/Officers

- If the applicant and/or the owner are a corporation, partnership or trust, a list of partners, principals or officers must be provided so that any conflict of interest by City Plan Commissioners or City Council Members can be identified before voting.

V Application and Sign Fees

- Both the application and sign fees for a zoning request **must** be paid at the time of application.
- Consult the Zoning Fee/Sign schedule for a list of current fees.

Fill this out for item (N).



TRIP GENERATION WORKSHEET

Planning and Development Department
1500 Marilla Street, Room 5BN • (214) 671.5115

Instructions to determine if a Traffic Impact Analysis (TIA) needs to be submitted with your zoning application:

1. Read uses in column A and check the box of each use that best characterizes the proposed development;
2. Fill in the corresponding amounts (i.e. number of units or gross square footage) of each use in column C;
3. Multiply values in column B by the corresponding amount(s) in column C and enter result(s) in column D;
4. Total all trip ends in the space at the bottom of column D, rounded to the nearest whole number.

Zoning applications must include a TIA when the proposed development generates more than 1,000 vehicle trip ends per day or 100 vehicle trip ends per hour or at the discretion of the director. TIA waivers will be considered on a case-by-case basis when prepared by a licensed Professional Engineer registered in the State of Texas with specific expertise in transportation and traffic engineering, preferably certified as a Professional Traffic Operations Engineer.

Land Use [A]	Base Rate* [B]	Amount [C]	Trip Ends [D]
Industrial Uses			
Industrial (Inside, Outside) <input type="checkbox"/>	10 per 1,000 SF		
Institutional and Community Service Uses			
Church <input type="checkbox"/>	100 per 1,000 SF		
Library, art gallery, museum <input type="checkbox"/>	80 per 1,000 SF		
Public or private school <input type="checkbox"/>	TRAFFIC STUDY REQUIRED		
Lodging Uses			
Hotel or motel <input type="checkbox"/>	8 per room		
Office Uses			
Financial institution <input type="checkbox"/>	200 per 1,000 SF		
Medical clinic <input type="checkbox"/>	35 per 1,000 SF		
Office <input type="checkbox"/>	12 per 1,000 SF		
Residential Uses			
Multifamily <input type="checkbox"/>	7 per DU		
Retirement housing <input type="checkbox"/>	5 per DU		
Single family <input type="checkbox"/>	10 per DU		
Retail and Personal Service Uses			
Auto service center <input type="checkbox"/>	22 per 1,000 SF		
Bar, lounge, or tavern <input type="checkbox"/>	150 per 1,000 SF		
Commercial amusement (inside) <input type="checkbox"/>	150 per 1,000 SF		
General merchandise/personal service <input type="checkbox"/>	140 per 1,000 SF		
Restaurant without drive-thru <input type="checkbox"/>	350 per 1,000 SF		
Restaurant with drive-thru <input type="checkbox"/>	500 per 1,000 SF		
Coffee shop with drive-thru <input type="checkbox"/>	1500 per 1,000 SF		
Vehicle display, sales, and service <input type="checkbox"/>	30 per 1,000 SF		
Motor vehicle fueling station <input type="checkbox"/>	200 per pump		
Wholesale, Distribution and Storage Uses			
Warehouse, Mini-warehouse <input type="checkbox"/>	2 per 1,000 SF		
Other			
<input type="checkbox"/>			
Total Trip Ends:			0

If total trips is 1,000 or greater, a traffic impact analysis may be required in addition to the application and fees found on pages 14-15 of this application.

*IMPORANT: Average rates are based on selected uses from the ITE Trip Generation Manual, 10th Edition (2017) and may not necessarily apply to specific developments. Trip rates for uses not listed therein must be determined from surveys of similar existing uses. Applicant must consult with staff before assuming any other average trip generation rates or equations (where applicable) and/or any adjustments thereof (including pass-by, internal capture, or mode split reductions). The director reserves the right to review and approve any deviations from these base rates.

APPLICANT:		CASE NUMBER:	
LOCATION:		PHONE NUMBER:	



TRIP GENERATION WORKSHEET

Planning and Development Department
1500 Marilla Street, Room 5BN • (214) 671.5115

APPROXIMATE AMOUNTS REQUIRING TRAFFIC STUDY

Industrial



100,000 SF

Warehouse



500,000 SF

Lodging



125 rooms

Financial Institution



5,000 SF

Medical Clinic



28,000 SF

Office



83,000 SF

Multifamily



140 D.U.

Single Family



100 D.U.

Retirement Housing



200 D.U.

General Retail



7,000 SF

Commercial Amusement



6,500 SF

Bar, Lounge or Tavern



6,500 SF

Restaurant w/o Drive-Thru



2,900 SF

Restaurant w/ Drive-Thru



2,000 SF

Coffee Shop w/ Drive-Thru



667 SF



City of Dallas

Planning and Development Department

1500 Marilla Street Room 5B North Dallas, TX 75201 Phone 214.670.4209 Fax 214.670.4210

Zoning Change Application

September 2024

Is Spanish notification required?

YES NO

Provide the following information. (The form is fillable.)

Applications that alter this form will not be accepted. Please attach a second page if necessary.

Applicant		Representative		Owner	
Owner <input type="checkbox"/>	Prospective Buyer <input type="checkbox"/>			Individual <input type="checkbox"/>	Corporation <input type="checkbox"/>
Tenant <input type="checkbox"/>				Partnership <input type="checkbox"/>	Trust <input type="checkbox"/>
Name:		Name:		Name:	
Address:		Address:		Address:	
City/St/Zip:		City/St/Zip:		City/St/Zip:	
Telephone:		Telephone:		Telephone:	
Fax:		Fax:		Fax:	
E-mail:		E-mail:		E-mail:	
Signature of Applicant			Signature of Owner		

Existing zoning:	Location & cross street:	
Mapsco no.	Request:	
Zoning map no.		
Council district		
School district		
Census tract no.	Lot(s)/Block(s):	Size of request:

Areas below to be completed by staff during application intake.

General Zoning Change*	Specific Use Permit*	Planned Development District*	Deed Restrictions*
	New <input type="checkbox"/> Renewal <input type="checkbox"/> Amendment <input type="checkbox"/> Auto Renewal*** <input type="checkbox"/>	New <input type="checkbox"/> Amendment <input type="checkbox"/>	New <input type="checkbox"/> Amendment <input type="checkbox"/> Termination <input type="checkbox"/>
Proper signatures <input type="checkbox"/>	Proper signatures*** <input type="checkbox"/>	Proper signatures <input type="checkbox"/>	Proper signatures <input type="checkbox"/>
Letter(s) of authorization <input type="checkbox"/>	Letter(s) of authorization*** <input type="checkbox"/>	Letter(s) of authorization <input type="checkbox"/>	Letter(s) of authorization <input type="checkbox"/>
Land use statement <input type="checkbox"/>	Land use statement*** <input type="checkbox"/>	Land use statement <input type="checkbox"/>	Land use statement <input type="checkbox"/>
Zoning Location Map (1) <input type="checkbox"/>	Draft Conditions <input type="checkbox"/>	Draft Conditions <input type="checkbox"/>	Zoning Location Map (1) <input type="checkbox"/>
Plat/Neighborhood Block Map (1) <input type="checkbox"/>	Zoning Location Map (1)*** <input type="checkbox"/>	Zoning Location Map (1) <input type="checkbox"/>	Plat/Neighborhood Block Map (1) <input type="checkbox"/>
Correct lot & block or Metes & Bounds survey with drawing (1) <input type="checkbox"/>	Plat/Neighborhood Block Maps (1)** <input type="checkbox"/>	Plat/Neighborhood Block Map (1) <input type="checkbox"/>	Correct lot & block or Metes & Bounds survey with drawing (1) <input type="checkbox"/>
Copy of Deed <input type="checkbox"/>	Correct lot & block or Metes & Bounds survey with drawing (1)** <input type="checkbox"/>	Correct lot & block or Metes & Bounds survey with drawing (1) <input type="checkbox"/>	Copy of Deed <input type="checkbox"/>
Tax and lien statements <input type="checkbox"/>	Copy of Deed *** <input type="checkbox"/>	Copy of Deed <input type="checkbox"/>	Tax and lien statements <input type="checkbox"/>
Traffic Impact Worksheet <input type="checkbox"/>	Tax and lien statements ** <input type="checkbox"/>	Tax and lien statements <input type="checkbox"/>	List of partners/principals/officers** <input type="checkbox"/>
Traffic impact Study or Waiver** <input type="checkbox"/>	Traffic Impact Worksheet <input type="checkbox"/>	Traffic Impact Worksheet <input type="checkbox"/>	Termination instrument <input type="checkbox"/>
List of partners/principals/officers** <input type="checkbox"/>	Traffic impact Study or Waiver** <input type="checkbox"/>	Traffic impact Study or Waiver** <input type="checkbox"/>	New instrument <input type="checkbox"/>
	List of partners/principals/officers** <input type="checkbox"/>	List of partners/principals/officers** <input type="checkbox"/>	
	Site Plans (2 folded) <input type="checkbox"/>	Conceptual plans (2 folded) <input type="checkbox"/>	
	Landscape Plans (2 folded)** <input type="checkbox"/>	Development Plans (2 folded) <input type="checkbox"/>	
	Tree Survey (2 folded)** <input type="checkbox"/>	Landscape Plans (2 folded)** <input type="checkbox"/>	
		Tree Survey** <input type="checkbox"/>	
		Elevation/perspectives (optional) <input type="checkbox"/>	

*Additional requirements may be determined as necessary prior to application acceptance. ** If required.

2 year waiver: Y <input type="checkbox"/> N <input type="checkbox"/>	Filing fee: \$	Sign fee: \$	Date filed:
Escarpment Y <input type="checkbox"/> N <input type="checkbox"/>	Receipt no.	Receipt no.	Accepted by:
Floodplain Y <input type="checkbox"/> N <input type="checkbox"/>	Notification area: FT.	No. of signs:	Date withdrawn:

Staff Review Date:

GIS Fee:

GIS Review No.:

Tenative CPC:

Planner:

File No.: Z

Zoning Fee/Sign Schedule

General Zoning Change	0 to 1 acre	>1 acre to 5.0 acres *	>5.0 acres to 15 acres *	>15.0 acres to 25 acres *	>25.0 acres *
Fee	\$1,050.00	\$2,610.00	\$5,820.00	\$9,315.00	\$9,315 + \$113 for each acre over 25 to a maximum of \$37,500
Notification area	200 ft.	300 ft.	400 ft.	400 ft.	500 ft.

Includes Conservations Districts and Historic Overlay Districts.

Specific Use Permit	0 to 1 acre*	>1 acre to 5.0 acres *	>5.0 acres to 25 acres *	>25.0 acres*
New** Fee	\$1,170.00	\$1,170.00	\$1,170.00	\$1,170.00
Notification area	200 ft. ***	300 ft. ***	400 ft. ***	500 ft.
Amendment**** Fee	\$825.00	\$825.00	\$825.00	\$825.00
Notification area	200 ft. ***	300 ft. ***	400 ft. ***	500 ft.
Renewal Fee	\$825.00	\$825.00	\$825.00	\$825.00
Notification area	200 ft. ***	300 ft. ***	400 ft. ***	500 ft.
Automatic Renewal Fee	\$825.00 (\$350 refundable if 51A-1.105(a)(4) criteria met)			
Notification area	200 ft.			

**The fee for an SUP for a skybridge is \$10,000. Please consult the Dallas Development Code, 51A-4.217b(12) for requirements for a skybridge submittal.

***The fee for an SUP for gas drilling \$2,000. Please consult the Dallas Development Code, 51A-4.203(3.2) for requirements for gas drilling.

****The notification area for an SUP for a tower/antenna for cellular communication is 500 feet from the building site on which the use will located. 51A-4.212(10.1)

*****SUP termination requires no fee.

Planned Development District	0 to 5 acres*	>5.0 acres*
Amendment Fee	\$2,610.00 + \$1,000 per regulation type** being amended	
Notification area	500 ft.	

**Parking, Landscaping, Signs

Planned Development District	0 to 5 acres*	>5.0 acres*
New, enlargement or new subdistrict Fee	\$5,820.00 + \$1,000 per regulation type** being amended	\$5,820.00 + \$250.00 per acre for each acre over 5 to a maximum of \$50,000 + \$1,000 per regulation type** being amended
Notification area	500 ft.	

**Parking, Landscaping, Signs

Deed Restrictions	0 to 1 acre	>1 acre to 5.0 acres *	>5.0 acres to 15 acres *	>15.0 acres to 25 acres *	>25.0 acres *
New Fee	\$350.00				
Notification area	200 ft.	300 ft.	400 ft.	400 ft.	500 ft.
Amendment** or Termination Fee	\$900.00				
Notification area	Same as original notification; research is required to determine the original notification, which may cause delay.				

**Amendment of existing deed restriction in conjunction with any other application type has no fee.

* Any fraction of an acre is rounded up to the next acre.

Notification Signs

- ✓ One sign for every 500 feet or less of street frontage, with one additional sign required for each additional 500 feet or less of street frontage, with **at least one signed required** but not to exceed five signs.
- ✓ Signs cost **\$10.00 each**, which is due upon submission of a completed application.
- ✓ The sign(s) must be posted **no later than 5:00 pm on the 14th day after your application is filed.**
- ✓ The sign(s) must be **visible from all street frontages.**
- ✓ Return Notification Sign Posting form to staff.
- ✓ Signs not properly displayed leave the City Plan Commission only two considerations:
1) denial of the request or 2) postponement of the zoning case.

New fees approved by City Council and effective May 1, 2024 may be required for specific reviews required with your application including engineering, landscaping, and sign-related reviews. For more information, please contact the specific reviewer and see the adopted ordinance: <http://citysecretary2.dallascityhall.com/resolutions/2024/03-27-24/24-0456.pdf>.

The next two pages include the application and fee information for required engineering reviews.

(N)
If a traffic impact study is required, please submit this application and the fee, as directed below. Review of the zoning case will not continue until the engineering review is completed.



TRAFFIC STUDY APPLICATION & CHECKLIST SUBMITTAL PACKET

GENERAL INFORMATION

The general objective of the City of Dallas traffic study guidelines is to promote and protect the health, safety, and general welfare of the public through the establishment of an administrative procedure to evaluate proposed developments considered likely to significantly impact surrounding properties and/or public infrastructure.

Traffic studies for new development must objectively summarize a basis to quantify impact. More explicitly, a traffic study should, at a minimum:

1. Document anticipated traffic operations and access needs for a subject site.
2. Identify any potential hazard to traffic safety.
3. Identify existing patterns emphasizing movements potentially impacted by proposed development.
4. Quantify any burden on public infrastructure that can be avoided or substantially mitigated by reasonable modifications of a proposed plan.
5. Provide a basis for commensurate impact mitigation on public rights-of-way and proportionate share of costs for such improvements and modifications.

A traffic study is required before an application is submitted for permits when the proposed development increases the trip generation of an individual lot by more than 1,000 vehicle trip ends per day or 100 vehicle trip ends per hour. A traffic study may also be required to quantify any amount of additional traffic that could adversely impact existing infrastructure at the discretion of the director.

A study

All traffic studies must be prepared under direct supervision of, and signed, stamped, and dated by a licensed Professional Engineer registered in the State of Texas with specific expertise in transportation and traffic engineering, preferably certified as a Professional Traffic Operations Engineer.

INSTRUCTIONS

Fill out the following application and checklist completely prior to submission. A scoping meeting is not required prior to submittal but recommended. This submittal must be reviewed concurrently with a site development or subdivision review. This application and attachments can be uploaded as part of the corresponding zoning, subdivision, or site development application including a receipt of fee payment. Applicant may pay in person in room 5BN or room 118 at OCMC with the invoice provided (cash or check) or directly through the customer portal: <https://developdallas.dallascityhall.com/>

TRAFFIC STUDY REVIEW PROCESS

The applicant is recommended to prepare a study scope proposal to determine the purpose and contents of a traffic study. As needed, engineering staff reserves the right to request additional information upon review of the study findings and recommendations. The following general guidelines apply:

1. City staff welcomes an opportunity to discuss the purpose and scope of traffic study.
2. Traffic study must conform to the traffic study guidelines, applicable city ordinance and standards, including the Street Design Manual.
3. Traffic study must include executive summary and describe the study methodology, the data used, and the study findings and provide recommendations based on the results.
4. All traffic studies must be signed/sealed by a registered professional engineer in the State of Texas.
6. A professional engineer licensed to practice in Texas and retained by the city shall evaluate the report and notify the applicant of comments within 30 days after deeming the report and analysis complete.

Refer to Appendix A.6 of the City of Dallas Street Design Manual for latest traffic study guidelines.

REQUIRED ITEMS FOR SUBMITTAL PACKAGE

REQUIRED ITEMS	PROVIDED	Check each applicable box. This checklist is a guide; staff reserves the right to request additional information upon review of proposed scope or traffic study findings.
	<input type="checkbox"/>	1. Completed and signed application and checklist with applicant's signature.
	<input type="checkbox"/>	2. Pre-development meeting application and relevant comments.
	<input type="checkbox"/>	3. Study scope proposal, or correspondence.
	<input type="checkbox"/>	4. Complete Traffic Study (or Studies) and all support materials/appendices.

PROJECT INFORMATION

1. Property Location Address: _____

2. Property Acreage: _____

3. Project Name: _____

4. Project/Case No. (Z/DP/BDA-): _____

5. Type of Traffic study:

Traffic Impact Analysis; date: _____

Revised Traffic Impact Analysis; date: _____

Traffic Management Plan; date: _____

Preliminary Traffic Assessment; date: _____

Site Access Evaluation; date: _____

Parking Demand or Management Study; date: _____

Other: _____

APPLICANT INFORMATION

Name: _____ Company: _____

Email: _____ Address: _____

Phone: _____ City, State: _____

APPLICATION FEE

FILING FEE	Traffic study review fee: \$1,000 per study	\$ _____
	Review of revised analysis: \$100/hour x _____ hours	\$ _____
	Technology Fee:	\$ _____
TOTAL:		\$ _____

Payment Receipt No: _____

I attest that I prepared this application, and that all information is correct and complete to the best of my knowledge:

Signature

Name (printed)

Date

LANDSCAPE CHECKLIST – ARTICLE X

7/26/18 PE

ADDRESS: _____

DATE: _____

REVIEWER: _____

TRACE #: _____

MANDATORY PROVISIONS 10.125 (must comply when applicable)

_____ **Street Buffer Zone (SBZ)** - Required____ Provided____ Must have one 3" caliper large or medium tree per 40' of street frontage, except when existing conditions allow two small trees to substitute for each required tree. All street trees must be provided along the entire length of the lot, excluding paved surfaces at points of ingress/egress, and within an area measured from the property boundary, unless authorized for distance from the street curb.

<u>Right-of-way</u>	<u>Average Depth</u>	<u>Minimum Depth</u>	<u>MaximumDepth</u>
<u>Freeways</u>	<u>15 feet</u>	<u>5 feet</u>	<u>50 feet</u>
<u>Arterials and community collectors</u>	<u>10 feet</u>	<u>5 feet</u>	<u>30 feet</u>
<u>Local and residential collectors</u>	<u>7.5 feet</u>	<u>5 feet</u>	<u>25 feet</u>

10.125(b)(1)

_____ **Urban Streetscape** – (Option) If approved, must have a six-foot wide planting area of open soil and covered soil conditions. A minimum of one design option must be provided in the front yard or right-of-way area, as written in code.

_____ **Right-of-Way** – (Option) May be used for SBZ, if qualified. Must provide SBZ area of a minimum of 5' depth along the property line. The right-of-way must be suitable for planting by city standards.

_____ **Residential Buffer Zone (RBZ)** - Must be provided along the entire length of the portion of the perimeter of the lot where a residential adjacency exists, with an **average depth of 10' or greater, minimum depth of 5', and maximum depth of 30'**. Must include one plant group per 40' of adjacency, except when existing local utility conditions allow two small trees to substitute for each required tree, and excluding paved points of ingress/egress.

_____ **Screening is required:** Plant group is one large or medium tree per 40'.

_____ **Screening is not required:** Plant group is:

- ___ One large or medium tree and three small trees;
- ___ One large or medium tree and three large evergreen shrubs;
- ___ One large and medium tree, two small trees, and one large evergreen shrub; or
- ___ One large or medium tree, one small tree, and two large evergreen shrubs.

10.125(b)(2)

_____ **Interior Zone** – All required large and medium trees must be a minimum of 3" caliper. Minimum landscape area is 160 sf, with a minimum soil width of 8 feet. The center of trunk must be a minimum of 4 feet from pavement.

_____ **21 to 100 parking spaces.** No parking space may be located more than 70 feet from the trunk of a large/medium tree.

_____ **101 or more parking spaces.** Same as above, except for parking lots in IM or IR districts with industrial and warehouse uses. Landscape area is required at end of each single row of parking spaces with a minimum of one tree, the maximum number of parking spaces between islands is 12, but no maximum number of parking spaces in a row when it abuts a median landscape area, a residential buffer zone landscape area, or a street buffer zone landscape area.

10.125(b)(3)

Additional Provisions:

_____ **Screening of off-street loading spaces**-Must be screened from residential adjacency. Must also be screened from all adjacent public streets, except CS and industrial districts. Minimum 6' height. 10.125(b)(4)(A)

Site trees

Standard - Required____ Provided____ Must have one 2" caliper tree per **4,000** square feet of lot area.

All site trees must be located on the lot.

IM and IR zoning-Required____ Provided____ Must have one 2" caliper tree per **6,000 square feet, when contains industrial or warehouse uses.**

➤ **site tree credits-eligibility based upon protective measures taken, health of the tree(s), diameter measurement and species...see Sec. 51A-10.125(b)(4)(B) for details**

<u>CALIPER OF RETAINED TREE</u>	<u>NUMBER OF SITE TREES CREDIT GIVEN FOR RETAINED TREE</u>
<u>Less than 2 inches</u>	<u>0</u>
<u>2 inches or more but less than 8 inches</u>	<u>1</u>
<u>8 inches or more but less than 14 inches</u>	<u>2</u>
<u>14 inches or more but less than 20 inches</u>	<u>4</u>
<u>20 inches or more but less than 26 inches</u>	<u>8</u>
<u>26 inches or more and less than 32 inches</u>	<u>10</u>
<u>32 inches or more but less than 38 inches</u>	<u>18</u>
<u>38 inches or more</u>	<u>20</u>

10.125(b)(4)(B)

ARTICLE X - LANDSCAPE DESIGN OPTIONS – 10.126

ADDRESS: _____ **DATE:** _____

REVIEWER: _____ **TRACE #** _____

Points are required for each building site. The minimum number of design option points required for a building site:

<u>Lot size</u>	<u>Points required</u> (Ex.: a 4500 square foot lot requires 4 points to be obtained)	
_____ 0 to 999 sf	0	
_____ 1,000 sf to 1,999 sf	1	
_____ 2,000 sf to 9,999 sf	2-9	
<i>(One point for every 1000 sf)</i>		
_____ 10,000 sf to 19,999 sf	10	
_____ 20,000 sf to 39,999 sf	15	
_____ 40,000 sf to 2.99 acres	20	
_____ 3 acres to 9.99 acres	30	
_____ 10 acres to 19.99 acres	35	
_____ 20 acres to 49.99 acres	40	
_____ 50 acres and greater	50	10.126(a)

_____ **(1) Plant material bonus – 5 points maximum** – Plant materials added to the landscape design when the required amount of points for a standard design option is deficient by five points or less. All plant material must be placed in the front yard. **Added:**

- _____ Large/medium tree caliper increase 1 pt. per 1 caliper inch for each required tree (up to 6 in.)
- _____ Large shrub 0.25 pts.
- _____ Small tree 0.5 pts.
- _____ Large/medium tree 1.0 pt. 10.126(b)(1)

_____ **(2) Buffer zone enhancements - 20 points maximum** – Each required buffer zone depth may be increased by a minimum number of feet. It is not available where the street buffer zone is reduced to no more than 5% of lot area.

Options:

- _____ Large enhanced buffer zone (5 feet): 5 pts.
- _____ Small enhanced buffer zone (2 feet): 2 pts. 10.126(b)(2)

_____ **(3) Engineered solutions for soil volume – 10 points maximum** - Use engineered solutions for providing the minimum and additional soil volume for a minimum of 75% of required street buffer trees.

Options:

- _____ Minimum required soil volume, 5 pts.;
- _____ increase in soil volume 10% above minimum requirements, 6 pts.;
- _____ + 15%, 7 pts.;
- _____ + 20%, 8 pts.;
- _____ + 25%, 9 pts.;
- _____ + 30% or more, 10 pts. 10.126(b)(3)

_____ **(4) Screening – 20 points maximum.** Screen all off-street parking lots along the entire adjacent public street frontages on a building site or artificial lot, excluding driveways and visibility triangles. Screening must be voluntary. **Options:**

- 1) _____ Standard design (shrub ht. min. of 2' at installation), 5 pts.;
 - 2) _____ Enhanced design*, 10 pts.;
 - 3) _____ Grouped beds, 5 pts.**;
 - 4) _____ Screening wall or fence (min. ht. of 3'), 5 pts.**;
 - 5) _____ Berm (min. ht. of 3'), 5 pts.**
- (* - landscape architect required; ** - may complement option 1 or 2)

Screening is mandatory in NO(A), LO(A), LO-1, LO-2, LO-3, MO(A), MO-1, MO-2 and GO(A) districts. 10.126(b)(4)

_____ **(5) Building facade – 15 points maximum.** Facade planting areas adjacent to public streets or private driveways.

Options:

- 1) _____ Standard design, 5 pts.;
- 2) _____ Enhanced design*, 10 pts.;
- 3) _____ Additional grouping of medium/small trees, 5 pts.;
- 4) _____ One small tree per 30 ft. within 15 feet of facade, 5 pts. 10.126(b)(5)

_____ **(6) Pedestrian uses - 25 points maximum.** Provide private or publicly accessible pedestrian amenities for at least 5% of the lot area. **Options:**

- 1) _____ Urban streetscape (minimum of 2 amenity types): _____ Benches; _____ Lamps; _____ Enhanced sidewalk (*not available for option 7*); _____ 8-ft. Unobstructed sidewalk; _____ Water feature; 10 pts.
- 2) _____ Special amenities in building site, exclude private courtyards 5 pts. (private), 10 pts. (public);
- 3) _____ Habitat restoration adjacency, 10 pts. (private), 15 pts. (public);
- 4) _____ Athletic fields, 10 pts., or 20 pts. (on lots over 10 acres). 10.126(b)(6)

_____ **(7) Pavements – 15 points maximum.** Provide enhanced or special pavement to a minimum of 25% of all outdoor vehicular pavement, or 5% pedestrian-use pavement, on the lot, as applicable. **Options:**

- 1) _____ Enhanced vehicular pavement: Texture 3 pts., Color 3 pts.;
- 2) _____ Permeable vehicular pavement, 5 pts.;
- 3) _____ Enhanced pedestrian walkways: Texture 3 pts., Color 3 pts. 10.126(b)(7)

_____ **(8) Conservation – 25 points maximum.** Provide conservation programs on the property. It must occupy at least 5% of the lot area. **Options:**

- 1) _____ Tree preservation in development impact area, 2 pts./tree; 5 pts./significant tree; up to 10 pts.;
- 2) _____ Habitat preservation and restoration (native grassland or woodland), 5 pts.;
- 3) _____ Habitat preservation and restoration – active management plan, pro design, 10 pts.;
- 4) _____ Habitat preservation and restoration – adjacent to primary natural areas, 15 pts. 10.126(b)(8)

_____ **(9) Low Impact Development – 20 points maximum.** Improve the property with design to manage stormwater flow and provide surface heat abatement. **Options:**

- 1) _____ Rain garden: 1 to 5,000 sf, 3 pts.; each additional 1,000 sf, 1 pt.: max. 6 pts.;
- 2) _____ Bioswale: 50-100 ft. long, 3 pts.; each additional 50 ft., 1 pt.: max. 10 pts.;
- 3) _____ Water-wise plant materials and planting beds; max. 10 pts. 10.126(b)(9)

_____ **(10) Parking Lots – 30 points maximum** for DIA 10 acres or larger; **20 points maximum** for DIA less than 10 acres. Surface parking and vehicle outside display and storage areas qualify. **Options:**

- 1) _____ Pedestrian pathways, 5 pts.;
- 2) _____ Parking islands – maximum of 10 parking spaces between landscape islands, 5 pts.;
- 3) _____ Parking islands - increase landscape area to a minimum of 200 sf for each large/medium tree.
_____ +50% of required islands, 5 pts.
_____ +75% of required islands, 10 pts.
- 4) _____ Parking islands - increase landscape area to a minimum of 300 sf for each large/medium tree.
_____ +50% of required islands, 7 pts.
_____ +75% of required islands, 12 pts.
- 5) _____ Parking lot landscape islands – each additional parking lot landscape island provided, 3 pts.
- 6) _____ Landscape medians – provide a minimum of 10 ft. wide landscape median with large/medium trees for a minimum of a 12-space parking row, 5 pts. for maximum of 20 pts.
- 7) _____ Landscape medians – provide a minimum of 12 ft. wide landscape median with large/medium trees for a minimum of 12-space parking row, 7 pts. for each full median for a maximum of 28 points on the lot.
- 8) _____ Landscape medians – provide a minimum of 16 ft. wide landscape median with large/medium trees for a minimum of 12 space parking row, 10 pts. for each full median for a maximum of 30 points on the lot.
- 9) _____ Large legacy tree in minimum of 500 sf dedicated open soil area, 2 pts. for maximum of 20 pts.
- 10) _____ Pocket park. Provide a minimum of 2,500 sf of contiguous open soil landscape area, 20 pts. 10.126(b)(10)

_____ **(11) General –** Provide documentation and demonstrate ability to achieve any of the following conditions.

Options:

- 1) _____ Provide SITES (Sustainable Sites Initiative) documentation and demonstrate ability to attain SITES certified level (65 points) or greater, 10 pts.
- 2) _____ Provide and implement a landscape maintenance plan for a minimum of a 3 year period, 3 pts. 10.125(b)(11)

_____ **TOTAL POINTS** _____ **REQUIRED POINTS** _____ **Reviewer**

Information on this document is for guidance in using the city ordinance and may not reflect the exact text of the regulation.