



# Development Services Department

320 E Jefferson Blvd, Dallas TX 75203  
(214) 948-4480

## PREQUALIFICATION Q-TEAM REVIEW MANDATORY REQUIREMENTS

A **prequalification** Q Team Review is now required as part of the process of accepting an application for Q Team Review. This provides a review for “completeness” of documents submitted with the permit application. The fee associated with this review covers the following tasks with a service level agreement of completion.

**Address of Proposed Project:** \_\_\_\_\_

- 1. Have you had a pre-development meeting for this project?  Yes  No DATE \_\_\_\_\_
- 2. Verify if project is on a legal site. (Proof of platted lot or early release required)
- 3. Are you platting?  Yes  No

**If yes, please provide**

**Subdivision Plat #:** \_\_\_\_\_ **DP#** \_\_\_\_\_ **WW#** \_\_\_\_\_

- 4. Verify that the USE is compatible with zoning district  Yes  No
- 5. Confirm that the construction plans are complete and contain all the required sheets, i.e., MEP, green, landscaping, foundation, etc. **Must be SIGNED/SEALED.**
- 6. Verify that a parking analysis was provided
- 7. Review against applicable standard checklist
- 8. Provide copy of SUP and development plan  Yes  N/A # \_\_\_\_\_
- 9. Provide exiting or life safety plan
- 10. Copy of Plat
- 11. Utilizing Housing **MVA Bonus**’  Yes  No (If Yes, please provide housing letter)
- 12. Do you have an approved Development Plan for the project?  Yes  No (If Yes please upload your documents folder prior to scheduling Q-Team meeting.)

**NOTICE:** This review **DOES NOT** include Review of parking analysis, fire alarm, fire sprinkler, signs, pools, fence permit, detail site review, or engineering.

### Prequalification Review Fee Based on sq.ft.

### Review Fee (\$1000/hr.) Based on sq.ft.

TEAM	Square Footage	Maximum Fee	Square Footage	Maximum Fee
Q Team 2 <sup>n</sup>	0-10,000	\$500	0-10,000	\$2,000
Q Team 1	10,001-50,000	\$750	10,001-50,000	\$12,500
Q Team 1	50,001- 100,000	\$1,000	50,001- 100,000	\$27,500
Q Team 1	100,000 and greater	\$1,250	100,000 and greater	\$50,000

### ACKNOWLEDGEMENT

I, \_\_\_\_\_ have read the above information and acknowledge that I  
PRINT NAME

have provided all the required documents listed above. I understand that if I fail to meet the mandatory requirements for the prequalification Q Team review that **ALL PRE-QUALIFICATIONS FEES PAID ARE NONREFUNDABLE**. Further, I understand that for a permit to be issued I must comply with regulatory requirements, construction requirements, and have a legal building site (final plat or approved early release if platting).

\_\_\_\_\_  
(APPLICANT SIGNATURE)

\_\_\_\_\_  
(DATE)

APPROVED FOR Q TEAM REVIEW

NOT APPROVED FOR Q TEAM REVIEW

\_\_\_\_\_  
(PRE-Q REVIEW BY)

\_\_\_\_\_  
(DATE)

<sup>n</sup> Q Team 2 deals only with cases 10,000sq.ft. or less. Please review 2<sup>nd</sup> Q Team guidelines