



# Development Services Department

320 E Jefferson Blvd, Dallas TX 75203

(214) 948-4480

## SITE PLAN REVIEW (1 OF 3) REQUIRED DOCUMENT CHECKLIST

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Complete and submit the following checklist.

1. **Site plan review requires:**

- A complete application
- A certified county plat with the subject site outlined in red.
- 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? Examples include deed restrictions, easements, parking agreements, etc.  Yes  No  Not applicable

2. **Three (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. **Three (3) Landscaping plans showing:**

- 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/sewer and overhead lines
- Scale (All plans must be drawn to scale)

4. **Three (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

5. **Three (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)

(1 of 3)



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## SITE PLAN REVIEW (2 OF 3) REQUIRED DOCUMENT CHECKLIST

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

**6. Three (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

**7. Three (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 located in a Flood Plain will be required to provide additional information as needed by the Department of Development Services, contact Engineers

(2 of 3)



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## Site Plan Review Application (3 of 3)

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 lot coverage:	SF	Fax #:	
Added lot coverage:	SF	Email:	
Total lot 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	_____	_____					
Side Yard	_____	_____	Zoning	PD	RAR	DIR	SUP
Rear Yard	_____	_____	DR	Early Release	Hist	D.U. #	BDA
Parking: Delta credits By pkg amnt	_____	_____					
Height	_____		Route to:	Checked	Date	Comments	
FAR	_____		Zoning				
Lot Coverage			Arborist				
<b>Remarks:</b>	Proposed	Maximum	Water				
	_____	_____	Engineering				
	_____	_____	Building				
	_____	_____					
	_____	_____					