



Development Services Department
320 E Jefferson, Rm 101 Dallas, TX 75203
(214) 948-4480

STAFF USE ONLY

CPC Approval Date: _____

Administrative Plat: Y N

ER Submittal Date: _____

ER Approval Date: _____

APPLICATION FOR EARLY RELEASE APPROVAL LETTER

SUBMITTAL INFORMATION

Use of Property (check one): Commercial Multi-Family Single-Family* (refer to note)
Permit Type (check one): Building Permit Foundation Only Permit Grading Only Permit

PROPERTY INFORMATION

PROJECT ADDRESS	BLOCK	LOT NUMBER	PLAT NUMBER	311T/DP NUMBER
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APPLICANT INFORMATION

APPLICANT'S NAME		EMAIL ADDRESS		
ADDRESS			CITY	
STATE	ZIP CODE	PHONE NO	BEST METHOD OF CONTACT	

PROPERTY OWNER (PER WARRANTY DEED)

OWNER'S NAME		EMAIL ADDRESS		
ADDRESS			CITY	
STATE	ZIP CODE	PHONE NO	BEST METHOD OF CONTACT	

OWNER'S ACKNOWLEDGEMENT

I, _____, am the owner of property located at _____
 Through the submission of the application, I am requesting an early release approval letter at this address subject to compliance with all City of Dallas codes and ordinances. I understand that **No Certificate of Occupancy** will be issued for this project until such time as a final plat on this property has been approved and recorded with the applicable County, and all other applicable rules and regulations have been satisfied. I further understand that the Development Services Department, Building Inspection Division, Engineering Section may require the submittal of grading/engineering plans and necessary private development contracts for required infrastructure improvements before they release an early release request for the building permit. Lastly, as the recipient of an Early Release Approval Letter, I bear the entire risk that improvements may need to be modified or removed based on engineering plan review or final plat denial.

***NOTE: Shared-Access Developments are not eligible for an Early Release Approval Letter.**

Owner's Signature _____

Date _____

Lot:	
Block:	

Checklist Guide: Early Release Approval Letter

Introduction: Please read the instructions in their entirety regarding the submittal requirements for Early Release Approval Letter.

About Early Release: An Early Release Approval Letter offers opportunities for construction activities to commence upon a property that is in the process of being platted into a lot. The review and approval for Early Release is performed by the City of Dallas Engineering Division; undergoing examination from the disciplines of **Paving/Drainage; Water/Wastewater; City Arborist; and Subdivision**. All materials submitted shall be reviewed for compliance with Section SIA-8.702 of the Dallas Development Code.

Early Release Eligibility:

- Any plat that is dedicating land or providing private park land in accordance with Section 51 A-4.100 'PARK LAND DEDICATION' is **NOT** eligible for Early Release.
- Projects paying the comprehensive fee instead of dedicating park land are still eligible for Early Release.
- Shared Access Developments are **NOT** eligible for an Early Release Approval Letter (Section SIA-4.411 'SHARED ACCESS/DEVELOPMENT').
- Early Release Approval Letter requires the review and approval of the permit application from the Building Inspection Division.

Submittal Instructions: There are three areas requiring materials for the approval of a request for Early Release:

- Section 1. Engineering
- Section 2. Tree Survey
- Section 3. Subdivision

Section 1: Submittal Requirements for Release from the Engineering Division (Room 200):

All customers shall first submit the items listed within *Section One* of the checklist below to Engineering Staff.

Release for Building or Foundation Only Permit		Release for Grading Only Permit	
Plat S#:		Plat S#:	
*Paving/Drainage Requirements		*Paving/Drainage Requirements	
<i>Item</i>	Staff Initial	<i>Item</i>	Staff Initial
<input type="checkbox"/> Project #(311T/DP):		<input type="checkbox"/> Project #(311T/DP):	
<input type="checkbox"/> Approved engineering plans		<input type="checkbox"/> Engineering Plans Submitted	
<input type="checkbox"/> Contracts (if required)		<input type="checkbox"/> Contracts (if required)	
<input type="checkbox"/> Final engineering plans submission		<input type="checkbox"/> Letter request for early release of mass grading	
<input type="checkbox"/> SWPPP (if required)		<input type="checkbox"/> SWPPP (if required)	
*Water/Wastewater Requirements		*Water/Wastewater Requirements	
<i>Item</i>	Staff Initial	<i>Item</i>	Staff Initial
<input type="checkbox"/> Project ID (PID/WW):		<input type="checkbox"/> Project ID (PID/WW):	
<input type="checkbox"/> Approved engineering plans		<input type="checkbox"/> Approved engineering plans	
<input type="checkbox"/> Contracts (if required)		<input type="checkbox"/> Contracts (if required)	
<input type="checkbox"/> Recorded easement instrument#		<input type="checkbox"/> SWPPP (if required)	
<input type="checkbox"/> Backflow agreement instrument#		<input type="checkbox"/> Backflow agreement instrument #	
(*) See attachments		(*) See attachments	

Lot:	
Block:	

Section 2: Submittal Requirements for Tree Survey (Room 105):

Upon Engineering Staff's acceptance of the materials in Section One, you shall meet with the Chief Arborist in Building Inspection to confirm the submission details of the property's tree survey (if tree survey is required).

Release for Building, Foundation or Grading Permit		
Plat S#:		
Tree Conservation Requirements		<i>Staff Initial</i>
<i>Item</i>		
<input type="checkbox"/>	Meet with Chief Arborist to determine the status of a tree survey or forest stand delineation	

Section 3: Submittal Requirements for Subdivision (Room 101):

Following your confirmation with the Chief Arborist regarding the items listed in Section Two, you shall proceed to Subdivision in Room 101 to submit the items listed below.

- \$269 fee for each lot requesting Early Release.
 - o **\$15 Technology fee will apply to all transactions.**
- One (1) copy of the application for an Early Release Approval Letter (attached in this packet).
- One (1) copy of permit application (Building, Foundation Only, or Grading Only).
- One (1) copy of the letter submitted to Engineering and Subdivision for mass grading (**if applying for a Grading Only Early Release**).
- One (1) copy of the preliminary plat approval letter.
- Two (2) folded copies of the most recently approved preliminary plat.
- Two (2) folded copies of a site plan, showing the following:
 - o Boundary Lines of the Property
 - o Existing Streets
 - o All Existing and Proposed Improvements
 - o All Dedications Required by the Preliminary Plat
 - o Locations of All Public Easements and or R-O-W Being Abandoned
 - o Pavement Widths and Surface Compositions for Existing and Proposed Driveways, Sidewalks, and Areas Intended for Vehicular Travel.

Conclusion:

When all Three Sections have been successfully completed, you will receive an approval letter for the 'Early Release' request from the Subdivision Section. Please deliver this approval letter to a Staff Member in Room 118 at the Oak Cliff Municipal Center (320 E. Jefferson Boulevard). When the Permit has received all required approvals from Building Inspection, the Permit can be released.

DRAFT EXAMPLE: MASS GRADING LETTER SUBMITTED TO ENGINEERING

[Company Header]

[Date]

Mr. Thuc Pham
Engineering Program Administrator
Development Services Dept
320 E. Jefferson, Room 200
Dallas, TX 75203

Re: Request for a Mass Grading Only Permit –S[123-456], 311T/DP-[8000], PID/WW-[1234]

Dear Mr. Pham,

This letter is to request a permit for mass grading only for the project associated with 1234 Street Address, being Lot 1, Block 1 of the Subdivision Name Addition subject to compliance with all City of Dallas codes and ordinances.

The purpose of the permitted work is for mass grading only in connection with a permit for construction. I understand no utility work, foundation work, and/or paving work shall be done, and the drainage patterns will not be altered during this work.

An "Operations Plan" as detailed in 51A-4.206(5)(E)(iv) will be submitted and approved prior to the work. Additionally, a Storm Water Pollution Prevention Plan (SWPPP) will be in place prior to the work and any damages to existing utilities or public infrastructures will be reported and replaced immediately.

As Owner of the subject property, I take full responsibility with respect to this grading permit and will ensure that the grades shown on the requested grading permit adhere to the approved engineering plans. I acknowledge that the engineering plans are currently under review by the City of Dallas Development Services Department and accept full responsibility for the risks associated with the proposed grading work prior to the approval by the Development Services Department. I understand that the City of Dallas reserves the right for additional comments until all items in question are satisfied in compliance as requested by the Development Services Department.

I also understand that the Development Services Department, Building Inspection Division, and Engineering Division may require submittal and approval of grading/engineering plans and necessary private development contracts for required infrastructure improvements before they release a request for the building permit.

Sincerely,

[Owner Signature]

[Owner Name]

**Note that requests letters must be signed by the owner only - not 3rd party consultants.*

DRAFT EXAMPLE: MASS GRADING LETTER SUBMITTED TO SUBDIVISION

[Company Header]

[Date]

Mr. Mohammad H. Bordbar
Subdivision Administrator
320 E. Jefferson Boulevard, Room 101
Dallas, Texas 75203

Re: Request for a Mass Grading Only Permit –S[123-456], 311T/DP-[8000], PID/WW-[1234]

,Dear Mr. Bordbar,

This is a request for an early release for a grading permit associated with [1234 Street Address], being [Lot 1, Block 1] of the [Subdivision Name Addition], subject to compliance with all City of Dallas codes and ordinances. I understand that no Certificate of Occupancy will be issued for this project until such time as a final plat on this property has been approved by the City Plan Commission and recorded with the appropriate County.

The purpose of the permitted work is for mass grading only. I understand no utility work is to be done, no foundation work is to be done, no paving is to be done and the drainage patterns will not be altered during this work.

A SWPPP will be in place prior to the work and any damages to existing utilities or public infrastructures will be reported and replaced immediately.

I also understand that the Development Services Department, Building Inspection Division and Engineering Division may require submittal and approval of grading/engineering plans and necessary private development contracts for required infrastructure improvements before they release a request for the building permit.

Sincerely,

[Owner Signature]

[Owner Name]

*Note that request letters must be signed by the owner only - not 3rd party consultants.