ProjectDox®

Electronic Plan Solutions

Engineering Plan Submittal

Engineering Application

Quick Reference Guide

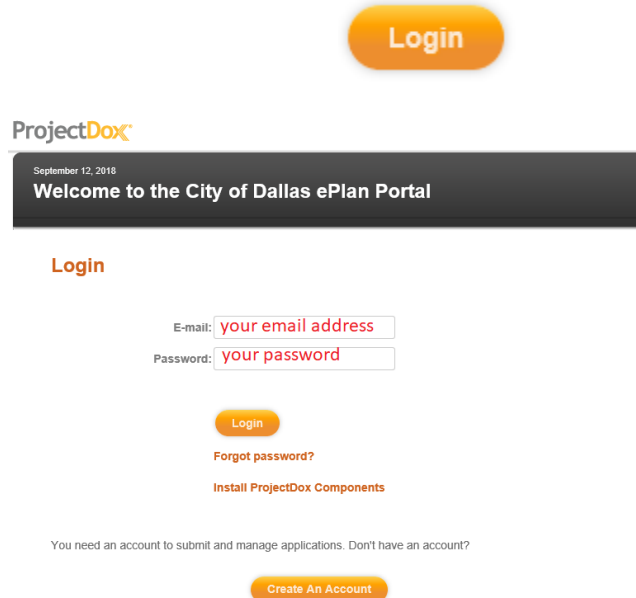**Drainage/Paving & Water/Wastewater**

Engineering
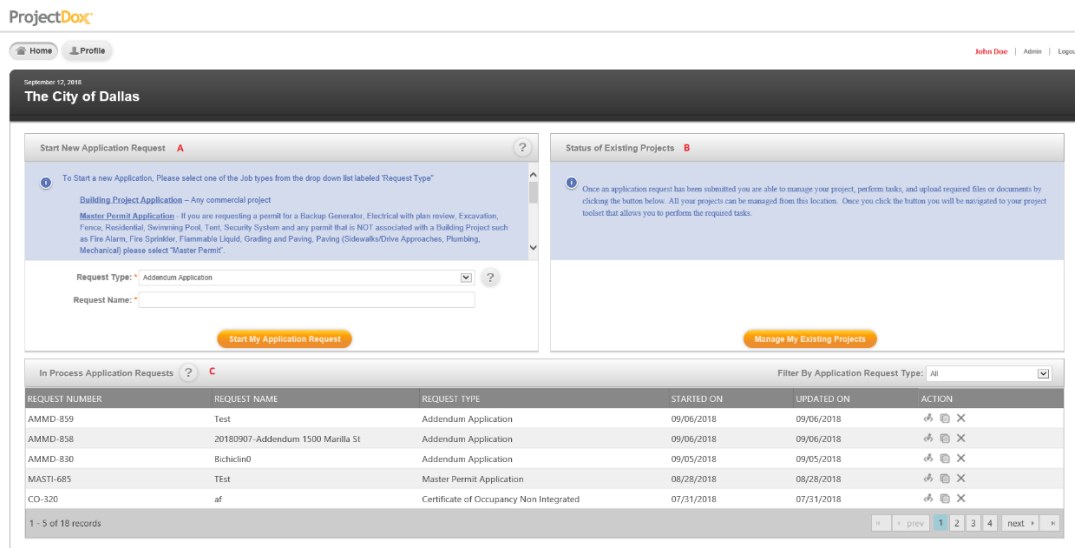
City of Dallas, TX

City of Dallas

1. Open the following link https://plansubmittal.dallascityhall.com to log in.

   Enter your email address, password and press:

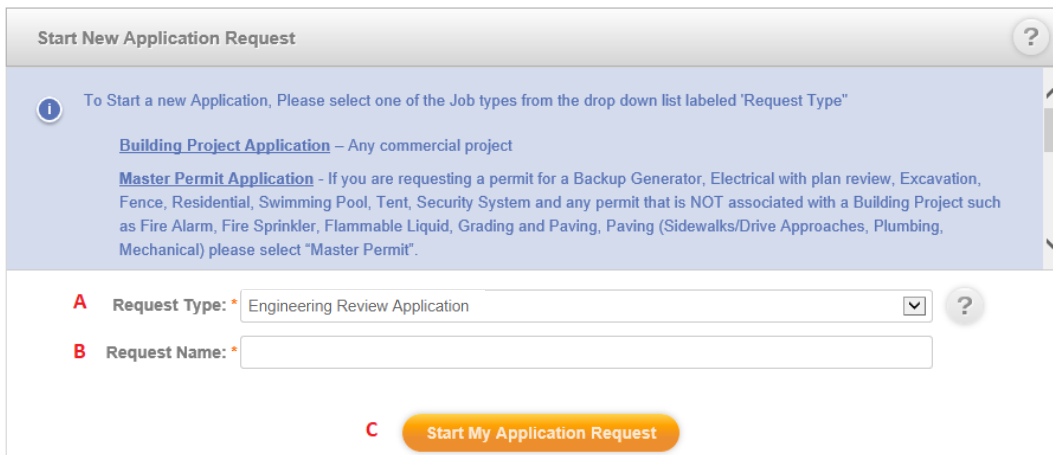

2. The next window will present three sections:
   a. **Start New Application Request**. (Focus of this guide).
   b. **Status of Existing Projects**. This section provides information about each application submitted and allows the applicant to upload required documents during the application process. You will be entering to this section during this process.
   c. **In Process application requests**. Applications that have not been submitted.

3. **Start New Application Request section**. This section contains three items:
   a. **Request Type**. Drop down list with nine different types of applications that can be submitted, applications range from (in alphabetical order):
      - Building Project Application
      - Certificate of Occupancy Application
      - Conservation District Application
      - Demolition Application
      - Engineering Review Application
      - Master Permit Application
      - Sign Application
      - Site Plan Application
   b. **Request name**. Unique descriptive name used to reference the project (application) in the future. Please use a name or address that is consistent with what the owner, developer, surveyor, contractor, etc, will use when referencing this project.
   c. **Start My Application Request.** Starts application process.

4. **Start My Application Request**. After selecting the **Request Type**, entering a unique **Request Name** and pressing **Start My Application Request**, an application form will open. Depending on the request type, the form will present a group of sections. (*This guide uses a Request **Engineering Review Application** as the **Request Type** and **Starbucks - 2800 Oak Lawn** as the request name to illustrate the steps involved during an application submission*).

5. **Heading section**. The heading section shows the project request name and request type. Also shows the physical address of the City of Dallas Engineering office.

6. **Step 1: Applicant**. This section is where the applicant contact information is entered. Note that there is a checkbox "***Select if the logged in user is the Applicant. The Applicant is responsible for uploading files and receiving comments/change marks***". This checkbox is used when the applicant is the individual submitting the application and wants to carry over the information from the account profile. In this example John Doe is the applicant submitting the application and the checkbox is selected to import his information from his account profile.

    Note. Fields with a red asterisk (*) are required.

– Step 1: Applicant

☑ Select if the logged in user is the Applicant. The Applicant is responsible for uploading files and receiving comments/changemarks.

Field	Value
Applicant First Name *	John
Applicant Last Name *	Doe
Applicant Address Line 1 *	1500 Marilla St
Applicant Address Line 2	
Applicant City *	Dallas
Applicant State *	TX
Applicant Zip Code *	75201
Applicant Zip Code Extension	
Applicant Email Address *	john.doe@hotmail.com
Applicant Phone Number *	(214) 999-9999

7. **Step 2: Engineering Firm.** This section is where the engineer's contact information is entered. Note that there is a checkbox "***Select if the Applicant is the Engineer***". This checkbox is used when the engineer is the individual submitting the application and wants to carry over the information from the account profile.

Step 2 - Engineering Firm

☐ Select if the Applicant is the Engineer.

Engineering Firm Name *	John Doe Engineering
Contact First and Last Name *	John Doe
Contact Title *	Engineer
Contact Email Address *	john.doe@hotmail.com
Confirm Email Address *	john.doe@hotmail.com
Contact Phone *	(214) 999-9999
Contact Phone Extension	
Engineering Firm Street Address *	1500 Marilla St.
	ⓘ Please enter in this format: 1234 S Main St
Engineering Firm Street Address Line 2	
	ⓘ ex: Suite 200, Apt 1320, etc.
Engineering Firm City *	Dallas
Engineering Firm State *	TX ▾
Engineering Firm Postal Code *	75201

8. **Step 3: Developer (or Owner)**. This section is where the developer or property owner's contact information is entered. Note that there is a checkbox "*Select if the Applicant is the Owner/Developer*". This checkbox is used when the developer or property owner is the individual submitting the application and wants to carry over the information from the account profile. In this example John Doe is the property owner submitting the application and the checkbox is selected to import his information from his account profile.

Note. Fields with a red asterisk (*) are required.

9. **Step 4: Project Location**. This section is where the property address of the project is entered. Be aware that street number and street name are in separate fields.

Note. Fields with a red asterisk (*) are required.

10. **Step 5: Project Details**. This section is where information related to the project is entered. Items vary depending on the project type selection:

- Paving & Drainage Engineering Review
- Paving & Drainage Services
- Water & Wastewater Engineering Review
- Water & Wastewater Services

— Step 5 - Project Details

Project Type * | Paving & Drainage Engineering Review ▼

ⓘ Note: Paving & Drainage Review is a formal engineering plan & contract review submittal (previously referred to as a 311T- project).
Paving & Drainage Services is an Escarpment Review.
Water & Wastewater Review is a formal engineering plan & contract review submittal.
Water & Wastewater Services includes Availability Letters, Size on Size, Pressure Test and Capacity Test requests.

ⓘ **Please note that a separate application must be filled out for each discipline that requires Engineering Review**

Project Name *

ⓘ Maximum character limit of 50.

Project Description *

ⓘ Please provide critical project information. Examples: Development type (i.e. ## unit Shared Access Development, ## unit MFD, SFD Subdivision, Warehouse, etc)
ⓘ Maximum character limit of 100.

DCAD Mapsco No *

ⓘ Can be located by going to Dallas County Appraisal District and searching for your project site
ⓘ If the project is located in a part of the City of Dallas which is located outside Dallas County, please input "N/A" and provide additional information in the field provided below.

Plat No *

ⓘ Please provide the most current plat number associated with your project site, even if a replat is not proposed. Plat Number is typically formatted as S###-### or SM##-###. This i
proposed plat. If your site is historic and does not have a plat number, please input, "Historic Plat"." If property is not required to be platted per City Code, please input, "Not Required

Plat Name *

Additional Notes

ⓘ Please add any additional design/project information that may benefit your reviewer. (i.e. Floodplain remediation required?, Easement by Separate Instrument Required)?

11. **Step 6: Requirements**. This section lets the City reviewer know if the project was discussed with another City engineer who may be more familiar with the project and have some additional background information that may assist with the review. It also spells out the submittal requirements. *"I agree"* must be selected to proceed.

— Step 6 - Requirements

Has the paving/draininage layout for this project been discussed with engineering staff in a pre-development meeting, over the phone, by email, in an office meeting, with other City departments, etc?

* | Yes ▼

With Whom? *

Date *

I understand the following plans and documents must be submitted as part of the initial submittal:

1. Paving and Drainage Plan(s)/Profile(s)
2. Plat (recorded plat if no proposed plat)
3. Paving & Drainage Engineering Submission Guidelines & Plan Review Check List is filled out and signed. Dallas Engineering Forms
4. Plans are in conformance with Plan Format section of the Checklist
5. All Paving/Drainage As-Builts obtained used for and referenced in design of plans.
6. Water/Wastewater Civil plan submitted for reference/verification of possible design conflict (formal review to be conducted in Water/Wastewater application submittal).
7. One (1) set of 24"x 36" Paving/Drainage design drawings on bond paper must be submitted prior to the commencement of the plan review.

Confirm * ◯ I agree

ⓘ Instructions on how to upload your plans and documents will be emailed to you after you submit the application.

12. **Confirmation**. Confirm that design plans are in compliance with City of Dallas codes and requirements. *"I agree"* must be selected to proceed.

– Confirmation	INCOMPLETE

I, the undersigned, am the owner of the property or the legally authorized representative for this project and certify that I have read, understand and completed all the requirements set forth in the City's standards, design checklists and this application; and the submitted designed engineering plans are in compliance with ALL City requirements. I also understand that a separate application and submittal is required for Water/Wastewater Engineering and Paving/Drainage Engineering.

* ○ I Agree

You will receive email notifications to guide you through the ePlan review process and notify you of critical tasks. Please check your Spam/Junk mail folders to ensure receipt of these notifications.

13. **Signature**. Confirm that all information is correct and that you are authorized to submit this application. Expand the Signature box by clicking the "+" sign. The box must be checked to proceed.

+ Signature

– Signature

I hereby declare that I have read and understood the above, and the information contained in this application, attached schedules, attached plans and specifications, and other documentation is true to the best of my knowledge.

☐ I have carefully read the completed application and know the same is true and correct and hereby agree that if a permit is issued all provisions of the city ordinances and state laws will be complied with whether herein specified or not. I am the owner of the property or the duly authorized agent. Permission is hereby granted to enter premises and make all inspection. I also affirm that the email address given above may be used for official communication concerning this application and permit.

Applicant: **John Doe**   Signature date:

14. **Submit Request**. After finishing entering all required information, proceed with the application submittal by hitting the [Save for Later] or [Submit Request] button.

[Save for Later]   If your projects require Paving/Drainage and Water/Wastewater Engineering reviews, fill out one (1) application, but DO NOT Submit Request. **Select Save for Later.** You can then copy the application in the "In Process Application Requests" on your Home Screen. This allows you to only modify the applicable fields for the other engineering section and saves time in refilling common project information.

[Submit Request]   The system will create the application and assign a request number.

NOTE: You will not be able to access or change anything in the application after being submitted.

15. **Confirmation Message**. The confirmation message will provide information about the submission, including the request number. *IMPORTANT: Annotate this number for future reference.*

16. This completes the application submission process. The next step is to wait for two emails arriving simultaneously from DoNotReply@city.dallastx.cod, titled: *Invitation and Applicant Upload Task Assignment.*

17. Refer to document **Engineering Plan Submittal – Manage My Existing Projects** for instructions on how to submit plans and related documents and work through the process workflow until the plans are approved.