

CONSERVATION DISTRICT SUBMITTAL REQUIREMENTS



City of Dallas

APPLICATION CHECKLIST AND REQUIRED DOCUMENTS

The documentation listed below must be submitted with a completed **Conservation District Work Review Form Application**. By checking each requirement you are stating that you have supplied correct and complete information. In the event that the required information is not contained in the submitted documents, you will be notified. **Failure to supply the requested information will result in the review of your application being delayed.**

CONSULTATIONS WITH CITY STAFF ARE RECOMMENDED PRIOR TO SUBMITTAL OF FENCING IN CD 10 (GREENWAY PARKS) AND FOR ADDITIONS, EXTERIOR REMODELS, AND NEW STRUCTURES IN ALL CONSERVATION DISTRICTS.

REMODELING/ADDITIONS AND NEW CONSTRUCTION

Two (2) sets of plan drawings to include the following:

- Elevations (labeled north, south, east, and west as applicable) and fully-dimensioned plan drawings to a standard scale indicating proposed alterations or additions, clearly delineating existing and proposed work.
Note: Until further notice, an 11" by 17" set of plans must be provided in addition to the full-size sets.
- Site plan. Provide a site plan that shows the location and dimensions of any additions and/or new construction and all setbacks.
- Survey. Provide a copy of the survey of the lot that shows: 1) dimensions of lot, 2) location and dimensions of existing structures; and 3) all setbacks.
- Photographs. Provide photographs of house and/or other structures on property where work is to be done. Photos should clearly show existing conditions (where work is proposed) from all relevant sides.
- Grading plan. If the existing slope of the lot is being altered, provide a grading plan.
- An elevation of the proposed foundation and wall view(s). Indicate the distance between proposed finished grade and finished floor.

WINDOWS

- Photographs of all windows to be replaced.
Image(s) of proposed new windows. *Image should clearly show the dimensions of the windows, the number of lites/divisions, whether muntins are expressed outside of the glass, window material and window types (double hung, casement, etc.)*
- Indicate on elevations if window openings will be enlarged or reduced in size.

ROOFING

Work Review Form **must** specify the following:

- Type of roofing material on the structure currently (e.g., clay tile, comp. shingles).
- Proposed roofing material (e.g., clay tile, comp. shingles).
- Brand name of proposed roofing material and color (e.g., GAF, Timberline in Weathered Wood).

PAINTING

- Paint color chip required. Color chip should show brand, color number and name (e.g., Sherwin-Williams, SW 6359, Beige).

CONSERVATION DISTRICT SUBMITTAL REQUIREMENTS

APPLICATION CHECKLIST AND REQUIRED DOCUMENTS (CONTINUED)

POOLS/SPAS

- A section through the length and the width of the pool/spa showing the height (in inches) above grade for any element of the pool and/or spa above grade.
- An 8.5" by 11" color image of the proposed finished pool/ spa may be required.

FENCES

- A property survey or site plan clearly showing the locations of existing/proposed fencing, existing/proposed materials and existing/proposed fence heights.

Note: Submittal requirements for fences may vary according to Conservation District regulations additional drawings and information may be required to complete project review.

PLAN DRAWING STANDARDS

1. **Minimum scale of 1/8" = 1'-0" on all plans and elevations, unless otherwise approved by a Conservation District Planner. Plans should not be reduced and must be to scale to verify measurements.**
2. **All drawing documents submitted for review must have a minimum text size of 3/32" and a minimum drawing sheet size of 11" by 17" and a maximum of 36" by 48", "E" size.**

NOTE: Additional information required by the Building Official may be necessary for the issuance of the permit (Ordinance no. 26029).

I, _____ have read the above information and acknowledge that all required documents have been provided.

Signature _____

Date _____

Please note that staff cannot accept incomplete applications or illegible construction documents.

DEPARTMENT OF SUSTAINABLE DEVELOPMENT & CONSTRUCTION CONSERVATION DISTRICT WORK REVIEW FORM



City of Dallas

NOTE TO APPLICANT: Please complete this form and print out. Information typed on this form can be saved. If you have any questions or need additional information, please contact Building Inspection at 214-948-4173.

Submit this form and two (2) copies of each applicable site plan, elevations and specification sheets to Technical Services, Room 105; 320 E. Jefferson Blvd.; Dallas, TX 75203.

DATE:	_____	CONSERVATION DISTRICT:	_____
PROPERTY ADDRESS:	_____		
APPLICANT NAME:	_____	PHONE NO:	_____
APPLICANT ADDRESS:	_____	FAX NO:	_____
EMAIL ADDRESS:	_____		
ARCHITECTURE STYLE (if applicable):	_____		
DESCRIPTION OF PROPOSED WORK:	_____		

The proposed work was reviewed for compliance with the development standards and design requirements for this Conservation District Ordinance.

The proposed work is:

- Approved as submitted - meets development and design standards.
- Approved with the following conditions/comments: _____

- Denied. Application does not meet the following requirements: _____

REVIEWED BY: _____

DATE RECEIVED: _____

DATE REVIEWED: _____

BUILDING PERMIT REQUIRED: YES | NO

Copy to: Applicant and File