



## REQUEST FOR PRE-APPLICATION MEETINGS

CITY OF DALLAS

A **Conservation District (CD)** is a change in zoning that preserves an area’s physical attributes (including architectural styles and other physical characteristics that make an area unique) by providing additional development and architectural regulations. Each Conservation District is tailor-made to a neighborhood and what it wants to conserve. Once approved by the City Council, the Conservation District regulations become the zoning for the area and new construction and additions within the area must comply with the Conservation District regulations.

Before a neighborhood committee may apply for a Conservation District or apply to amend regulations that affect an entire established CD, a neighborhood committee must request Pre-application Meetings. A request for Pre-application Meetings is not an application for a CD and it is not an application to amend regulations in an established CD.

- **List the names and addresses of the Neighborhood Committee members in the spaces provided, below.** A neighborhood committee is composed of the property owners of at least 10 properties (geographically dispersed) within a proposed CD or within an established CD. If there are less than 10 properties, then the neighborhood committee must be composed of at least 50 percent of the property owners within the proposed CD area or within the established CD.

	Committee Member Name	Property Address	E-mail
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

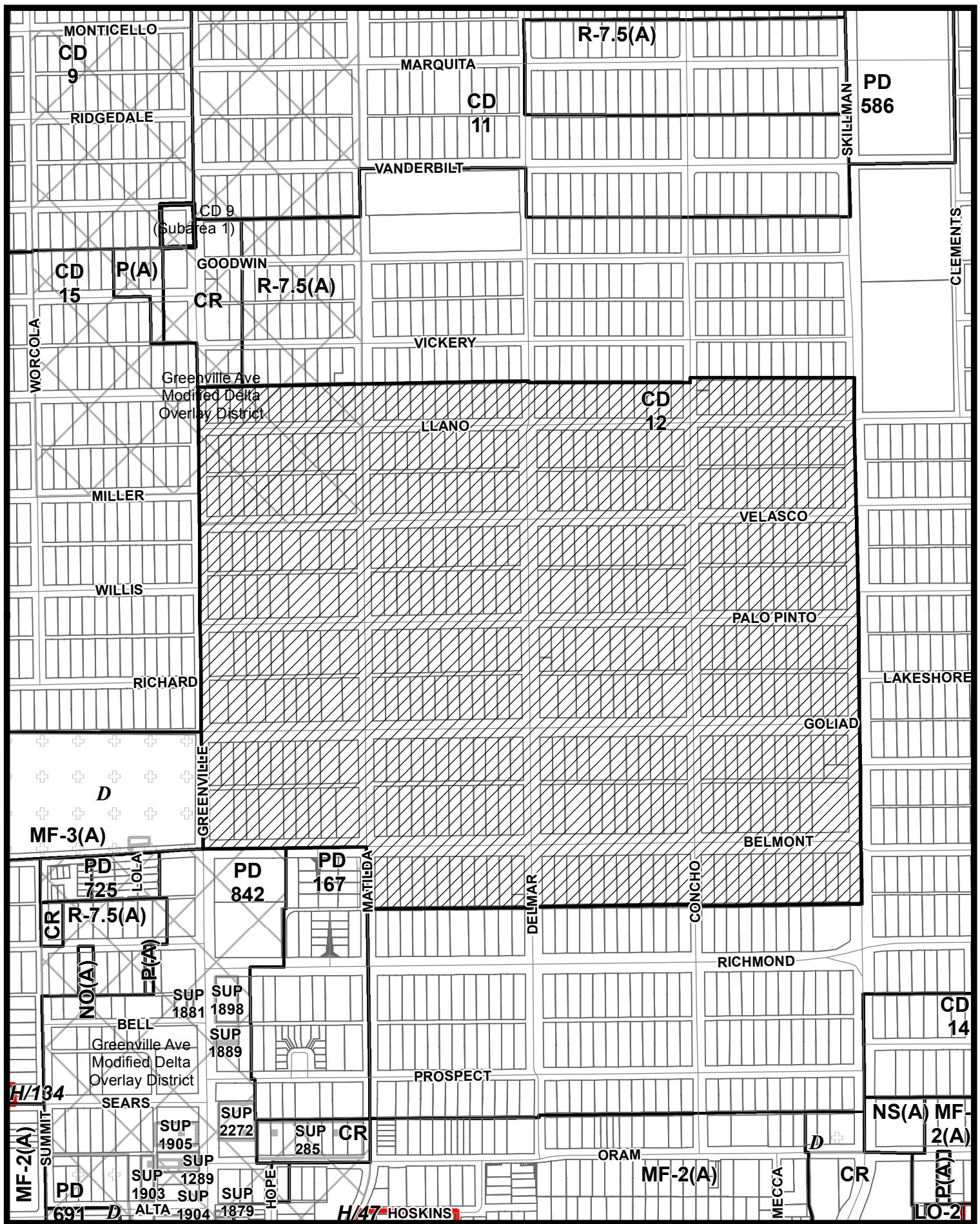
List the name and address of the neighborhood committee member designated to receive notice and information from the department.

Name	Mailing Address

- Attach a map of the request area or a map of the existing established CD, as applicable.
- Attach a written statement explaining how the Neighborhood Committee selected the request area (*For example, the request area is the original subdivision*). Note: this applies only to establishing a new CD.

## Next Steps:

- Within **60 days** after a complete request for pre-application meetings is submitted, the director shall schedule the first of at least two pre-application meetings. Notice of each meeting shall be given at least 10 days before the pre-application meeting to all property owners within the proposed CD or within an established CD.
- Pre-application meetings are intended to inform property owners within the eligible area about the process and to discuss and establish a list (general categories) of development and architectural standards the neighborhood is interesting in regulating (in the case of a new CD), amending, or adding to the established CD.
- Within **14 days** after the last pre-application meeting, the department shall provide the designated neighborhood committee member with the original petition forms
- The neighborhood committee then obtains the signatures of property owners in support. The timeframe for the committee to obtain signatures and submit an application to establish a CD or application to amend regulations that affect an entire established CD are as follows:
  - For a proposed or established CD with 200 or fewer lots, the signatures on the original petition forms must be dated within **12 months** following the date the original petition forms are provided to the designated neighborhood committee member
  - For a proposed or established CD with 201 to 500 lots, the signatures on the original petition forms must be dated within **15 months** following the date the original petition forms are provided to the designated neighborhood committee member
  - For a proposed or established CD with more than 500 lots, the signatures on the original petition forms must be dated within **18 months** following the date the original petition forms are provided to the designated neighborhood committee member
- For detailed information on the process to adopt or amend a Conservation District, see Dallas Development Code Section 51A-4.505, “Conservation Districts.”



CD No. 12, Belmont Addition



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