



Project Assessment Form

Project Information

Address of Proposed Project/Development:

Will this be:

- ☐ New Construction ☐ Re-development ☐ Simple Interior/Exterior Remodel of Existing Use

For New Construction or Re-Development

If re-developing the subject property, please give details of how you plan to re-develop the property: _____

What is the square footage of the proposed building? _____

Zoning District (Please see City of Duncanville's [Interactive Zoning Map](#)):

Proposed Use (Please see [Sec.7.02. Land Use Terms](#) listed within the City of Duncanville's Comprehensive Zoning Ordinance) :

Permitted by right (Please see [Sec.3.03. Permitted Use Chart](#) of the City of Duncanville's Comprehensive Zoning Ordinance)?

- ☐ Yes ☐ No ☐ Permitted with approval of an SUP

Parking requirements (Please see [Sec. 3.03. Permitted Use Chart](#)):

For Remodel of Existing Use

What is the use (Please see [Sec. 3.03. Permitted Use Chart](#) of the City of Duncanville's Comprehensive Zoning Ordinance):

Please give details of how you plan to remodel the property:

Has the building been vacant for six (6) months or more? ☐ Yes ☐ No

What is the square footage of the existing building/unit? _____

Will square footage be added or reduced? ☐ Yes ☐ No

If so, please give the change in square footage. _____

Does the building currently have a fire sprinkler system? ☐ Yes ☐ No

Does the building currently have a fire alarm system? ☐ Yes ☐ No

Checklist of Documents for New Construction or Re-Development

Checklist of documents to be submitted with this completed form:

**Items in red indicate a required item.*

☐ Professional Site Plan (must include the following: parking, fire lane, setbacks, and square footage of lot, square footage of any existing/proposed structures, width/radii of drive approaches and landscape buffer.)

☐ Water and/or sewer needs for project.

**PLEASE BE AWARE THAT NEITHER A PRELIMINARY MEETING NOR PRE-DEVELOPMENT MEETING WILL BE SCHEDULED WITHOUT THE SUBMISSION OF A SITE PLAN.*

Checklist of Documents for Remodel of Existing Structure

Checklist of documents to be submitted with this completed form:

**Items in red indicate a required item.*

☐ Existing Layout/Floor Plan (Must include square footage.)

☐ Proposed Layout/Floor Plan (Must include square footage.)

☐ Site Plan (Must include parking.)

**PLEASE BE AWARE THAT A MEETING WILL NOT BE SCHEDULED WITHOUT THE REQUIRED DOCUMENTS LISTED ABOVE.*

Contact Information

**Email addresses are required.*

Contact information of **person completing this application** *(Please list full name, title, phone number, email address, and if applicable, company name and address.):*

Contact information of **property owner** *(Please list full name, title, phone number, email address, and if applicable, company name and address.):*

Contact information of **Engineer/Architect** *(Please list full name, title, phone number, email address, and if applicable, company name and address.):*

Contact information of **any other individuals that are part of this project** *(Please list full name, title, phone number, email address, and if applicable, company name and address.):*

***PLEASE EMAIL THIS COMPLETED FORM TO PLANNINGANDZONING@DUNCANVILLETX.GOV**