



Pre-Submittal Meeting Information

City of Lake Dallas Department of Development Services

The City of Lake Dallas appreciates your interest in developing within our City. We are proud to be a part of the rapid growth seen in North Texas while also preserving the amenities that help make our lakeside community so special for residents and business leaders alike.

To properly manage all future development/redevelopment projects for the City, we encourage all interested parties to meet with the City's development review committee before formally submitting any request or application. A pre-submittal meeting is provided at no cost to applicants and is the best opportunity for the City to share information on applicable development ordinances and the backup documentation required for any application to be submitted. Our goal is to inform applicants on next steps, identify any potential issues and discuss ordinances that may apply to the project. These meetings are for advisory purposes only.

Application:

Pre-submittal meetings apply to the following development projects:

- Zoning change
- Site plan
- Platting
- New commercial construction
- Utility connection
- Land disturbance greater than 5,000 square feet
- Conversion of a residential structure to a non-residential structure
- Specific Use Permits
- Planned development request

How to Schedule:

Pre-submittal meetings are held virtually during the first business week of each month with members of the City's development review committee. To schedule a pre-submittal meeting, please contact:

Angie Manglaris, Director of Development Services
Lake Dallas City Hall
212 Main St.
Lake Dallas, Texas 75065
amanglaris@lakedallas.com
940-497-2226 ext. 401

Due to the number of interested parties, we cannot guarantee an appointment at the next scheduled meeting. Please submit your request as early as possible to allow our team time to schedule.

All applicants are required to email amanglaris@lakedallas.com a copy of the proposed plan before a meeting can be scheduled.

How to Prepare:

Before your meeting, you will want to ensure the following:

- Your proposed plan has been emailed to amanglaris@lakedallas.com
- You have reviewed the City's [zoning map](#)
- You have reviewed the City's Vision Lake Dallas 2030 [Comprehensive Plan](#)
- You have reviewed any [ordinances](#) associated with your project

Next Steps:

After your pre-submittal meeting, you will have two weeks to submit your application and any necessary backup documentation, which may include site plans, permit applications, fees, contractor forms, etc.

Once submitted, your application will be scheduled for a Planning & Zoning (P&Z) Commission hearing within 30 days. Afterward, the application will be scheduled and heard at a City Council meeting within 30 days of the P&Z Commission hearing. These are both public hearings where adjacent residents/businesses, where applicable, can voice opinions on the subject of your submitted application.

Planning & Zoning Commission:

The functions and duties of the commission shall include the administration of a zoning ordinance of the city, insofar as is provided by law, and in accordance with law, and the performance of all duties required and provided for in the zoning ordinance; further the perfection and development of a master plan for the physical development of the city, together with the development of any area outside the boundaries of the city which may relate to the comprehensive planning of the city.