

# REQUIRED INFORMATION

## Plan of Development (POD) – For Proposed Land Development

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The following information shall be submitted to the Commercial Development Department and the Planning Department with the purpose of clearly documenting the critical/ significant components of a development proposal. The information shall convey the project's magnitude/ scoped intentions to comply with the DFW Development Design Guidelines and the respective district.

Information relating to the proposed land development will be requested during two (2) stages:

### Stage 1: Prior to DFW Airport Board Approval

*Information provided during this stage allows for the Commercial Development and Planning Department and the DFW Airport Board to provide only conceptual approval of the proposed development. Acceptance of the POD package during this stage allows for the Commercial Development and Planning Department to proceed with lease recommendations to the DFW Airport Board.*

### Stage 2: Post-Board Approval

*Information provided during this stage includes modifications of information (if needed) from Stage 1, and additional planning and design documents. The approved document package in this stage becomes the basis for the Lease Agreement and Permit Documents. Following approval, the developer will work with the Code Compliance Department for necessary permitting and inspections.*

NOTE: POD approval is solely a confirmation of general conformance with the DFW Development Design Guidelines and is not in any way a substitute for a proper construction permit(s).

Where applicable, please provide as much detail in your answers below to each question.

For Office Use Only:

#### **POD Submission, Revision and Approval Date Log:**

POD STAGE-2 SUBMITTAL DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

POD STAGE-2 APPROVAL DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

POD STAGE-2 REVISION 1 DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

POD STAGE-2 REVISION 2 DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

**STAGE 2: POST-BOARD APPROVAL:**

Guidelines followed: (check all that apply)

- DFW Development Design Guidelines
- Founders Plaza Criteria
- International Commerce Park Criteria
- Passport Business Park East Criteria
- Passport Business Park West Criteria
- Southgate Plaza Criteria
- SH114 Corridor Criteria
- Other: \_\_\_\_\_

Is an exception to the DFW Development Design Guidelines being requested as part of this POD submission?

- Yes       No

If yes, attach a separate letter on company letterhead with justification for the exception.

POD Stage 2 Required Sheet Checklist:

- |  |  |
|--|--|
| <input type="checkbox"/> Architectural Elevations    | <input type="checkbox"/> Storm Drain Details       |
| <input type="checkbox"/> Roof Plan showing equipment | <input type="checkbox"/> Utility Plan(s)           |
| <input type="checkbox"/> Line of Site exhibit        | <input type="checkbox"/> Utility Details           |
| <input type="checkbox"/> Site Plan(s)                | <input type="checkbox"/> Franchise Utility Plan(s) |
| <input type="checkbox"/> Dimensional Control Plan(s) | <input type="checkbox"/> Landscape Plan(s)         |
| <input type="checkbox"/> Paving Plan(s)              | <input type="checkbox"/> Signage Plan(s)           |
| <input type="checkbox"/> Paving Details              | <input type="checkbox"/> Photometrics              |
| <input type="checkbox"/> Grading Plan(s)             | <input type="checkbox"/> Site Lighting Details     |
| <input type="checkbox"/> Storm Drain Plan(s)         |  |

**SITE PLAN(S) must include:**

**1. Building footprint(s) with square feet by use**  
(Office, Warehouse, etc.)

Type of Use	Square Footage
Total	

**2. Site coverage calculation:**

Building Square Footage ÷ Total Site Square Footage X 100% = Site Coverage

	÷		X 100% =		%
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**3. Anticipated number of parking spaces by type (including ADA)**

Type of Parking	Required	Provided
Passenger Vehicle		
ADA Space		
Trailer		
Total		

**4. All setbacks and dimensions clearly labeled**

- Fence setback
- Paving setback
- Building setback
- All turning radii
- All lane dimensions
- Parking dimensions
- 24' Fire Lane
  - 35' Inside radius
  - 57' Outside radius

**Stormwater Drainage:**

Are there any changes to the stormwater drainage system approved in Stage 1 or in the Stormwater System Determination letter?  Yes  No

**BOARD FUNDED IMPROVEMENTS:**

Will this project include any offsite improvements?  Yes  No

If yes, please list all BOARD funded improvements that will not be maintained by the tenant.

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**Grading and Utility Plans:**

- Clearly show and labeled all existing and proposed conditions
- All grading and utility improvements must be within the leased boundary
- Refer to the Design Criteria Manual for all code requirements

**Building Elevations:**

- Clearly show and call out exterior materials meeting DFW Development Design Guidelines
- Show table with breakdown of all elevation's materials (natural and non) and colors
- Include building address location and size

**Landscape/Hardscape Plans:**

- Show and label all proposed landscape improvements
- Refer to the DFW Development Design Guidelines for the approved plant list and for the screening criteria
- Provide the standard Landscape Corridor screening for all public roadways
- Ensure that all parking, loading, delivery, mechanical and trash areas are properly screened by the acceptable methods stated in the DFW Development Design Guidelines

**Fencing and Gates (if applicable):**

- Show and label fence and gate location
- Provide fence and gate detail specifying material, color and dimensions
- Refer to DFW Development Design Guidelines for mow strip requirements

**Signage Plan:**

- Label the location of all signage on the plan
- Dimension all signs next to roadways from the back of curb
- Provide signage details with dimensions, material, color and method for mounting
- Include monument sign detail

**Site Lighting Plan:**

- Minimum of 0.5fc on all paved surfaces
- 3000K color required for all exterior lighting

**Submitted by (Developer):**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Reviewed by DFW Commercial Development or Planning:**

APPROVED  NOT APPROVED

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_