



Dear Engineer :

August 3, 2007

In an effort to provide better customer service to our clients in the Development Community, we are working to clarify and streamline the review and approval process for engineering plan submittals. Our goal is to provide more consistent and timely responses during plan review in an effort to reduce the number of re-submittals necessary to complete your plan review process.

To this end, we have updated our checklists . These will be available soon on the City of Dallas website. The checklists have been tailored to address different parts of the engineering review process and/or specific to certain types of developments for ease of understanding. The checklists are available in our office.

To introduce our new process, we would like to invite you to participate in an informal discussion and review of this procedure. We have scheduled a meeting at the Oak Cliff Municipal Center in Room LL06 on Wednesday, August 29, 2007 at 9:00 a.m. for your convenience. Copies of the updated procedures will be available, as well as an opportunity to discuss other matters of concern to the development community.

To access the website go to [www.dallascityhall.com](http://www.dallascityhall.com); in the left column under Quick Reference click on **City Departments**; under Departments click **Development Services**; in the left column click **Engineering**; at the bottom of the Engineering web page click on **Engineering Procedures and Checklists**.

Thank you for your time and I look forward to visiting with you in person on August 29<sup>th</sup>.

Sincerely,

Elias K. Sassoon, PE  
Assistant Director / Chief Engineer  
Development Services Engineering

**Development Services Department**

Engineering Services § 320 E. Jefferson, Room 200 § Dallas, Texas 75203 § 214/948-4205 § Fax 214/948-4599  
A city utility providing regional water and wastewater services vital to public health and safety.