



City of Dallas

**Office of Homeless Solutions**

1500 Marilla St., Suite 6BN, Dallas, TX 75201

Phone: (214) 670-5220

Email: [TIWS@Dallascityhall.com](mailto:TIWS@Dallascityhall.com) | Web: [dallascityhall.com](http://dallascityhall.com)

**TEMPORARY INCLEMENT WEATHER SHELTER APPLICATION PACKET**

Submit completed application and accompanying materials to the Office of Homeless Solutions. Incomplete applications will not be accepted.

**Office Use Only**

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

Permit #: \_\_\_\_\_

District: \_\_\_\_\_

Site Visit Date: \_\_\_\_\_

Concurrency: \_\_\_\_\_

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**Property Information:**

Property Address: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Tax Assessor Parcel Number: \_\_\_\_\_

Property Description: \_\_\_\_\_

\_\_\_\_\_

Main Use Listed on Certificate of Occupancy: \_\_\_\_\_

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**Applicant:**  Primary Contact for Application

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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**Owner(s):**  Primary Contact for Application  Applicant

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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**Property Owner(s):**

I am  the owner of the property described above or  am authorized by the owner to sign and submit this application. I grant permission for the City staff and agents to enter onto the subject property at any reasonable time to consider the merits of the application and post public notice. I certify that the information on this application and all information submitted herewith is true, complete and correct. I also acknowledge that by signing this application I am the responsible party to receive all correspondence from the City regarding this project including, but not limited to, expiration notifications. If I, at any point during the review or inspection process, am no longer the Applicant for this project, it is my responsibility to update this information with the City in writing in a timely manner.

Signature by Owner/Applicant: \_\_\_\_\_

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



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## **TEMPORARY INCLEMENT WEATHER SHELTER APPLICATION OVERVIEW**

Use this packet to apply for a temporary inclement weather shelter permit to serve persons experiencing homelessness. Applicants are strongly encouraged to discuss the temporary inclement weather shelter permit process and criteria with city staff early in the project planning process (1500 Marilla St., Suite: 6BN, City Hall or 214-670-5220) to determine if the project is viable and which permit(s) are required.

The temporary inclement weather shelter program is governed by [Chapter 45](#) and Section 51A-4.217(b)(11.1) of the Dallas City Code, as amended. Please read these provisions thoroughly prior to completing this application.

### **Process, conditions, waivers, and appeal information:**

- All temporary inclement weather shelter applications are reviewed for accuracy and compliance with applicable city code provisions by the Office of Homeless Solutions.
  - Within 7 business days of receiving a complete application, the OHS coordinator (Coordinator) shall acknowledge acceptance of application for a temporary inclement weather shelter permit.
  - After review of application, the Coordinator shall decide whether to grant or deny a temporary inclement weather shelter permit based upon the applying entity's compliance with [Chapter 45](#).
  - A notice of permit approval or denial will be sent within two business days after the date of the decision. If the permit application is denied, an explanation of the appeal process will be included.
- Because each temporary inclement weather shelter has unique characteristics (i.e. size, duration, number of occupants, composition, etc.), the Coordinator has the authority to impose conditions on the approval of a shelter permit to ensure that the proposal meets the temporary inclement weather shelter program standards as stated above.
- The Coordinator's decision may be appealed in accordance with Section 2-96 of the Dallas City Code.



TEMPORARY SHELTER APPLICATION CHECKLIST AND REQUIREMENTS

To assist staff in reviewing an application for a temporary inclement weather shelter, the following items must be complete. The applicant should check the boxes and submit this checklist with the application. Attach additional sheets when necessary.

See Chapter 45 of the Dallas City Code for all requirements associated with temporary inclement weather shelters. Staff will help applicants determine which provisions are applicable and may request additional information.

Application Requirements:

Applicants are strongly encouraged to discuss the temporary inclement weather shelter permit process and criteria with planning staff early in the project planning process.

Shelter Information:

Planned maximum number of guests: \_\_\_\_\_

Planned number of sq. ft. of floor area per bed: \_\_\_\_\_

Planned operational season: [ ] Summer
[ ] Winter

Max. number of operational days: \_\_\_\_\_

Property Specifics: (Check each box and submit on separate pages with application, where applicable)

- [ ] Valid certificate of occupancy for a use allowed by the Dallas Development Code
[ ] Overview map of property and surrounding area (see best practices below for inclusion)
[ ] Floor plans of property when operating as a temporary inclement weather shelter (see best practices below for inclusion)
[ ] Results of any building or fire inspection within the last 24 months of application submission date

Property Overview Best Practices:

- Property lines and dimensions
Total site area in sq. ft.
Existing rights-of-way and improvements
Existing buildings on site
Outdoor common areas
Access aisles
Designated smoking areas
Exterior fire extinguishers
Fencing
Lighting
Trash receptacles
Bicycle and street parking

Floor Plan Best Practices:

- Drawn to scale of interior of property
Floor area in sq. ft.
Labels of all rooms and uses (ex: restrooms, dormitory, etc.)
Fixed equipment
Cabinets
Counters
Fire extinguishers
Location and direction of doors and winders
Location of smoke and carbon monoxide alarms
Designated openings for evacuation



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**Temporary Inclement Weather Shelter Operational Plan: (attach additional pages where necessary)**

Written Summary of On-site Supportive Services: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Infection Control Policies: (check all that apply)**

- Signage in English and Spanish for etiquette for handwashing and coughing
- Requirement to wear masks in facility
- Requirement for temperature checks at shelter entry points
- Appropriate supplies on hand for staff and guests including:
  - Soap
  - Alcohol-based hand sanitizers
  - Tissues
  - Trash receptacles
  - Masks
  - Cleaning Supplies
- Minimum 6 feet of space in meal service and eating areas
- Minimum 6 feet of space in general sleeping areas (head-to-toe sleeping arrangements)

**Reasonable Accommodations for Access to Temporary Inclement Weather Shelter:**

Communications Assistance (Signage)	Yes / No	
Wheelchair Access	Yes / No	
Durable Medical Equipment	Yes / No	
Consumable Medical Supplies	Yes / No	
Personal/Mobility Assistance	Yes / No	
Specific Dietary Requirements	Yes / No	
Service Animal Usage	Yes / No	
Deaf or Hard of Hearing	Yes / No	
Blind or Low Vision	Yes / No	
LGBTQ Privacy	Yes / No	
Other Access Support	Yes / No	



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**Shelter Staffing Plan:**

The following table provides recommendations of shelter activity assignments, not including staff from other functions

Role	Shift 1	Shift 2 (if applicable)	Shift 3 (if applicable)
Shelter Manager			
Shelter Supervisor			
Administrative Support			
Registration/In-take			
Dormitory			
Feeding			
Information			
On-site security			
Other*			

\*Other sheltering staff includes staff assigned to areas of the shelter not listed in this table, but not part of other functions. For example, other Sheltering staff might include staff overseeing recreational areas, laundry, or any other area set up for clients in the shelter.

**Best Practices for Shelter Operation:** (Check boxes and submit separate pages with the application, when applicable)

- Copy of letters of support sent to facilities within 500 feet of the boundary of the proposed site as well as any comments that were submitted and how they were addressed
- Experience of the applicant in providing similar services to persons experiencing homelessness and/or certifications or credentials in an applicable human service field
- Experience and training of any shelter workers including but not limited to: past shelter experience, experience serving persons experiencing homelessness, and first aid or CPR training
- A code of conduct for shelter guests to abide by while staying at the Temporary Inclement Weather Shelter
- Photographs of the site