

## Stephen Springs

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**From:** Hopkins, Kimberly <KHopkins@garlandtx.gov>  
**Sent:** Friday, April 29, 2022 4:31 PM  
**To:** Gunderson, Marty; Stephen Springs  
**Cc:** Garcia, Elba; Ahmed, Nabiha  
**Subject:** Pre-Submittal Notes Case# 220426-1  
**Attachments:** Class 3-Jan 2022.pdf

Good afternoon,

I have attached the Pre-Submittal meeting notes. The Pre-Submittal notes include imperative information from Planning, Transportation, Engineering, Fire, Building Inspections, and City Surveyor. You will notice that a good portion of the notes are derived from the Garland Development Code (GDC) and the Technical Standards Manual (TSM). We highly recommend that you read the specific sections of the GDC and the TSM highlighted in the notes to better understand the development process and the technical requirements.

As you review the notes, you will find a cover contact sheet which follows the application material. The contact sheet has a list of staff and their contact information in case you have any questions. Your case number is 220426-1. Please be sure to include this case number in your future correspondences.

- I'm using Adobe Acrobat.

You can view "Final Notes 220426-1.pdf" at: <https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:fa078426-e48f-4ece-812c-d751b5349289>

For your convenience, the links to important forms, applications and maps can be accessed below.

**Please note: Once you are ready to Schedule your Pre-Filing meeting, please contact Elba Garcia to select appointment date.**

GDC:  
<https://z2.franklinlegal.net/franklin/Z2Browser2.html?showset=garlandgdcset>

Forms and Applications:  
<http://www.garlandtx.gov/3327/Forms-Applications>

Record Search:  
<http://recordsearch.garlandtx.gov/publicaccess/controltemplate.aspx>

TSM:  
<http://www.garlandtx.gov/272/Technical-Standards-Manual>

Best,

*Kimberly Hopkins*

Development Planner

Planning and Community Development

City of Garland

P: 972-205-2454 | [Khopkins@garlandtx.gov](mailto:Khopkins@garlandtx.gov)



# GARLAND

## PRE-SUBMITTAL MEETING COVER SHEET

**Date:** 4/26/ 2022

**Case Number:** 220426-1

**Location of Project:** 2960 Market Street

Applicant	Organization	Phone Number	Email Address
Marty Gunderson		214-908-2083	Mgunderson.aecom@garlandtx.gov
Stephen Springs		972-960-9751	ssprings@bsw-architects.com

City Representative		Department	Phone Number	Email Address
	Nabiha Ahmed	Planning	(972) 205-2453	nahmed@garlandtx.gov
X	Kim Hopkins	Planning	(972) 205-2454	khopkins@garlandtx.gov
X	Rahman Kafray	Engineering	(972) 205-2176	rkafray@garlandtx.gov
	Jake Fisher	Engineering	(972) 205-2859	jfisher@garlandtx.gov
X	Amin Golnabi	Engineering		Agolnabi@garlandtx.gov
	Jon Reynolds	Building Insp.	(972) 205-2300	jreynold@garlandtx.gov
	Donna Fields	Building Insp.	(972) 205-2747	dfields@garlandtx.gov
X	Chris Cox	Building Insp.	(972) 205-2307	ccox@garlandtx.gov
	Abdul Ali	Building Insp.	(972) 205-2320	aali@garlandtx.gov
	Huma Patel	Transportation	(972) 205-2463	hpatel@garlantx.gov
X	Henry Ajieh	Transportation	(972) 205-2437	hajieh@garlandtx.gov
X	Noah Cunningham	Fire	(972)-781-7117	ncunning@garlandtx.gov
	Joe Enna Jr.	GP & L	(972) 205-3467	jenna@gpltexas.org
	Julio Jo	GP & L	(972) 205-3715	jjo@gpltexas.org
	Berry Marshall	GP & L	(972) 205-3409	bmarshall@gpltexas.org
	Bill White	GP & L	(972) 205-3497	bwhite@gpltexas.org
	Ziad Kharrat	Parks	(972) 205-2756	zkharrat@garlandtx.gov
	Mandy Pippen	Health	(972) 205-3451	mpippen@garlandtx.gov
	Glenn Breysacher	Surveyor	(972) 205-2157	gbreysac@garlandtx.gov
X	Jeff Bourgeois	Surveyor	(972) 205-2170	jbourgeois@garlandtx.gov
	Ed Michel	EWS	(972) 205-3742	emichel@garlandtx.gov
X	Dwain Moore	EWS	(972) 205-3426	dmoore@garlandtx.gov

**Acceptance:** The Pre-Submittal Meeting is intended to provide general information regarding zoning, platting, site plan, and design review prior to formal submittal of a project. Representatives of all departments involved in the review process evaluate the proposal. Comments are based on information provided by the applicant and shall be reliable provided the proposal or policies do not change between the Pre-Submittal Meeting and the time of application. The Pre-Submittal process does not constitute a formal review of an application and a final determination of standards and conditions for approval cannot be made until a formal application is submitted. The Meeting Notes represents the City of Garland's understanding of development issues discussed and decisions made during this meeting. If you do not concur and have changes or corrections, please notify our office within three (3) business days of receipt of these Notes. Failure to do so within this time frame constitutes full acceptance of all items outlined in these Notes.

## PRE-SUBMITTAL APPLICATION

Applicant  
☐

Owner  
☐

Developer  
☐

Architect  
☐

Civil Engineer  
☐

<b>Name:</b>		<b>Name:</b>	
<b>Company:</b>		<b>Company</b>	
<b>Address:</b>		<b>Address:</b>	
<b>City:</b>		<b>City:</b>	
<b>State:</b>	<b>Zip Code:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Phone:</b>		<b>Phone:</b>	
<b>Fax:</b>		<b>Fax:</b>	
<b>Email Address:</b>		<b>Email Address:</b>	

**Property Location:**

**Subdivision:**

**Lot:**

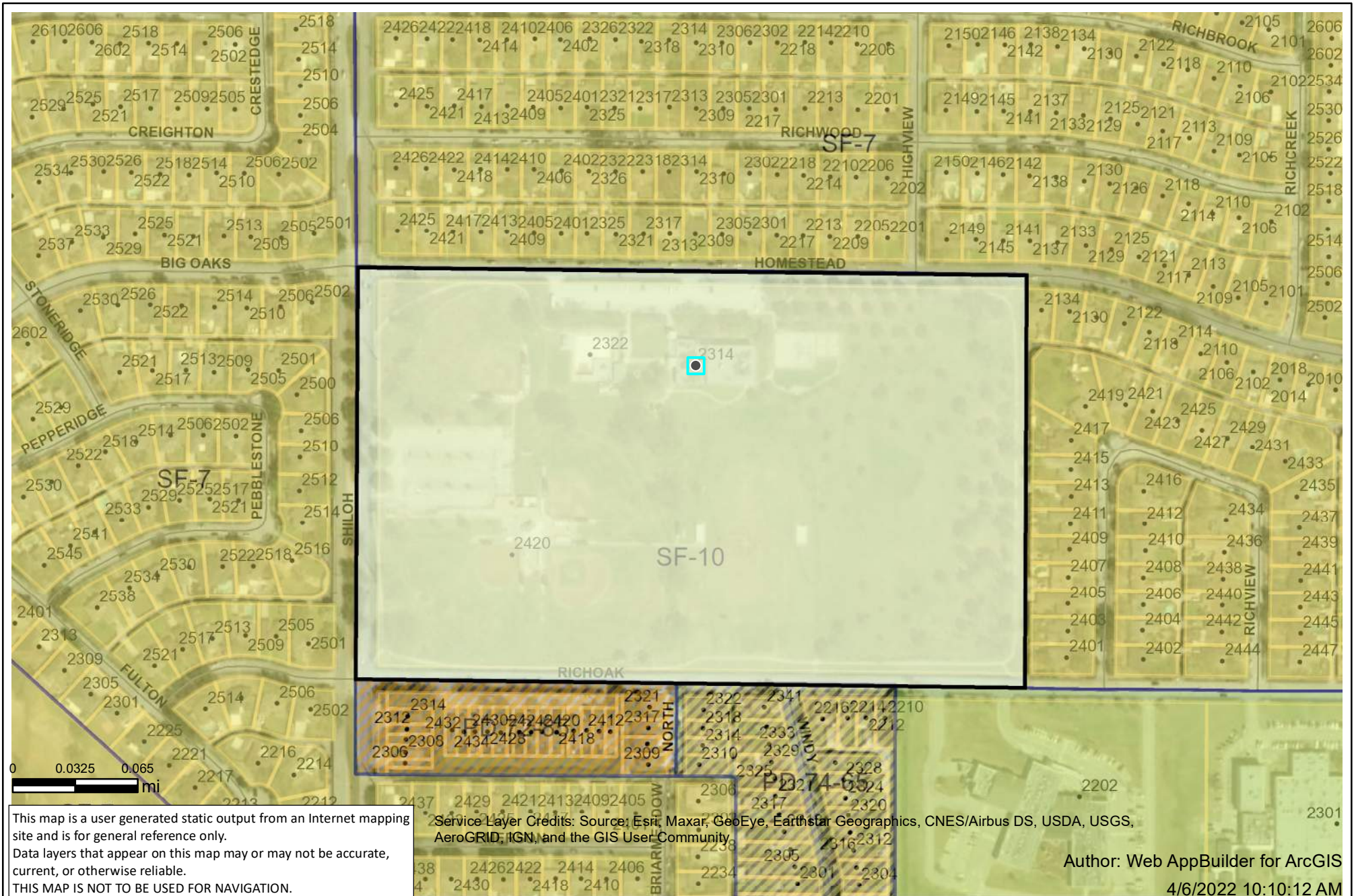
**Block:**

**Please provide a brief description of the proposed request and submit a map identifying the exact location of the subject property:**

- 1) Applications may be submitted on any working day from 8 AM to 5 PM at the Planning Department front desk located on the second floor of the Main Street Municipal Building, 800 Main Street, Garland, Texas 75040. Applications can also be emailed to [planningpresubmittal@garlandtx.gov](mailto:planningpresubmittal@garlandtx.gov). If you have questions, please contact the Planning Department at 972-205-2445.
- 2) Discussions regarding incentives, tax abatements, etc., are not part of these meetings. These inquiries should be directed to the City of Garland, Economic Development Department at (972) 205-3800.
- 3) A staff member will contact you to determine if a Pre-Submittal meeting is needed. Pre-Submittal meetings are held between 1:30 and 4 PM every Tuesday and Thursday. This meeting is scheduled to facilitate the development process by providing you with the applicable development requirements and discussing issues associated with your proposed project.
- 4) For the meeting to be most effective and to better serve you, please submit all relevant development documents such as site plans, plat, photographs, as well as a written description of proposed development along with your Pre-Submittal Application.
- 5) Pre-Submittal meetings are conducted remotely via Zoom. In-person meetings by request only.
- 6) The applicant or representative must notify planning staff of a cancellation a minimum of 48 hours before the scheduled Pre-Submittal meeting. A Pre-Submittal meeting will be cancelled if an applicant is more than 15 minutes late.



# COGMAP



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This map is a user generated static output from an Internet mapping site and is for general reference only.  
Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.  
**THIS MAP IS NOT TO BE USED FOR NAVIGATION.**

Service Layer Credits: Source: Esri, Maxar, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

Author: Web AppBuilder for ArcGIS

4/6/2022 10:10:12 AM



**PRE-SUBMITTAL MEETING - PLANNING DEPARTMENT NOTES**

**APPLICANT'S PROPOSAL:**

Site address: 2314 Homestead Place |

Proposal: Removing existing recreation center and outdoor pool. Building a new structure and pool.

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**DEVELOPMENT PROCESS (STEPS):**

Current Zoning – SF-10

**STEP #. Plan Commission and City Council Public Hearing**

**Zoning**

- ☐ Permitted use/ no zoning change required
- ☐ Requires change of zoning
- ☐ Requires Detail Plan
- ☐ Requires Specific Use Provision
- ☐ Schematic Engineering Drawings Required (See Engineering Dept. Notes)
  - *Note: Engineering Drawings must be submitted to the Engineering Dept. a minimum of one week before submission of a zoning application to the Planning Dept.*

**Variances Required**

- ☐ Plan Commission
- ☐ City Council
- ☐ Board of Adjustment

*Note: In most instances, a variance request can be included in conjunction with a zoning case.*

**Alternative Compliance Required**

- ☐ Building Design
- ☐ Screening and Landscaping
- ☐ Parking and Loading
- ☐ Glare and Lighting
- ☐ Signage

**STEP #. Holford Park Addition**

- ☐ Property not platted
- ☐ Preliminary Plat required (residential property only) \*\*\*
- ☐ Final Plat / Replat required \*\*\*
- ☐ Plat Vacation required\*\*\*
- ☐ Amending/Minor Plat required\*\*\*
- ☐ Conveyance Plat required\*\*\*
  - *Note: A Final Plat must be approved on any property that only has a Conveyance Plat prior to issuance of any site development permit.*
- ☐ Engineering Drawings Required (See Engineering Dept. Notes) \*\*\*



**PRE-SUBMITTAL MEETING - PLANNING DEPARTMENT NOTES**

- ❑ Not enough information provided to determine if platting is required

*Note: Certain plats only require approval from the Plan Commission. A Site Permit cannot be released until the plat has been approved by the Plan Commission or approving authority. A Building Permit cannot be released until the plat has been recorded with Dallas County.*

*\*\*\*Plats will be processed through plan review as a "Working Plat" with submittal to the Engineering Department. The Working Plat must be reviewed and acceptable for Plat Application submittal to the Planning Department. If the Plat is not yet determined acceptable, the Planning Department cannot receive a Plat Application.*

**Permits Required**

- ✓ **STEP 1.** Site Permit (See Engineering Department Notes)
    - *Note: A site permit may not be required if the land disturbance is less than 5,000 square feet and/or no water or sewer taps are required.*
  - ✓ **STEP 2.** Building Permit (See Building Inspections Department Notes)
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**APPLICABLE DEVELOPMENT STANDARDS, FEES & POLICIES:**

Garland Development Code (GDC)

<https://z2.franklinlegal.net/franklin/Z2Browser2.html?showset=garlandgdcset>

**General Standards – GDC: Chapter 2 & Chapter 4, Development Standards**

- ✓ Parking and Loading
  - Refer to the Garland Development Code - Land Use Matrix
- Recreation center
  - Provide the parking calculation on the site plan.
  - Include a parking study with the Site Permit.
  - The sum total of the above parking standards is applicable to the proposed use.
- ✓ Building Design
  - Provide cut sheets of new playground equipment.
  - 6 architecture elements are required on all elevations that can be seen from the right of way.
  - All elevations shall be articulated vertical and horizontal. Refer to Chapter 4 in the Garland Development Code.
- ✓ Screening and Landscaping
- ✓ Tree Preservation and Mitigation





**PRE-SUBMITTAL MEETING - PLANNING DEPARTMENT NOTES**

- For all applications include a digital copy of the Excel tree inventory sheet.
- ❑ Glare and Lighting
- ❑ Signage
- ❑ Fences

**Special Zoning District Standards – GDC: Chapter 2 and Chapter 7**

- ❑ Auto Credit Overlay
- ❑ Downtown (DT) Form Based Code
- ❑ Major Waiver required
- ❑ Minor Waiver required
- ❑ Urban Residential (UR) and Urban Business (UB) Standards

**Special Standards for Certain Uses - GDC: Chapter 2, Section 2.52**

- ❑ Alcoholic Beverages
- ❑ Automobile Repair, Major
- ❑ Automotive Repair Bays
- ❑ Convenience Stores
- ❑ Day Care Centers
- ❑ Elder Care Facilities
- ❑ Hotels/Motels
- ❑ House Conversion
- ❑ Outside Storage and Display
- ❑ Recycling Facilities
- ❑ Restaurant, Drive-Through
- ❑ Retail Sales with Gas
- ❑ Sexually Oriented Business Standards
- ❑ Tattoo/Body Piercing Establishments
- ❑ Wireless Communication Standards
- ❑ Other

**Applicable Fees:**

- ✓ Filing Fees <http://www.garlandtx.gov/3320/Resource-Center>
- ✓ Impact fees due at issuance of building permit:

Roadway Fees – New construction is proposed, therefore there is a \$      Impact Fee per unit. (Service Area A,B,C, and D )

**Fee calculation:**

Water fees – Based on the size and number of water meters.





## **PRE-SUBMITTAL MEETING - PLANNING DEPARTMENT NOTES**

### **Comprehensive Plan – Future Land Use:**

#### **ENVISION GARLAND 2030 COMPREHENSIVE PLAN**

##### **Traditional Neighborhoods**

**Description** Traditional neighborhoods are currently found throughout Garland and provide areas for low to moderate density single-family detached residential housing. Traditional neighborhoods also accommodate convenience retail (goods and services), office space, and public services. Non-residential structures are compatible in architectural style and scale with adjacent residential development. Non-residential uses are typically located at the intersection of local streets or at local and secondary arterial streets. On-residential uses are within walking distance of the neighborhoods they serve and include minimal on-site parking.

##### **Development Intensity**

The Traditional neighborhood development type is primarily characterized as low density, single-family detached (between one and six dwelling units per acre). Non-residential sites within this category are typically up to three acres in size.

##### **Compact Development**

**Description** Compact neighborhoods provide areas for moderate increases in residential density, including single-family attached and single-family detached housing. It expands housing options through infill and redevelopment, while continuing walkable development patterns.

These areas provide transitions between traditional residential neighborhoods and higher density residential neighborhoods and non-residential developments. These areas accommodate uses such as convenience retail (goods and services), office space, and public services.

The architectural character and scale of these areas are compatible with adjacent residential development.

##### **Development Intensity**

The Compact neighborhood development type is primarily characterized as moderate residential (between six and twelve dwelling units per acre). Non-residential sites within this category are typically up to three acres in size.

##### **Urban Neighborhoods**

Urban neighborhoods are higher density residential developments. This residential option may utilize vertical mixed-use integrated into the surrounding area, reflecting the area's dominant character or, when desired, promoting a new character. This type of development should encourage access to arrange of mobility options and is generally located in the vicinity of major intersections and/or secondary arterial streets, with proximity to significant bus or rail amenities.

##### **Development Intensity**



## **PRE-SUBMITTAL MEETING - PLANNING DEPARTMENT NOTES**

Urban neighborhoods are characterized by moderate to high density single-family attached and multifamily residential units, greater than 12 dwelling units per acre. Developments within this category generally are predominantly residential, but may include compatible non-residential uses.

### **Neighborhood Centers**

Description Neighborhood centers provide a mix of retail, services and community gathering places. This center should be appropriately scaled to adjacent residential areas.

This type of center is predominantly, but not exclusively, non-residential. Neighborhood centers are served by local roads and transit routes.

Development Intensity Neighborhood centers are generally five to ten acres. Developments within this land use pattern generally consist of one or more buildings including 30,000 to 100,000 square feet of leasable area. This development type typically serves a three-mile radius trade area, within a 5-10 minute drive time, and serves a population of 3,000 to 40,000.

### **Community Center**

Description Community centers are areas with compact development, primarily non-residential, serving a collection of neighborhoods. This type of development consists of a mix of uses, including retail, services, office use, multi-family residential, and entertainment. Community centers may be developed at the intersections of major arterial streets and along major arterials, highways, and turnpike corridors. This type of area is served by numerous roads and transit routes, providing a variety of connections to adjacent residential neighborhoods, retail centers, and employment centers.

Development Intensity Community centers are generally ten to 30 acres. Developments within this land use pattern generally consist of one or more buildings including 100,000 to 450,000 square feet of leasable area. This development type typically serves a three to six-mile radius trade area, within a 10-20 minute drive time, and serves a population of 40,000 to 150,000.

### **Regional Centers**

Regional center areas with a higher concentration of activity that serve as a destination for residents and visitors. Uses within this development type provide a mix of retail, services, entertainment, and employment and may include residential uses. Regional centers may be found along major highways and turnpikes, and significant bus or rail stations.

#### **Development Intensity**

Regional centers generally cover an area greater than 30 acres and consist of one or more buildings with more than 450,000 square feet of gross leasable area.

This development type typically serves a five to fifteen-mile radius trade area, within a 20 minute drive time, and serves a minimum population of 150,000.

### **Transit-Orientated Center**



## **PRE-SUBMITTAL MEETING - PLANNING DEPARTMENT NOTES**

**Description** Transit-oriented centers are areas of concentrated activity and increased density with maximum access to public transportation options. This type of center should be developed as mixed-use with live/work/play/shop opportunities. Transit-oriented development should be within  $\frac{1}{4}$  to  $\frac{1}{2}$  mile of transit centers and/or rail stations and provide pedestrian and bicycle friendly access.

**Development Intensity** Transit-oriented development is characterized by moderate to high density residential greater than twelve dwelling units per acre. Land use opportunities for four identified transit-oriented development areas should be unique to the needs and character of the larger area.

### **Business Center**

Business centers provide a cluster of business offices and/or low impact industry, including campus-type development that cumulatively employ large numbers of people. Operations within this development type occur internal to buildings resulting in minimal negative impacts (sound, air, traffic, outdoor lighting, storage, etc.) and are compatible with adjacent development types in architecture, character, scale, and intensity. Business centers are generally located at intersections of major and/or secondary arterial streets or significant transit areas (bus/rail). Proximity and access to residential areas are encouraged to reduce travel times to employment. Site design addresses function and visual aesthetics providing appropriate buffering at gateway corridors, between adjacent developments, and for residential neighborhoods.

### **Development Intensity**

Business centers range in scale and intensity based on the surrounding vicinity and may consist of one or more buildings. This development type includes a variety of primary and secondary uses, including compatible residential uses that support the business employment sector.

### **Industry Center**

**Description.** Industry Centers provide a cluster of trade and industry that cumulatively employ large numbers of people. Operations within this development type may require substantial infrastructure and may result in more significant negative impacts (sound, air, traffic, outdoor lighting, storage, etc.). Operations may include such elements as semi-truck traffic, loading docks, and visible outdoor storage. Overall, the architecture, character, scale, and intensity should be compatible with adjacent development types. Industry Centers are generally located along major arterial streets, and highways and at significant transit areas (bus/ rail). Site design addresses function and visual aesthetics that provide appropriate buffering at gateway corridors, between adjacent developments, and for residential neighborhoods.

**Development Intensity.** Industry Centers range in scale and intensity based on the surrounding vicinity and may consist of one or more buildings. This development type



**PRE-SUBMITTAL MEETING - PLANNING DEPARTMENT NOTES**

includes a variety of primary and secondary uses that support the industry employment sector.

**Parks and Open Space (Public)**

Description Public Parks and Open Space areas include the vast array of park, recreation, and open space lands. This can range from small neighborhood playgrounds to community parks with outdoor picnic areas, hike and bike trails, and play fields and tennis courts to community recreation centers with swimming pools or indoor gymnasiums; as well as natural areas and floodplains. Provision for transportation options encourages residents to move throughout their neighborhood for mobility, recreational, social, and health purposes. This should include a network of interconnected roads, sidewalks, pathways, and transit connections to neighborhoods, schools, retail centers, and other area destinations.

Public Parks and Open Space areas offer a variety of publicly-owned parks, plazas, and natural areas for passive and active recreation as well as informal gathering places. These places incorporate high-quality design elements and construction materials appropriate for the area and development scale. Design elements include decorative paving, landscape plantings, lighting, benches, transit shelters, and other elements of the public realm.

**Parks and Open Space  
(Private)**

Description Private Parks and Open Space areas also include a variety of parks and related amenities in residential subdivisions as well as retail and commercial areas. Facilities and amenities range from landscaped entryways and medians to small playgrounds; to play fields, swimming pools, and golf courses, and other amenities including cemeteries, lakes, creeks, and other natural areas. These private lands play an essential role by contributing to the overall community park and open space system. Although internal pathways and roads typically connect private facilities, connections to the community mobility network provide transportation options to residents, visitors, and employees, enabling travel outside the immediate area.

Private Parks and Open Space areas also offer a variety of parks, plazas, and natural areas for informal gathering places or a variety of recreational activities. Development includes high-quality design elements and construction materials appropriate for the area. Design elements include decorative paving, landscape plantings, lighting, benches, transit shelters, and other elements of the public realm.

**ADDITIONAL NOTES:**

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**CASE # 220426-1**

## PRE-SUBMITTAL MEETING - PLANNING DEPARTMENT NOTES

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**PRE-SUBMITTAL MEETING - PLANNING DEPARTMENT NOTES**

**PLANNING DEPARTMENT SUBMITTAL INSTRUCTIONS**

- I. Assemble your application materials.** *The following summarizes typically incomplete items, be certain your application is complete. Find forms and applications at this link: <http://www.garlandtx.gov/3327/Forms-Applications>*
1. Public Hearing Application  
*Page 1 – Application Form*
    - a. Each underline space on the application form is required to be filled out.
    - b. Application Type? Circle either Pre-Filing Application OR 30-Day Application (not required for Miscellaneous Review Application and Plat Application)
    - c. List of request types below “Application Type” Circle the box for the Request(s)*Page 2 - Application Acknowledgements*
    - d. Property Owner have the owner sign with a notary
    - e. Applicant/Agent have the person representing the owner sign with a notary
  2. Public Hearing Submittal Materials Checklist  
This Checklist is required to be submitted with your application. Circle each item that you submit. *The following is a list of items frequently missed that result in an application not being accepted:*  
*Page 1.*
    - a. Schematic Plans submittal to Engineering prior to Planning submittal
    - b. A Legal Property Description in a WORD Document (electronic) format
    - c. Written Description of the Request
    - d. Tax Record
    - e. Drawings in 8 ½ X 11 sized sheets
    - f. Due to COVID situation, we are only accepting electronic plans*Page 2 through 5*
    - a. Provide each item listed for the specific type of project as indicated, submit the applicable checklist with your application
  3. Elevation Plan, Landscape Plan, and Site Plan Checklists
    - a. Complete these checklists and submit the checklists with your application
- II. After you have assembled your application materials, then call 972-205-2445 to schedule a Pre-Filing submittal appointment. Instructions for the submittal appointment will be provided with the appointment scheduling.**

## TRANSPORTATION DEPARTMENT DEVELOPMENT CHECKLIST

Date: 04/26/2022  
Case Number: 220426-1  
Location: 2314 Homestead Place, Garland. TX

### **SITE PLANS:**

- ☒ All new paving must be concrete
  - 5" min. thickness, class "C" concrete for parking
  - 6" min. thickness, class "P1" concrete for fire lanes and dumpster pads
- ☒ Sidewalks (4" min, class "C" concrete) are required with new construction within right of way or pedestrian easement
  - Single family zonings – 4 ft. wide sidewalks
  - All other zonings – 6 ft. wide sidewalks
- ☒ Indicate existing sidewalk on adjacent properties and make provisions for tie in off-set if necessary, due to pedestrian easements
- ☒ A raised curb is required in vehicular areas adjacent to public rights of way
- ☒ Vehicle parking may not overhang the property line. A minimum 2 ft. offset is required from wheel stop to property line
- ☒ Visibility sight lines at intersecting streets and driveways must be free of obstructions from 2.5 ft to 8 ft. in height as per the Technical Standards Manual, Figure 8.17.
- ☒ The minimum full size parking stall dimensions are specified in the Technical Standards Manual, Table 8.12 – typical head-in (90°) parking is 9 ft. wide by 18 ft. deep w/ a 24 ft driving aisle.
- ☐ Compact car parking is allowed in lots that do not serve primarily retail developments and contain a minimum of 100 parking spaces. Where qualified, 15 percent of the parking may be set aside for compact cars, Technical Standards Manual, Table 8.13.
- ☒ The minimum driveway width and radius size is dependent upon the type of development and specified in the Technical Standards Manual, Table 8.7 and Table 8.8.
- ☒ The maximum number of driveways allowed and the minimum spacing between driveways and street intersections as well as other driveways are specified in the Technical Standards Manual, Table 8.9 and Table 8.10.
- ☒ The minimum end island at aisle intersections is 8 ft. wide as specified in Figure 8.15 of the Technical Standards Manual.
- ☐ Deceleration right turn lanes are required leading to driveway that can be expected to attract 50 or more right turning vehicles during the AM or PM peak traffic hour. The required lane must provide a 100 ft. straight line transition, 100 ft. storage length (if possible) and a minimum of 11 ft. lane width.
- ☐ Access is denied within the transition area of the deceleration right turn lanes
- ☐ Access to divided streets must indicate existing and/or proposed median openings

- ☐ The minimum distance from an intersection to the first possible median opening is:
  - 500 ft. on a type A or B roadway intersection another type A or B roadways
  - 425 ft. on a type A or B roadway intersecting a type C1, C2 or D1 roadways
  - 425 ft. on a type C1, C2 or D1 roadway intersecting a type A or B roadways
  - 350 feet on any divided street intersecting another street or private driveways
- ☐ Proposed median opening construction must be reviewed by Parks Department for possible irrigation and landscaping modifications
- ☐ The minimum median opening is 70 feet wide
- ☐ Driveways aligned with median openings must be a minimum of 40 feet wide back to back of curb with a minimum 20 feet radius
- ☐ If propose driveway cannot be properly aligned with existing median access, such driveway shall be constructed at least 100 ft. from the near side of the median opening
- ☒ Non-Residential driveways must provide internal vehicle storage as per the Technical Standards Manual, Table 8.11.
- ☐ The minimum truck dock requirements are specified in the Technical Standards Manual, Figure 8.18.
- ☒ Maximum driveway grades are specified in Technical Standards Manual, Section 8.05C6.

Residential	12%
Commercial (low volume driveway on Local Street)	10%
Commercial (low volume driveway on Arterial/Collector Street)	8%
Commercial (high volume driveway on Arterial/Collector Street)	6%

*Note: Grade break at the property line may not exceed 10% in 50 ft.*

#### **Right-of-Way Note:**

- Shiloh Rd is a class "B" 100' ROW + 10' PUE
- Homestead Place is a class "F" 60' ROW

#### **Notes:**

- Allowed 3 driveways proposed along Homestead Pl for frontage >300'. Drive shall be spaced min. 100' apart and 50' from adjacent drive
- See TSM Tables 8.7 & 8.8 for driveway dimensions (i.e radius and width)
- Driveway storage depth – Ratio of required parking & no. of drives & see TSM Table 8.11
- Responsible for sidewalk along property frontage on Homestead Place & Shiloh Rd. If existing, ensure to meet min. current requirements
- Include BFR at intersection of sidewalk and driveways
- Head-in parking require min. 9'x18' stall + 24' drive aisle
- Max. length of dead-end firelane – 150'

☐ : Notes above may not apply at the time of reviewing this project

☒ : Notes above may apply for this project

## ENGINEERING PRE-SUBMITTAL MEETING NOTES

CASE NO. \_\_\_\_\_ LOCATION: \_\_\_\_\_

- All projects and plans shall be designed and prepared per the Garland Development Code (GDC) and the Engineering Department's **Technical Standards Manual (TSM)**. To view the TSM go to [www.garlandtx.gov](http://www.garlandtx.gov) and search TSM, or type in the following URL: <http://www.garlandtx.gov/272/Technical-Standards-Manual>
- Public works and site engineering construction plans are typically required for development projects involving land disturbance activities greater than or equal to 5,000 square feet or when new utility and / or drainage connections are proposed to existing City facilities, per GDC Sections 3.95 & 4.08 and TSM Section 2.4.
- **All plans shall be full size 24"x36" or 22"x34" vector based PDFs submitted directly to the Engineering Department (Development Engineering Group) via email.** See page 2 of these notes for required types of plans. See **TSM Appendix 2H** for the Engineering First Submittal Form required with all first submittals. Refer to TSM Section 2.1 for more information.
- **Include the above referenced case number on your cover sheet and in the lower right hand corner of all sheets.**

Development Engineering Group Representative: ☐ Rahman Kafray ☐ Jake Fisher ☐ Amin Golnabi

**Existing City Infrastructure:** Record drawings can be viewed on the website, see Section 1.10 of the TSM for more information. A request for record drawings and city utility locator map can be made via email to [engineeringrecords@garlandtx.gov](mailto:engineeringrecords@garlandtx.gov).

**Water:** (Max length of deadend water main is 150', anything greater must be looped).

**Wastewater:**

**Stormwater System:**

**Notable Features / Constraints:**

**Action Items / Research:** Developer's engineer must verify adequacy of existing water mains, wastewater mains, storm drainage and roadway infrastructure that service the project per all applicable state and local regulations.

☐ **Perimeter Road Improvements:** When applicable, refer to GDC Sections 3.44 – 3.47 for requirements for dedication and construction obligations, proportional share & improvement of adjacent (perimeter) road and utilities.

☐ **Geotechnical Report for Roadways:** New or expanded roadways and alleys shall have a geotechnical investigation and subgrade design performed per the Technical Standards Manual (TSM) Section 9, and if applicable, pavement design.

### **FEES:**

**ENGINEERING REVIEW AND INSPECTION:** A 5% non-refundable Engineering Review & Inspection fee with a \$100.00 minimum is due prior to issuance of a Site Development Permit. The fee is assessed on all developer-installed infrastructure needing future City maintenance per the TSM Section 2.4.9. The fee may be paid at or prior to the mandatory pre-construction meeting.

**PRO – RATA – \_\_\_\_\_ rates: \_\_\_\_\_ / ft. Water \_\_\_\_\_ / ft. Wastewater**

Pro-Rata fees are collected on water and wastewater mains less than 10 years old per foot of frontage to the main fees due prior to issuance of Site Permit. Rates are recalculated every year by October 1<sup>st</sup> and typically are collected on unplatted parcels of land. See the GDC Sections 3.50 through 3.58 for more information.

**TYPICAL PERMITS REQUIRED:**      **1. Site Permit**      **2. Right-of-Way (ROW) Permit**      **3. Building Permit**

Based on the information provided by the applicant, the following must be submitted to the Engineering Dept. (see page 2 of the notes):

<b>Schematic Engineering Plans</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> To be determined	<input type="checkbox"/> Not Applicable
<b>Working Plat</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> To be determined	<input type="checkbox"/> Not Applicable
<b>Construction Plans for a <u>Site Permit</u>:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> To be determined	

## Development Request / Required Plan / Submittal Department

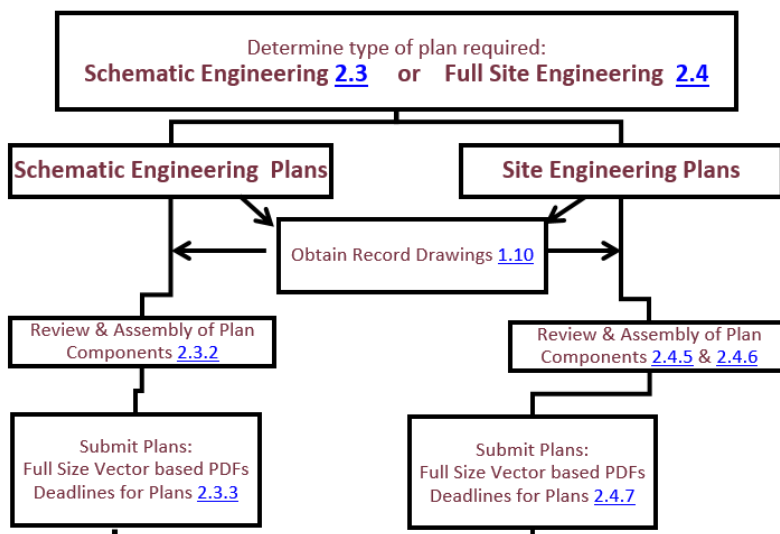
Development Request	Site Plan	Schematic Engineering Plans	Building Permit Civil Plans	Construction Plans for Site Permit	Required By	Engineering Review Cycle Time
<b>All engineering related plans shall be submitted via PDF and emailed to any member of the <a href="#">Development Engineering Group</a></b>						
Concept Plan - Submit to Planning Department	<b>P</b>				GDC 2.11	N/A
Detail Plan	<b>P, E</b>	<b>E</b>			GDC 2.12	7 Working Days
Preliminary Development Plan	<b>P</b>	<b>E</b>			GDC 4.01	7 Working Days
Downtown Development Plan	<b>P</b>	<b>E</b>			GDC 7.28	7 Working Days
SUP w/ < 5000 SF Land Disturbance, no new utility taps	<b>P</b>		<b>B</b>		GDC 2.19	N/A
SUP w/ > 5000 SF Land Disturbance, new utility taps	<b>P</b>	<b>E</b>		<b>E</b>	GDC 3.95	10-12 Working Days
Permitted Use, < 1 acre Disturbance, no new utility taps			<b>B</b>		GDC 3.85	N/A
Permitted Use, ≥ 1 acre Disturbance or new utility taps				<b>E</b>	GDC 3.95	10-12 Working Days
<b>Plat</b> in correlation with proposed site construction (include Working Plat in construction plans)	<b>E:</b> Submit 1 vector based PDF set of construction plans & include additional PDF copy of the Working Plat					10-12 Working Days
<b>Plat</b> with no proposed site construction (construction plans not required)	<b>E:</b> Submit 1 vector based PDF of Working Plat along with supplementary documents (see TSM Appendix 3H)					7 Working Days
<b>Timing:</b>	Schematic Engineering Plans: Submit to Engineering Department prior to Zoning Application submittal to Planning Department.					
	Working Plat / Construction Plans: Submit to Engineering Department any time after Zoning is approved by Council; if Zoning is not required, submit at any time.					

**Submit plans to:** Building Inspection, Planning and Engineering. Engineering submittals shall be made via email and electronic submittal ONLY.

**B:** Building Inspection Department: Building Permit Submittal (Contact Building Inspections for submittal instructions)

**P:** Planning Department: Specific Use Permit, Planned Development District & Plat Application Submittals (Contact Planning for submittal instructions)

**E:** Engineering Department: Schematic Engineering Plans, Construction Plans in conjunction with Working Plat and Site Permit submittals and Working Plat Submittals (**Email electronic submittals only**)



**Public Works & Site Engineering construction plans shall include the following minimum sheets, refer to the TSM Section 2.4.5 & 2.4.6 for details:**

1. Cover Sheet
2. Working Plat or Filed Plat
3. Site Improvement Survey (as applicable)
4. Demo Plan (as applicable)
5. Site Plan / Dimensional Control (for non-residential developments)
6. Paving Plan
7. Utility Plan
8. Grading Plan
9. Drainage Area Maps (existing and proposed)
10. Drainage Plan (as applicable)
11. Erosion Control / SW3P, download sheets here: <http://www.garlandtx.gov/3353/Stormwater-Plan-Submittal-Templates>
12. Tree Survey / Mitigation Plan (as applicable)
13. Landscape, Irrigation, & Wall Plans (as applicable)

The following additional permits and agreements may be required with the release of plans for construction:

- ♦ Floodplain Development Permit as per Chapter 31, Article VII of the Code of Ordinances (See TSM Appendix 4D).
- ♦ Texas Department of Transportation (TxDOT) permit - work within TxDOT ROW. Separate utility/paving permits are typically required. Conceptual approval is required from TxDOT for any proposed driveways or drainage connections within TxDOT ROW. The Developer's Engineer shall be responsible for obtaining TxDOT approval and Permit prior to the City stamping the plans for the Site Permit. Contact a member of the Development Engineering Group for current TxDOT contact information.
- ♦ The developer is responsible for obtaining all other state, federal permits, etc.

**The developer must contact and coordinate utility service with other providers such as, electric, gas, telephone, etc.**

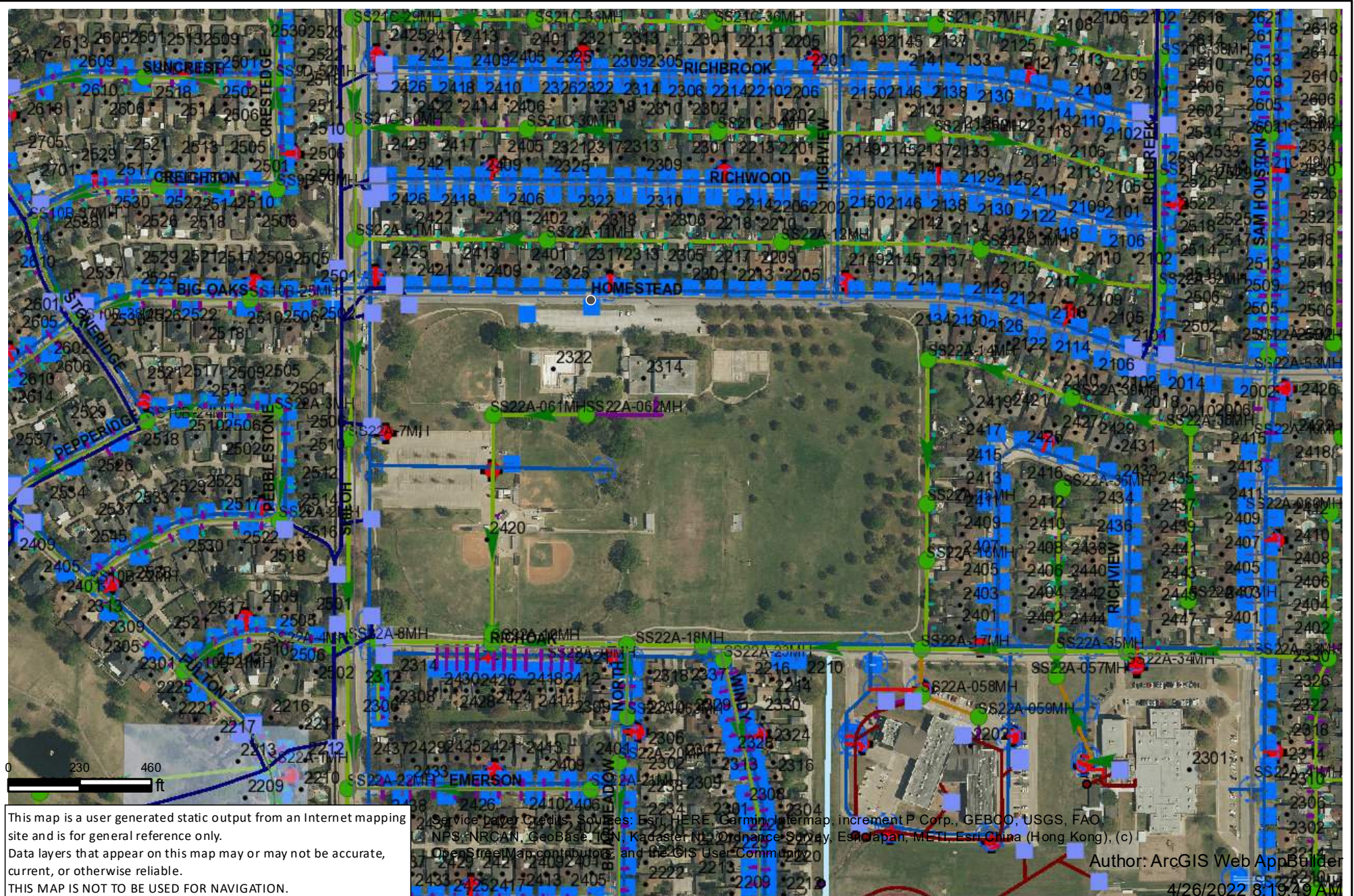
**Include the following, if applicable:**

- ☐ Detention analysis / plan - required for areas abutting the Spring Creek Forest Preserve and its ecological boundary, and if downstream storm sewers can't convey development's increased runoff (Downstream Assessment, see TSM Section 4.02). Ponds must include provisions to improve stormwater quality. See GDC 3.89 and TSM 4.11 for requirements.
- ☐ Detail sheets for construction items not found in the City's Standard Construction Details.
- ☐ For Non-Residential Developments, provide a completed Impervious Area Status Sheet (See TSM Section 6.02).
- ☐ Left and right turn lane paving and marking plan on separate sheet with traffic control and construction sequencing.
- ☐ Off-site utility easements, exhibits, and plans. Submit documents with the first submittal for review per TSM Section 3.07.
- ☐ Creek Study - developments abutting FEMA regulated streams or man-made channels require analysis on file or with the first submittal (TSM 4.17).



# COG GIS Map

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**Appendix 2H:****ENGINEERING FIRST SUBMITTAL FORM (SCHEMATIC / CONSTRUCTION / WORKING PLAT)**

Project Case Number: \_\_\_\_\_ Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Subdivision / Lot / Block: \_\_\_\_\_

Submission Type: ☐ Schematic Engineering Plans ☐ Construction Plans ☐ Working Plat Only

Engineer / Surveyor		Developer / Owner	
Name:		Name:	
Company:		Company:	
Address:		Address:	
City/St/Zip:	Phone:	City/St/Zip:	Phone:
Email:		Email:	

**All submittals to the Engineering Department shall be made via PDF/electronic submittals, hard copies WILL NOT be accepted.** See below for a list of items that shall be emailed to the [Development Engineering Group](#) at the time of first submittal (no fee or application required by the Engineering Department until issuance of a Site Permit). Refer to the [Technical Standards Manual \(TSM\)](#) for more information. **Identify the items included in your submittal.**

☐ **Schematic Engineering Plans:****PLAN REQUIREMENTS**

- ☐ **Full size vector-based PDFs of schematic plans.** Schematic Engineering Plans shall include the following minimum sheets, *refer to the TSM Section 2.3 for details:*
- ☐ Site Plan / Detail Plan (as submitted in the Zoning Application)
  - ☐ Downstream Assessment (see TSM Section 4.02)
  - ☐ Drainage Plan and Capacity Analysis (See TSM Section 4.04)
  - ☐ Utility Plan

**ADDITIONAL DOCUMENTS NEEDED**

- ☐ Flood Study (PDF), if applicable (see TSM Sections 2.3.3 and 4.17)
- ☐ Capacity Analysis of Water & Wastewater Facilities, if applicable (see TSM Section 5.1)
- ☐ Traffic Impact Analysis emailed directly to the Transportation Department, if applicable (see TSM Section 8.13)

☐ **Construction Plans for a Site Permit:****PLAN REQUIREMENTS**

- ☐ **Full size vector-based PDF plan set of construction plans.** Public Works & Site Engineering construction plans shall include the following minimum sheets, *refer to the TSM Section 2.4.5 & 2.4.6 for details:*
- ☐ Cover Sheet
  - ☐ Plat (include copy of filed plat or a draft version of the working plat)
  - ☐ Site Improvement Survey
  - ☐ Demolition Plan (as applicable)
  - ☐ Site Plan / Dimensional Control (for non-residential developments)
  - ☐ Paving Plan
  - ☐ Utility Plan
  - ☐ Grading Plan
  - ☐ Drainage Area Maps (existing and proposed)
  - ☐ Drainage Plan (as applicable)
  - ☐ Erosion Control / SW3P, download sheets here: <http://www.garlandtx.gov/3353/Stormwater-Plan-Submittal-Templates>
  - ☐ Special Construction Details (as applicable)
  - ☐ Tree Survey / Mitigation Plan (as applicable)
  - ☐ **Landscape Plan (as applicable)**
  - ☐ **Irrigation Plan (as applicable)**
  - ☐ Screening & Retaining Wall Plans (as applicable)

**ADDITIONAL DOCUMENTS NEEDED**

- ☐ One (1) additional vector based PDF of Working Plat, 24"x36"
- ☐ All Working Plat supporting documentation, if applicable (**see WORKING PLAT SUBMITTAL REQUIREMENTS in TSM Appendix 3H**)
- ☐ Impervious Area Status Sheet (see TSM Appendix 6A)
- ☐ Geotechnical Investigation in PDF format for ALL new or expanded public roadways and alleys (see TSM Section 9.01.D)
- ☐ Flood Study (PDF), if applicable (see TSM Sections 2.3.3 and 4.17)
- ☐ Tree preservation & mitigation calculations in Excel format, if applicable (see GDC 4.58)

☐ **Working Plat Only: see WORKING PLAT SUBMITTAL REQUIREMENTS in TSM Appendix 3H.**

**Submittals with significant omissions and lacking in details may result in the entire submittal being considered incomplete and returned to the design professional within 2 days and not reviewed.**

## **Appendix 3H: Working Plat Submittal Requirements**

### **WORKING PLAT SUBMITTAL REQUIREMENTS**

**Hard copies are NOT required and will NOT be accepted. All items below shall be in PDF or other digital format. The following *SHALL* be emailed to the [Development Engineering Group](#) at the time of first submittal of the Working Plat** (no fee or plat application required at this time):

- If full civil construction plans ARE required, submit the following:
  - One (1) vector-based PDF set of civil construction plans that include a copy of the Working Plat within the PDF plan set.
  - One PDF copy of Working Plat and supporting documents below (vector based, not scanned/raster image).
- If full civil construction plans are NOT required, submit the following:
  - One PDF copy of Working Plat and supporting documents below (vector based, not scanned/raster image).

#### **For ALL Working Plat first submittals, include of the following:**

- Completed Plat Review Checklist – found on City of Garland website and within the [Technical Standards Manual](#) Appendix 3A.
- A PDF copy of Improvement/As-Built Survey signed and sealed by a Texas Registered Professional Land Surveyor (RPLS), showing, at a minimum, the following:
  - All existing structures (show side yard and setback dimensions). Existing buildings may not extend across proposed property lines (plat boundary or lot lines).
  - Concrete & asphalt paving, drive approaches, parking spaces.
  - Visible city infrastructure (including, but not limited to: fire hydrants, curb inlets, grate inlets, electrical transformers, power poles & guys, etc.) on the property or between the curb and property line.
  - **If the property is vacant, with no structures, improvements, or city infrastructure, provide** a letter from the surveyor stating that to the best of his/her knowledge, no on-site structures or improvements exist on the property.
  - Topography is not required.
- Boundary closure statement for overall boundary and individual lots, completed with bearings and distances, all curve data, precision of closure; and total lot area.

□ A current Title Commitment issued by a title insurance company authorized to do business in Texas in the form of a vesting deed, a title opinion letter from an attorney licensed to practice in Texas, or some other acceptable proof of ownership, identifying all persons having an ownership interest in the property subject to the plat application. Regardless of proof provided, a **copy of the recorded vesting deed must be provided.**

□ A letter titled “**REQUEST FOR VERIFICATION OF SUBDIVISION MONUMENTATION**” from the responsible Registered Professional Land Surveyor shall be submitted to the City Surveyor stating request for a field inspection and verification of subdivision monumentation. *All monumentation shall be marked for field inspection at time of first submittal. UNDER NO CIRCUMSTANCES SHALL A PLAT ACHIEVE ACCEPTABLE STATUS WITHOUT A REQUEST FOR VERIFICATION OF SUBDIVISION MONUMENTATION LETTER AND CONFIRMATION OF SAME BY CITY SURVEYOR FIELD INSPECTION.*

□ Franchise utility notification letters shall be provided to each franchise utility before plat will be allowed to proceed to plan commission. Copies of the letters sent shall accompany the plat application. Franchise utility contact information and a sample letter are available on the City’s webpage at <http://www.garlandtx.gov/3310/Platting> (it is the applicant's responsibility to obtain current contact info. for franchise utilities if provided list is not current).

**If any portion of this checklist is incomplete, the Working Plat submittal will be rejected and will not be reviewed until all documentation is provided in the next review cycle.**



## Fire Marshal's Office

1500 Highway 66  
Garland, TX 75040  
(972) 781-7148  
(972) 781-7142 – fax

### Pre-Development Checklist

Case Number: \_\_\_\_\_

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

Project Address: \_\_\_\_\_

### Group A Occupancies

☐ **Fire Lanes:** All portions of the building must be within 150' of a fire lane or public way.

☐ **Fire Hydrants:** All portions of the building must be within 400' of a fire hydrant if the building is not sprinklered or 600' if the building is fully sprinklered. Fire hydrants shall be National Standard Thread

☐ **Fire Department Connections (FDCs):** FDC must be within 100' of a hydrant and neither more than 8' nor less than 3' from a fire lane. All fire department connections are required to be remote from the building a distance equal to 125% the height of the building. Fittings shall be National Standard Thread.

☐ **Fire Sprinklers:** All buildings over 5000 square feet must be equipped with a fire sprinkler system. In addition, all A occupancies require sprinkler systems if the fire area is located on a floor other than the level of exit discharge. All multiplex theater complexes require fire sprinklers. Group A-1, A-3 and A-4 Occupancies require sprinkler systems if they have occupant loads of 300 or more. A-2 occupancies with an occupant load of 100 or more require sprinklers. Fire sprinkler riser rooms shall be provided with an exterior fire department access door and a Knox® Key box.

☐ **Commercial Hood and Duct Systems:** Each required Type I commercial kitchen exhaust hood and duct system shall be protected with an approved automatic fire-extinguishing system. Such system shall be tied into an alarm system if otherwise required or shall be provided with an audible alarm to sound upon activation.

☐ **Site Plan:** Show all fire hydrants, fire lanes and fire department connections existing and proposed on site plan.





## Fire Marshal's Office

1500 Highway 66  
Garland, TX 75040  
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(972) 781-7142 – fax

☐ **Fire Alarms:** Required in all A occupancies with an occupant load of 300 or more persons or more than 100 persons above or below the lowest level of exit discharge. Fire sprinklers must be monitored and provide notification to all occupants on waterflow.

☐ **Fire Extinguisher:** Minimum 2A; 10B; C. Minimum of one extinguisher per 6000 square feet. Seventy-five feet maximum travel distance from any point to a fire extinguisher. Fire extinguisher required within 30' of any commercial cooking equipment. K Class fire extinguisher required along with commercial hood extinguishing system. Fire Extinguishers shall be mounted or placed in designated cabinets in conspicuous locations, unobstructed and unobscured.

☐ **Knox Box and FDC Plugs:** Any building that has an alarm system, a sprinkler system or physical barriers that obstruct fire department access must have a Knox® Key Box. All FDC plugs must be Knox® Locking Plugs.

☐ **Vehicle Impact Protection:** Vehicle impact protection is required for FDCs, Fire Sprinkler Risers and Fire Hydrants whenever they are vulnerable to traffic from vehicles or load moving equipment and will be required whenever a FDC or Fire Hydrant is located within three feet of fire lanes, driveways, public ways or other vehicular paths. Vehicle Impact Protection will meet the requirements of Section 312 of the 2009 IFC.

☐ **Access Gates:** All limited access drives shall be designed to accommodate Fire Department emergency service vehicles. All limited access drives will be designated either primary or secondary emergency access ways by the Fire Marshal. All electronically activated gates shall be equipped with a Knox® Key Switch. Gates to occupancies designated as high life safety risk by the Fire Marshal shall be equipped with the Opticom Gate Opening System. All gates shall also incorporate a fail-safe manual back up or automatic release. If a manual disconnect is used it must use the Knox® Padlock.

☐ **Other/Miscellaneous:** \_\_\_\_\_

☐ **Fire Department Packet**

**Inspector:** \_\_\_\_\_



# **GARLAND**

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## **BUILDING INSPECTION**

### **Commercial Development Meeting Notes**

Case Number: 220426-1

Project Location: 2314 Homestead Pl

Zoning District: SF-10

Occupancy Classification: A-3 Land Use: ATHLETIC EVENTS FACILITY, Indoor/Outdoor

Development Description: Demo existing pool & recreation center; Construct new pool & recreation center

Project Development Square Footage: TBD

#### **Building Department General Notes:**

☒ All commercial construction will be reviewed for compliance with the 2015 I-codes, the 2014 National Electrical Code, and the requirements of the Garland Development Code (GDC).

☒ All the architectural sheets shall bear the seal of an Architect. All the mechanical, electrical, plumbing and structural sheets shall bear the seal of a Professional Engineer.

☒ Typical review cycle for commercial building plans is fourteen (14) business days not including the day of submittal. Review comments will be submitted to the applicant via email and will include specific information about departmental holds OR it will include specific information about how to proceed with the approved building permit.

☒ Prior to the release of both the Site Permit and the Building Permit, a Pre-Construction meeting is typically required by the Field Engineering Department as part of the approval letter from the Engineering Department.

☒ The Certificate of Occupancy for the building can be obtained once the building permit has received a building final inspection approval. As part of that approval, the Field Engineering Department must provide a written release to the Building Department on the infrastructure acceptance. The Certificate of Occupancy is issued in accordance with the 2015 International Building Code.

☒ The Site Permit must be approved by the Engineering Department prior to the release of the building permit. The Site Permit is a separate submittal to the Engineering Department and can be submitted concurrently with the building permit.

☐ The Final Plat must be filed with Dallas County and documentation brought back to the Planning Department prior to any building permits being released for construction.

#### **Fees:**

☒ All building permit applications are assessed a 25%, non-refundable processing fee. There is a minimum fee charged to all permits in accordance with the City of Garland Code of Ordinances. The commercial permit fee schedule is accessible online at [www.garlandtx.gov](http://www.garlandtx.gov)



# GARLAND

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## BUILDING INSPECTION

### Building Package Submittal Requirements:

**Note: Do not submit any of the civil plan sets or fire protection plans with the Building package.**

☒ Submit a completed commercial building permit application. Include the Case Number on the application and the Cover Sheet of the building permit plan set

☒ Submit a complete plan set formatted as follows:

- One (1) Flash Drive with all construction drawing package and all supporting documentation
- One (1), 11 x 17 sheet size set (bounded)

☒ Submit an Asbestos Survey for any type of interior or exterior demolition of a building

☒ Submit the TDLR confirmation sheet that shows that the Architect of record has submitted the project to the State of Texas for accessibility review.

☒ Submit the energy calculations (ComCheck/ASHRAE) documenting that the building meets or exceeds all of the energy requirements of the 2015 International Energy Conservation Code (IECC).

☒ Submit a complete cover sheet that identifies the following:

- Building type – new building, building addition, interior remodel
- Building square footage – existing and proposed
- Construction type
- Occupancy classification
- Code Analysis

☒ Submit a complete site plan that shows all of the following:

- All property lines
- All easements
- Building footprint with dimensions
- Parking spaces (existing and proposed)

☒ Submit a complete floor plan (both existing and proposed conditions)



# GARLAND

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## BUILDING INSPECTION

- ☒ Submit complete elevation sheets identifying all exterior materials.
- ☒ Submit complete typical interior and exterior wall sections
- ☒ Submit complete mechanical, electrical and plumbing sheets for the project including the equipment schedules and riser diagrams

Zoning Process	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Platting Process	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Zoning Change	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Property Platted	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
PD	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Working Plat Process	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Detail Plan	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Replat Process	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Specific Use Provision	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Final Plat Process	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Variances	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Board of Adjustment	<input type="checkbox"/> Yes	<input type="checkbox"/> No			

Permits that may or may not be required for this development:

Site Permit	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Building Permit	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Irrigation Permit	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Screening Wall Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Retaining Wall Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fencing Permit	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Construction Trailer Permit	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Sign Permit	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Sprinkler/Fire Alarm Permit	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Additional Comments:

Plan Review Staff:

<input checked="" type="checkbox"/> Abdul Jebbar Ali	<a href="mailto:aali@garlandtx.gov">aali@garlandtx.gov</a>	(972.205.2320)
<input checked="" type="checkbox"/> Chris Cox	<a href="mailto:ccox@garlandtx.gov">ccox@garlandtx.gov</a>	(972.205.2307)
<input type="checkbox"/> Donna Fields	<a href="mailto:dfields@garlandtx.gov">dfields@garlandtx.gov</a>	(972.205.2747)



## **GARLAND**

### **SANITATION**

#### **Pre-Submittal Meeting Notes/Recommendations**

Date: 4-26-2022

Case # 220426-1

Applicant: AECOM

Project Address: 2314 Homestead PL

- ☐ Residential waste disposal is included with City utilities statements. All residents of the City of Garland must utilize City waste disposal services. Refer to the City's ordinance Chapter 52.10 through 52.13 regarding location of rolling trash carts.
  - ☐ Recommend designating location in garage or other out of sight location
- ☒ Attached is "Refuse Enclosure and Container Diagram"/"Pad Requirements for Commercial Refuse Enclosure and Container; this applies to front load dumpsters, roll off containers, and compactors. (Section 4 of the Garland Development Code.) This includes:
  - o There must be 40 feet of unobstructed approach to the enclosure
  - o Vehicle approach and exit are critical to placement of enclosure
  - o Enclosure:
    - opening cannot face a public right-a-way
    - cannot be built on utility easements
    - must have a pedestrian doorway 3' X 7'
    - wall to be minimum eight-foot tall masonry wall
- ☒ RECOMMENDATION: The poured concrete area that is six feet in front of the commercial dumpster area should support 10,000 P.S.I.
- ☒ RECOMMENDATION: Dumpster enclosure area should be wide enough to accommodate two dumpsters. Measured width between doors should be 24 feet. IF only one door, inside dimensions must be a minimum of 12 feet
- ☒ Attached is information regarding commercial open top roll off containers for use during construction and commercial containers once construction is completed.

#### **Comments:**

If you have any questions, please contact:

Ed Michel, Commercial Services Manager, 972-205-3742 | [EMichel@GarlandTX.gov](mailto:EMichel@GarlandTX.gov)

Dwain Moore, Commercial Field Services Supervisor, 972-205-3426 | [DMoore@GarlandTX.gov](mailto:DMoore@GarlandTX.gov)

**NOTE:** All commercial waste haulers must have a franchise agreement filed with the City of Garland to operate legally. Please contact for a list of franchised haulers.



**Section 4.45 Design & Screening of Refuse Containers**

The design and screening for refuse containers must comply with the following provisions:

- (A) General. Refuse containers provided in conjunction with nonresidential and multifamily developments must be located behind the main building(s) or within an interior service court (which is highly recommended and encouraged). Refuse containers placed in a parking lot are prohibited in a required parking space, loading space, fire lane, easement, or access drive aisle. The door opening shall not face a public right-of-way. Additionally, the refuse container and its enclosure shall be placed outside of required setbacks from street or residential boundaries and outside of easements, and must be screened on three sides with a minimum eight-foot tall masonry wall. Alternatives to placement and screening of refuse containers may be approved using the alternative compliance process as outlined in Article 1, Division 2 in this Chapter 4.
- (B) Compatibility. The exterior composition of screening walls must be architecturally compatible with the main building(s) and be composed of masonry materials (which must match the masonry materials used in the construction of the main building, if applicable).
- (C) Enclosure & Access. All refuse containers must be placed on a reinforced concrete pad and all maneuvering areas and clearances must meet or exceed the criteria and dimensions shown in Illustration 4-2. A solid metal gate must be placed on the open side of the refuse screening wall to completely enclose the refuse container(s). The gate must remain closed when the placement or collection of refuse is not actively occurring. To allow for adequate access to the refuse container, there must be a minimum of twelve feet of horizontal clearance between each of the sides of the refuse screening wall or gate posts. A minimum three foot wide by seven feet high door pedestrian access door must be included in the enclosure.
- (D) Shared Refuse Containers. Two or more nonresidential uses may share a refuse container provided that the container and its enclosure is located on one of the properties within a perpetual mutual access and use easement, filed of record at the applicable County and a filed copy submitted to the City, to allow full access to the container by all persons authorized under the easement instrument, and provided that the shared container is emptied regularly enough to accommodate refuse disposal capacity for all users.
- (E) Maintenance. Each refuse facility must be maintained by the property owner or the user of the facility, as applicable, and comply with all public health and sanitary regulations.
- (F) In the event that an applicant declines to construct a refuse container enclosure or makes use of a commercial green cart (90 gallon commercial container), then the site shall reserve space as either excess parking or excess landscape area that may be converted for a future refuse container and enclosure construction; and this shall be shown on the site plan with the Site Permit or Building Permit whichever is applicable. The site plan shall show the location of the commercial green cart storage when not set out for refuse pick-up.






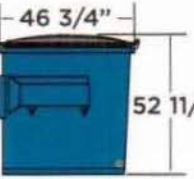
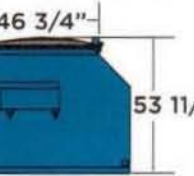
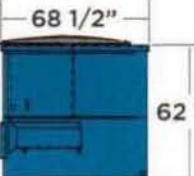
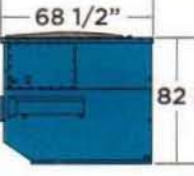


# GARLAND

## SANITATION

# Commercial Containers and Services

Contact the Commercial Services Team  
 Email: [SanitationCommercial@GarlandTX.gov](mailto:SanitationCommercial@GarlandTX.gov)  
 Phone: 972-205-3500 x2  
 Online request form: [GarlandTX.gov/Commercial-Services](http://GarlandTX.gov/Commercial-Services)

Front Load Containers		OPTIONAL SERVICES AND FEES
	Monthly fee per Number of Weekly Collections	<b>Gravity Locking System</b> Installation \$101.63 Monthly Maintenance fee \$2.11 (Not available on 2 CY containers)  <b>Casters</b> Installation \$101.63 Monthly Maintenance fee \$2.11 (Not available on 6 CY and 8 CY containers)  <b>Extra Haul Fee</b> All Containers \$33.05
2 CUBIC YARDS		
	1 wkly - \$61.08 2 wkly - \$108.19 3 wkly - \$155.32 4 wkly - \$202.42 5 wkly - \$249.56 6 wkly - \$296.67	
3 CUBIC YARDS		
	1 wkly - \$76.79 2 wkly - \$129.99 3 wkly - \$183.18 4 wkly - \$236.38 5 wkly - \$289.57 6 wkly - \$342.77	
4 CUBIC YARDS		
	1 wkly - \$83.49 2 wkly - \$157.78 3 wkly - \$232.09 4 wkly - \$306.42 5 wkly - \$380.73 6 wkly - \$455.04	
6 CUBIC YARDS		
	1 wkly - \$97.71 2 wkly - \$183.53 3 wkly - \$269.33 4 wkly - \$355.13 5 wkly - \$440.94 6 wkly - \$526.73	
8 CUBIC YARDS		
	1 wkly - \$111.69 2 wkly - \$212.21 3 wkly - \$312.72 4 wkly - \$413.25 5 wkly - \$513.77 6 wkly - \$614.28	
FRONT WIDTH OF ALL CONTAINERS: 82.5"		<b>RECYCLING SERVICES</b>  Weekly Collections One - \$136.93 Two - \$273.86  Front Load Containers 6 CY or 8 CY - same price
Special rates for locations with multiple containers		

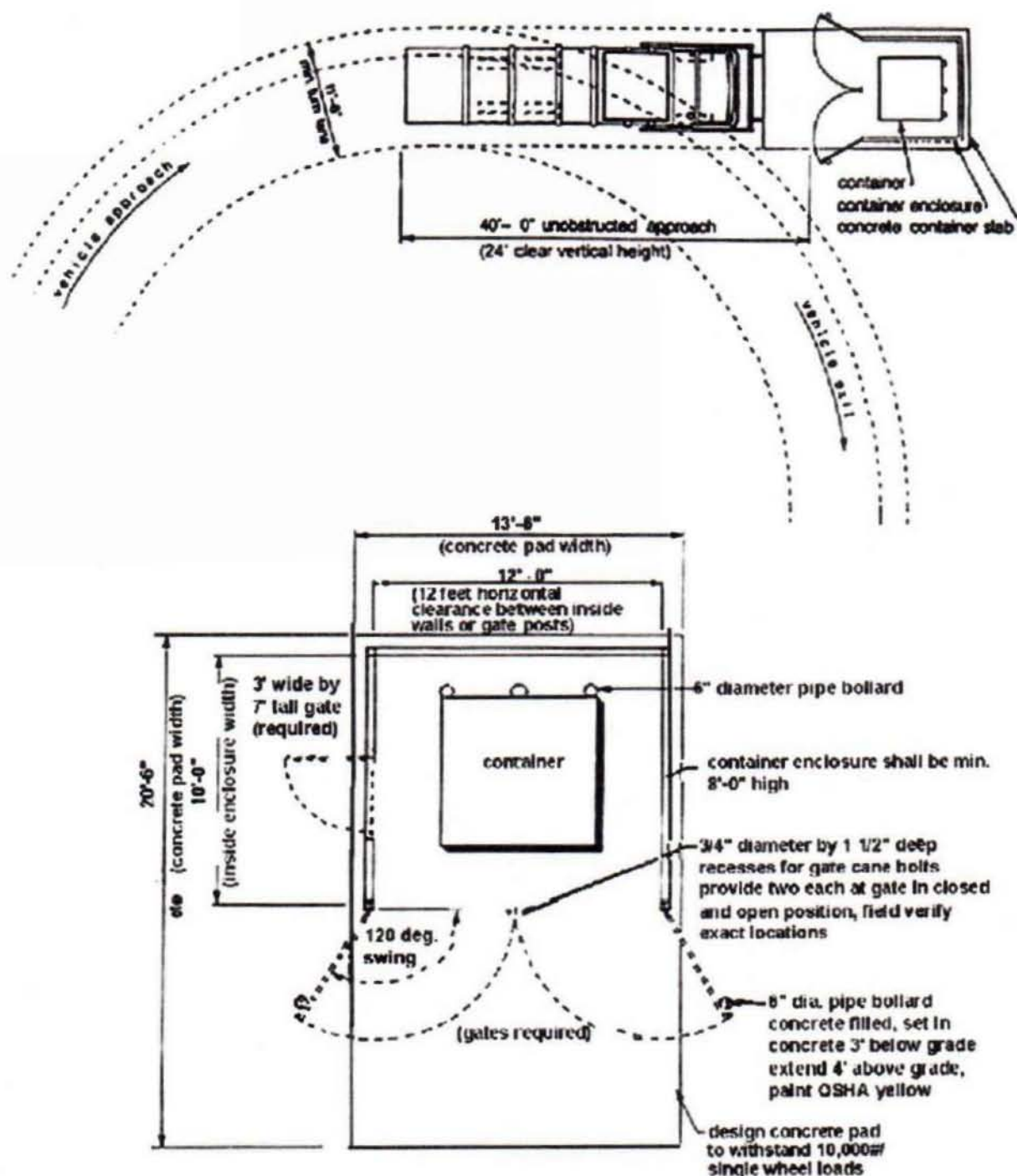
Open Top Roll Off Containers		
<b>20 CUBIC YARDS</b>		
<b>\$317.61/Haul</b>	<b>Up to 4 Tons</b>	
<b>30 CUBIC YARDS</b>		
<b>\$346.70/Haul</b>	<b>Up to 6 Tons</b>	
<b>40 CUBIC YARDS</b>		
<b>\$375.77/Haul</b>	<b>Up to 8 Tons</b>	
<b>\$44.10</b> Fee per Ton Overweight	<b>\$72.71</b> One-Time Delivery Fee	<b>\$87.29</b> Monthly Rental Fee
Maximum 10 tons per haul for all containers Must schedule at least one haul per month		
ADDITIONAL TRASH DISPOSAL SERVICES		
<b>96 Gallon Trash Carts</b> \$25.43 per month (Not available in all areas)		<b>Compactor Haul and Empty (Up to 10 tons)</b> 34 CY - \$496.78 42 CY - \$551.54

Rates shown do not include 5% franchise fee and 8.25% sales tax.

NOTE: Per Garland City Ordinance, all waste service providers must have a franchise agreement with the City to provide service in Garland.

Effective October 1, 2021.

Section 4.45 Design & Screening of Refuse Containers: Illustration 4-2



**GARLAND**  
SANITATION

Phone: 972-205-3500 Ext. 2

Email: [SanitationCommercial@GarlandTX.gov](mailto:SanitationCommercial@GarlandTX.gov)



**\*\* CITY SURVEYOR - PRE-SUBMITTAL MEETING NOTES \*\***  
**CASE NO. \_\_\_\_\_**

LOCATION: \_\_\_\_\_

When property is being developed or improved, a subdivision plat may be required. A certain type of plat may be required depending upon the development requirements. Different types of plats include, but are not limited to, preliminary, final, and replat. The plat must be prepared by a Texas Registered Professional Land Surveyor.

In general, the purpose of a plat is to record the subdivision of property including, but not limited to, the graphic representation and accurate description of lots, blocks, rights-of-way, easements, common areas and street names. The submission, review, and approval procedures are in the information you have received from the Planning Department in the Pre-Submittal Meeting. Please see the following page for submittal requirements.

If the property being developed or improved requires subdivision platting or replatting, the City Surveyor's plat checklist provides information concerning required items that shall be shown on the subdivision plat. When a subdivision plat is required, there are several items that may need to be addressed prior to getting approval of the plat. The following items should be addressed as early as possible to avoid delays:

**EASEMENTS**

All offsite easements required for development must be filed of record with the Dallas County Clerk and the recording information shown on the plat prior to approval by staff and Plan Commission consideration.

***Areas to be abandoned (if acquired by separate instrument) within the platted area shall be processed by separate document/instrument and recording data and ordinance/resolution numbers shall be noted on the plat prior to approval by staff and Plan Commission consideration.***

Whether or not a plat is involved, in all instances the required documents must be filed of record (by the applicant) and a filed copy provided to the Engineering Department.

**RIGHT-OF-WAY DEDICATION**

A right-of-way dedication may be required by the Transportation Dept. depending upon site conditions. This may have a major impact on the proposed development. Consult the Transportation Dept. for further information.

**VERTICAL DATUM**

The vertical datum (benchmarks, geodetic monuments) used for topographic surveying and civil engineering design must be approved by the City Surveyor. **Significant plan revision may be required if the vertical datum is not approved.** Therefore, it is incumbent upon the applicant to contact the City Surveyor prior to topographic surveying or civil engineering design.

**APPROVAL LETTERS**

The applicant shall provide notification letters to each franchise utility before plat will be allowed to proceed to Plan Commission. Franchise utility contact info and sample letter is available from the Engineering Dept. It is the applicant's responsibility to obtain current contact info for franchise utilities if provided list is not current.

Any letters of agreement or required easements from other entities including, but not limited to, City of Garland Parks Dept., T.M.P.A., N.T.M.W.D., etc. shall be provided to the Engineering Department before plat will be allowed to proceed to Plan Commission.

**PLAT REQUIREMENT:** (subject to change during plan review process)

- |   |   |
|---|---|
| <input type="checkbox"/> Preliminary and Final Plat | <input type="checkbox"/> Minor plat                           |
| <input type="checkbox"/> Final plat                 | <input type="checkbox"/> Amending plat                        |
| <input type="checkbox"/> Replat                     |   |
| <input type="checkbox"/> Conveyance plat            | <input type="checkbox"/> No platting required                 |
| <input type="checkbox"/> Vacation plat              | <input type="checkbox"/> Unable to be determined at this time |

\*Refer to Chapter 3 of the Garland Development Code (GDC) for Subdivision Regulations. Additionally, see the Technical Standards Manual (TSM) for additional monumentation specifications, field note guidelines, plat dedications forms, etc.\*

**CITY SURVEYOR'S NOTES:**

All submissions must be in digital format and can be transmitted to the Engineering Dept. via email. Contact information for Engineering Dept. representatives Rahman Kafray and Jake Fisher can be found on the provided contact sheet.

**MONUMENTATION REQUIREMENTS**

- PERIMETER OF PLATTED BOUNDARY - at all angle points, points of curve, and points of tangency - min. three and a quarter inch (3 1/4") metallic cap disk attached to metal pipe or rod and imprinted with inscriptions shown in the City's Technical Standards Manual
- BLOCK CORNERS - min. two inch (2") metallic cap attached to metal pipe or rod and imprinted with "RPLS" or "Firm" and appropriate registration number of the surveyor or firm
- LOT CORNERS – min. five-eighths (5/8") inch diameter metal pipe or rod with cap imprinted with "RPLS" or "Firm" and

The following SHALL be provided to the Engineering Dept. at the time of first submittal of the Working Plat (no fee or plat application required at this time): **Note: all items below shall be in PDF or other digital format.**

- If full civil construction plans ARE required submit the following:
  - One (1) 24"x36" black line **PDF** of Working Plat
  - **One (1) PDF** of civil construction plans that include a copy of the Working Plat within each set
  - One PDF copy of Working Plat ~~on CD~~ (vector based, not scanned/raster image)
- If full civil construction plans are NOT required submit the following:
  - **One (1) 24"x36" black line PDF** of Working Plat.
  - One PDF copy of Working Plat ~~on CD~~ (vector based, not scanned/raster image)
- **One (1) 24"x36" PDF copy** of Improvement/As-Built Survey signed and sealed by a Texas Registered Professional Land Surveyor (RPLS), showing, at a minimum, the following:
  - All existing structures (show side yard and setback dimensions). Existing buildings may not extend across proposed property lines (plat boundary or lot lines).
  - Concrete & asphalt paving, drive approaches, parking spaces.
  - Visible city infrastructure (including, but not limited to; fire hydrants, curb inlets, grate inlets, elec. transformers, power poles & guys, etc.) on the property or between the curb and property line
  - If the property is vacant, provide a letter from the surveyor stating that to the best of his/her knowledge, no on-site structures or improvements exist on the property.
  - Topography is not required
- Boundary closure statement
- Franchise utility notification letters
- A current Title Commitment issued by a title insurance company authorized to do business in Texas in the form of a vesting deed, a title opinion letter from an attorney licensed to practice in Texas, or some other acceptable proof of ownership, identifying all persons having an ownership interest in the property subject to the plat application. Regardless of proof provided, a copy of the vesting deed must be provided.
- Completed Plat Review Checklist – found on City of Garland website and within the Technical Standards Manual

**SUBDIVISION PLAT SUBMITTALS THAT HAVE SIGNIFICANT OMISSIONS INCLUDING, BUT NOT LIMITED TO THOSE ITEMS LISTED ABOVE RISK DELAY IN APPROVAL OF PLAT AND/OR CIVIL ENGINEERING PLAN SET.**

For any questions regarding the information contained herein, contact the City Surveyor's Office in the Engineering Dept:

Jeff Bourgeois, SIT  
972-205-2148  
jbourgeois@garlandtx.gov

Glenn Breysacher, RPLS  
972-205-2157  
gbreysac@garlandtx.gov



**GARLAND**  
**HEALTH**

Garland Health Department  
1720 Commerce St  
Phone: 972-205-3460  
Fax: 972-205-3505

Pre-Submittal Meeting Number

220426-1

Address

2314 Homestead Pl

Proposed Use

Holford pool / Rec ctr

Attended by

M. Phippen

X

**Food Service**

Based on the information provided, your establishment will be permitted as a Class 3 (concession stand). You will be provided with a construction manual that describes the minimum interior surface construction standards for food service establishments. Manuals may also be found at <http://www.garlandtx.gov/760/Food-Service-Construction-Standards>.

- Food Service Permit from the Health Department required prior to opening
- Grease trap sizing to be determined at time of plan review

☐

**Industrial**

Prior to commencing industrial activities, you will be required to obtain an industrial storm water permit from the Texas Commission for Environmental Quality (TCEQ).

- Air emissions permit from TCEQ
- Noise survey/study required

☐

**Commercial**

- ☐ Underground storage tanks/permit required
- ☐ Nail Salons – ventilation required prior to operation
- ☐ Paint booths – TCEQ air permit required prior to operation

\*\* All available Phase I and Phase II site assessments shall be made available to the Health Department for all initial development or redevelopment if available. The Garland Health Department will conduct a file review for the proposed location of your business to determine if there is a need for further environmental site assessment.

X

**Swimming Pools**

The Garland Health Department requires public or semi-public pool plan submissions to be accompanied by a signed and sealed letter from a professional engineer or registered architect. This letter must state that the pool or spa is designed in compliance with the 2021 Texas Department of State Health Services Standards for Public Swimming Pools and Spas and other applicable federal, state and/or local regulatory requirements. Upon completion of construction of any pool or spa, the engineer or architect must then submit a signed and sealed document confirming the pool or spa was constructed to the design standards.