



GARLAND
TEXAS MADE HERE

Zoning & SUP
Submittal Requirements

Department of Planning &
Community Development

AMENDMENT OF PLANNED DEVELOPMENT

- Written Detailed Description of proposed operation including list of proposed changes
- Revised Detail Plan(See Detail Plan Checklist)

DETAIL PLAN

- Proposed PD Conditions
- Site plan (see Site Plan Checklist Sheet)
- Building Elevation and Signage Plan(See Building Elevation and Signage Plan Checklist)
- Landscape Plan (See Landscape Plan Checklist)
- Lighting Plan (if specified by the Planning Department)
- Floor Plan



TECHNICAL CHECKLIST FOR SUBMITTAL DRAWINGS - SPECIFIC TO THE TYPE OF APPLICATION

The following information shall be included on each 24"x36" sheet:

- Project title, date, north arrow, project address, existing zoning, proposed zoning (if proposed)
- Name of owner, name of applicant, plan preparer and company name, addresses, and phone numbers
- Vicinity map
- Engineering or Architect scale
- Boundary lines with bearings and dimensions
- Pre-Submittal Number (Case Number)

Site Plan Checklist

- All existing and proposed, off-street parking spaces, with dimensions of all parking bays and drive aisles;
- All on-street parking spaces (if applicable)
- Loading areas (if applicable)
- Ingress and egress related to parking areas
- Public and private driveways; adjoining streets
- A table containing the building square footage of each use on the property, each use's corresponding parking requirement, and the number of parking spaces provided for each use and the type of parking area surface material
- Drainage and utility easements
- Lighting facilities
- Fire lanes
- Refuse facility details including pickup location(s), screening material, color, and dimensions
- Location of all buildings and other physical features within 50 feet of site
- In tabular form, indicate the following information about the site:
 - Total area of site
 - Total floor area ratio
 - Total impervious surface cover in square feet and percentage
 - Total building coverage
 - Percentage of site covered by impervious cover, provided and required
 - Parking calculations, provided and required
 - Loading calculations, provided and required
 - Open space calculations, provided and required
 - Square footage of existing and proposed buildings
 - Building height permitted/ building height proposed
- Finished floor elevations
- Show and label the location and purpose of all vehicle areas not used for loading or parking, show, loading docks, landscape islands and medians
- Show and label all amenities, pools, patios, decks, gardens, landscape planters; all hardscaping such as brick or decomposed granite or stamped integral colored concrete; all walls, fences, sidewalks, trails, pedestrian sidewalk ramps, and all other land improvements
- Label all roadway and proposed right-of-way dedications, drives, and pavement materials

(Continued on next page.)



TECHNICAL CHECKLIST FOR SUBMITTAL DRAWINGS - SPECIFIC TO THE TYPE OF APPLICATION (Continued)

Site Plan Checklist (Continued)

- Locations, types, and limits of existing site improvements (structure, parking lots, planted areas, etc.) to be retained
- If existing improvements are retained and other existing improvements are demolished provide a demolition sheet separate from the site plan sheet
- Show existing and/or proposed refuse storage container location(s), screening material, color, and dimensions
- Location of all existing and proposed water, sanitary sewer, and storm water lines, and all associated easements
- Location of existing drainage ways and significant natural features, and the impact(s) of proposed improvements
- In tabular form indicate the following information for each building:
- **Proposed use and the gross square footage for each use within the structure, Height of building and Number of stories, Finished floor elevation(s)**
- Total gross square footage for building and for each floor
- Distance between buildings and all building setbacks
- Width of all unobstructed access roadways, including fire lanes, with appropriate finish grades, widths, lengths, turnarounds, and turning radii (T-section, hammerhead, cul-de-sac)
- All frontage roads, intersections, entrance/exit ramps, and driveways abutting and adjacent to subject property within 300 feet of property lines (or indicate that there are none)
- All driveway dimensions and design specifications, driveway curb return radii, and profile of finished grades
- Proposed operation of driveways (i.e. one-way, two-way operation) and all physical barriers to vehicular access
- Physical obstructions (utility poles, trees, storm sewer inlets, etc.) in right-of-way which could affect sidewalk/driveway locations.
- Horizontal Articulation drawing, dimensions, and calculations for each applicable side of the building(s).

DESIGN REPRESENTATIVE COMPLETE THE FOLLOWING INFORMATION:

Prepared By: _____

Firm: _____

Contact Name: _____

Contact Email: _____

Contact Phone: _____



TECHNICAL CHECKLIST FOR SUBMITTAL DRAWINGS - SPECIFIC TO THE TYPE OF APPLICATION (Continued)

Landscape Plan Checklist

- Base information of site plan, including all easements
- In tabular form indicate the following:
 - Total percentage of site area landscaped
 - Total number of all trees required and total number provided (including size, spacing and species, caliper inch at planting, size at maturity, symbology corresponding with graphic)
 - Total number of all shrubs required and total number provided (including size, spacing and species, at planting, size at maturity, symbology corresponding with graphic)
 - Total number of all ground covered required and total number provided (including species, caliper inch at planting, size at maturity, symbology corresponding with graphic)
- Proposed landscape buffers (Landscaping and landscaping buffers shall not be located within any utility easement), dimension and label "landscape buffer"
- Landscape areas within the parking area (indicate that no parking space is greater than 65 feet from a required tree; buffer trees cannot be included in this measurement, only parking lot trees are applicable)
- Refuse facilities with type of screening to be used
- Loading areas with type of screening to be used
- Existing and proposed utility and drainage easements
- Show and label all amenities, pools, patios, decks, gardens, landscape planters
- Provide elevation drawings of all walls, indicate materials, colors, columns, caps, decorative and lighting elements
- Show hardscaping such as brick, decomposed granite, integral colored concrete, pavers, etc.
- Provide hardscaping such as benches, trash cans, planters, walls and fencing, and similar features
- Include applicable cut sheets for hardscaping and walls
- Show the location of all ground mounted mechanical equipment (HVAC, backflow preventers, transformer and utility boxes, above grade water and utility lines.

DESIGN REPRESENTATIVE COMPLETE THE FOLLOWING INFORMATION

Prepared By: _____

Firm: _____

Contact Name: _____

Contact Email: _____

Contact Phone: _____



TECHNICAL CHECKLIST FOR SUBMITTAL DRAWINGS - SPECIFIC TO THE TYPE OF APPLICATION (Continued)

Building Elevation and Signage Checklist

- Elevations of all four sides labeled north, east, south and west with the front elevation designated as such.
- Color and materials schedule table, indexed to each elevation with labels, include material, color, and manufacturer information
- For each individual elevation provide a material table and material calculation table. Specifically show:
 - Proposed material and percentage used on each elevation, walls, doors and windows, and trims; include manufacturer name, color, and details; for roofing materials indicate warranty duration. Provide notes that indicate the materials of visible interior alcove, canopy, and similar recessed building portions.
 - Total surface area of each elevation excluding doors and windows = X square feet
 - Total square feet of masonry = x square feet and 100%
 - Masonry material #1 = square feet and %
 - Masonry material #2 = square feet and %
 - Masonry material #3 = square feet and %
- Building dimensions
- Articulation tabulation and drawing showing calculations, dimensions, and details (include articulations both horizontal and vertical) for each elevation side
- Six (6) required architectural elements labeled and shown in tabular form
- "Ghost" the location of roof mounted equipment (if ground mounted provide a note stating such).
- Location, dimension, sign type (e.g. monument, pylon, attached) material and color scheme of all signs on the site.

DESIGN REPRESENTATIVE COMPLETE THE FOLLOWING INFORMATION

Prepared By: _____

Firm: _____

Contact Name: _____

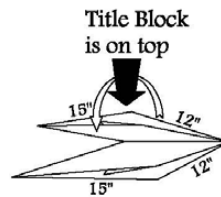
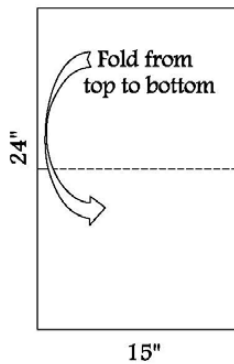
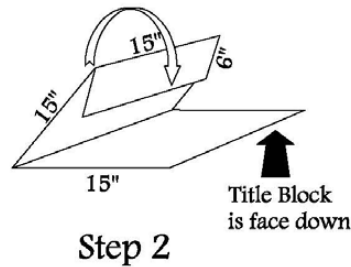
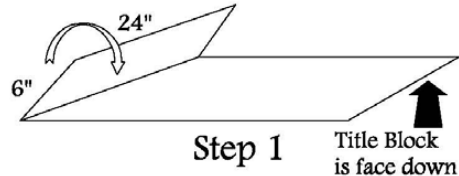
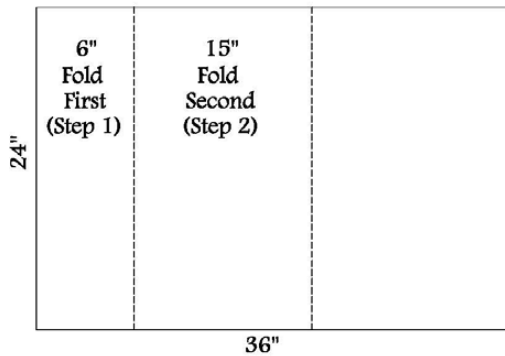
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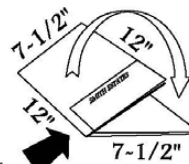
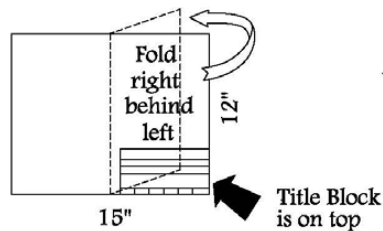


**FINISHED SIZE SHALL BE APPROXIMATELY 7.5" X 12" AND FOLDED SO
OUTSIDE PORTION IS THE TITLE BLOCK**

**Folding a 24" x 36" Plat
WITH TITLE BLOCK OUT**



Step 3



Step 4



GARLAND

PLANNING

Zoning Sign

Any person, firm or corporation requesting a Change in Zoning or a Specific Use Provision will be required to post zoning signs no later than fifteen (15) calendar days prior to Plan Commission.

The applicant is responsible for hiring a sign company and purchasing a Zoning Sign and Frame. The sign must be placed by the applicant on the subject property, and ensure that it is visible from the Right-Of-Way. Planning staff needs to be notified after the sign is posted. The applicant will be required to update their case on the Zoning Sign Map within twenty-four (24) hours after posting the sign.

The sign shall remain standing until after the final scheduled meeting. The City of Garland is not responsible for monitoring the required zoning signs.

The applicant will be responsible for removing the sign from the subject property within ten (10) days after the final ordinance action by the City of Garland.

Instructions for Zoning Sign Map

This step should be completed right after placing the Zoning Sign on the subject property. You may access the Zoning Sign Map from any electronic device. If you have any questions, please contact Denise Phillips at dphillips@garlandtx.gov

1. Take a picture of the sign placed on the property
2. Open the Zoning Sign Map from any device using the link <http://bit.ly/2rAlegi>
3. Enter Applicant's name, Applicant's Email, Case Number, Location of Sign, Proposed Use, Date of scheduled Plan Commission, Date of scheduled City Council, Number of Signs, and any additional notes.

1. Enter Information

APPLICANT	Jane Doe
EMAIL	*****@gmail.com
FILE NO	123456-7
LOCATION	2595 N. Shiloh Rd
PROPOSED USE	Restaurant, Drive Through
DATE COMMISSION	 October 9, 2017 11:21 AM
DATE COUNCIL	 November 7, 2017 11:46 AM
NUMBER OF SIGNS	1
NOTES	This sign was posted on September 25, 2017

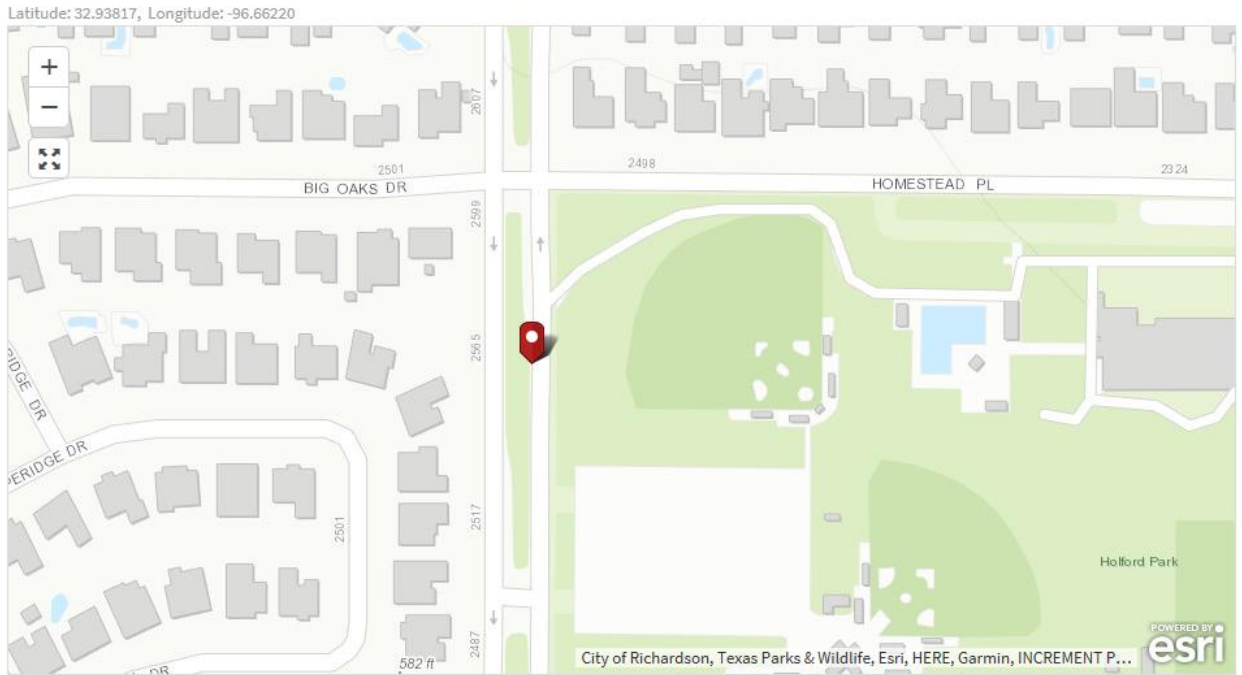
4. Upload the photo of the sign placed on the property

Photo (required)
 

5. Under "Select Location", type the address in the search engine and drag the address point to the appropriate location.

Search Lat/Lon

2595 N. Shiloh Rd X Q Locate Me



3. Complete Form

Add this information to the map.

Submit Entry View Submissions

6. Click "Submit Entry"
7. You may view your submission after the picture is uploaded successfully.

Sign Dimension

The required dimension for the signs are 24 x 18. Applicants will need to follow to the sign template below.

