

### 1.1.1 Site Plan (include w/ non-residential submittals)

#### Property / Right of Way (ROW) Details

- Use heavy line weight for property lines, label bearings, distances, radii, and area in acres or sq ft
- Provide distance from the center of nearest street intersection to property corner
- Indicate adjacent ownership and /or recorded property information, subdivision name, lot and block
- Show existing improvements on and w/in 15 feet of property line, structures, paving, signs, fences, etc.
- Identify adjoining railroad, alley and street with name, ROW width, pavement, type, curb, and curb cuts on both sides of the street, medians and openings
- Access to divided streets must indicate existing and proposed median openings, 70-ft wide minimum.
- Identify existing driveway widths and radii
- Locate and label existing public/private drainage, utility, pedestrian, traffic control, visibility and common access easements with recording information
- Note location of electric transformers, transmission structures, towers, antennas, etc
- Note location of monitoring and water wells, underground storage tanks, and graveyards
- Plot 100 year flood plain, floodway, wetlands, detention ponds, and jurisdictional US waters

#### Site Improvement Details (*locate and label all applicable information*)

- Identify propose driveway widths and radii, provide instruction install to standard driveway per city details and barrier free ramps
- Identify additional right of way, pedestrian, utility, traffic control, visibility, and/or common access easement as required by the project or Major Thoroughfare Plan
- Locate and fully indicate extent of ROW improvements, such as inlet relocation, left and right turn lanes, pavement and sidewalk removal and replacement, etc, provide dimension to clarify limits
- Locate and label proposed public and private sidewalks specify widths and ADA ramps
- Locate proposed off street parking layout with easily identifiable standard, compact, and handicap spaces defined, typical 90 degree stall, 9-ft wide by 18-ft deep with 24-ft aisle.
- Include pavement specifications if used as paving plan (**see 9.2.3.1**)
- Minimum parking lot paving thickness = 5-inches, reinforced concrete over engineered subbase.
- Define dimensions of parking spaces, islands, aisles, drives, review internal circulation
- Provide dimension of improvements from property line
- Verify bumper overhang is a minimum of 2 ft from property line or landscape buffer.
- Raised curbing required to separate parking areas from areas not intended for vehicle movement.
- Identify and label existing and proposed fire lanes and turnarounds ( maximum 10% shading)
- Locate, label and dimension loading, service and dock areas w/ screening check w/ Planning, typically required for retail, commercial, industrial use, structures > 5000 SF<25000 SF requires 1- 10 ft x 25 ft area, additional spaces required at 45000 SF
- Specify loading & fire lane paving, as Class "C" concrete w/ reinforcement specs equal city street.
- Identify refuse facilities w/ enclosure, provide 12-foot wide and 16-foot long 6-inch thick concrete pad
- Locate and label light standards, benches, utility poles and other ground mounted structures
- Locate and label landscape buffer width, interior parking lot landscape areas and protected tree clusters. Include prominently displayed note stating: **"No landscaping such as trees, hedges, above and underground structures shall be located within existing or proposed utility easements and right of way."**
- Provide landscape & irrigation plans on a separate sheet, don't show landscaping on Site Plan
- Locate, label, and dimension screening walls, fences and retaining walls. When adjacent to ROW, provide note to construct per City Standard Construction Details or equal
- Define signage location, orientation and width in relation to ROW and utility and drainage easements
- Define existing and proposed structure footprint with square footage noted, tied to property lines

- Indicate additions w/ square footage to existing structures and / or portions to remain or remove
- Indicate front door location on building footprint for addressing
- Show proposed building overhangs / canopies, no encroachment allowed in City easement
- Check driveway intersections for possible hazards, obstructed site distance, danger to pedestrians.
- At aisle intersections, minimum sight triangle 8 ft x 8 ft, with no obstruction > 3.9 ft above surface
- Are circulation / maneuvering areas design to accommodate vehicles normally using the site?

### **Fire**

- Provide exact locations of existing and proposed Fire lanes, hydrants and Fire Department Connection, located out of collapse zone.

### **Utility Elements (see Appendix section 2.1 for additional information)**

- Locate, label and dimension existing and proposed utility easements with recording information
- Locate and define size of existing water & sanitary sewer lines with flow direction arrow to be connected to
- Locate valves, reducers, meters, manholes, cleanouts, grease traps, etc.
- Locate and label of franchise utilities ground mounted equipment, above grade utility cabinets and easements for gas, cable TV, electric, telecommunication, etc
- Provide a separate utility plan or define on the site plan** the exact location and size of sanitary sewer and water service connections.
- Show water service location from the main to within 5 feet of the structure.
- Where applicable, locate and label fire line tap and backflow device and show line within 5-feet of the structure and from sprinkler room to Fire Department Connection.
- Locate and label domestic and irrigation water service and meter w/in utility easement and backflow devices out of easement.
- Define finish floor elevation; each lot must have an independent sanitary sewer service, show exact service tap location and lateral location from the main to the structure.
- Define / show and dimension any offsite water / sanitary sewer extension / utility easement (15ft min).
- Verify no trees, retaining walls, post, signs, private lines, structures, etc within and/or paralleling drainage easement.

### **Drainage Elements (see Appendix section 2.3 for additional information)**

- Show contours and flow arrows on and within 50 feet of property line for plans w/o separate D.A.M.
- Locate and label natural and man-made channels, existing and proposed detention ponds and drainage easements.
- Locate and label existing and proposed private storm sewer systems and inlets w/sizes and tie-ins to public system, indicate Q into each inlet and bypass flow if any, limit runoff into to public ROW.
- Locate and label beginning and end, top and bottom elevations of all existing and proposed walls.
- Define finish floor elevation, plan must show runoff is directed away from structure or show on D.A.M.
- Define pre- and post-project imperviousness.
- Define / show and dimension any offsite storm sewer extension and drainage easement (20ft min.).
- Provide drainage easement on creeks for the area below 100-year + 1-foot + 10 to 15-foot access.
- Indicate source of flood data, reference effective Flood Insurance Rate Map (FIRM) where applicable.
- Where grade adjustments are proposed along adjacent properties or ROW, provide typical cross section detailing the relationship of the improvements and adjacent property.
- Verify no trees, retaining walls, post, signs, private lines, structures, etc within and/or paralleling drainage easement.
- When detention ponds are proposed, verify site / paving plan includes note detention pond must be operational prior to paving.

## 1.1.2 Paving

### 1.1.2.1 Driveways

- Show existing and proposed ROW, pavement type, access width, radii.

Driveway widths:	Min (ft)	Max (ft)	R min (ft)	R max (ft)
Single family	10	25	5	10
Multi-family	20	30	15	30
Office / Retail	24	30	15	30
Service Stations	24	40	15	30
Industrial	30	45	25	50
One Way	20	25	15 out	30 out

- 8 % maximum retail/office driveway grade, 10% maximum industrial.
- Driveways aligned w/ median openings, minimum 40-ft wide back to back with 20-ft radius.
- Verify longitudinal butt joint called out when proposed paving connects to existing.
- Verify driveway grades provide for maximum 2% cross fall walkway per ADA requirements.
- Sec. 33.65 Steps, fences, walls, buttresses, projections, etc., prohibited in streets and alleys.
- Sec. 33.70 (B) Driveways shall not be constructed w/in curb return of street
  - (F) Public parkway shall not be used at any time for parking.
  - (G) Entrances/exits on street right of way shall be confined within property frontage.
  - (I) Common driveways may be approved w/ permanent access easement filed for record w/ Dallas County. If used, submit access easement with first plan submittal.
  - (J) All driveway approaches shall be constructed in accordance w/ City of Garland specifications. Verify note provided on plans
  - (M) Vehicular access to nonresidential uses shall not be permitted from alley.
- Check driveway culvert verify w/ D.A.M. Provide station, offset, size, min 21-inch RCP in ROW, fit to conditions, install 6:1 TXDOT headwall.
- Sec. 31.132 requires the property owner to construct curb when / at abandoned driveway.

### **Sidewalks (General)**

- Sidewalk width is based on zoning, residential 4 ft, and other zoning districts 6 ft.
- Verify barrier free ADA conforming ramps are present at driveways & street intersections.
- Are corner clips required for barrier free ADA conforming ramps at street intersections?
- 31.28F Sidewalks waived by Plan Commission require escrow payment to the City, equal to cost of sidewalk.