

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)~~ *Not required with Site Permit*
 - ☐ 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.