

**Site Permit (SP) Submittals**  
**Top Repetitive Comments from April 2007 to July 2008**

	Percentage of occurrence	
	SP-1	SP-2
1. Locate and label all existing / proposed pedestrian, utility, and drainage easements intersecting and/or traversing the property.	50.2%	21.8%
2. Provide case number on all plan sheets, preferably near the title block in the bottom right corner of the sheet.	37.4%	9.1%
3. Graphically locate and label backflow prevention devices on all non-residential water line taps.	32.5%	12.8%
4. Provide Landscape and Irrigation plans; include sheet numbers in the cover sheet index.	29.2%	11.5%
5. Locate, label and dimension landscape buffer on Site, Paving, Utility, Landscape, and Irrigation plans.	23.5%	8.2%
6. Provide benchmark description and elevation on each sheet with elevation information.	22.6%	6.6%
7. Place City of Garland standard general notes on the cover sheet of all construction plans.	21.8%	4.1%
8. Include copy of plat or working version thereof with all construction plans.	20.2%	5.3%
9. Locate and provide instruction on construction plans: Install two way blue reflector buttons opposite all proposed fire hydrants.	18.5%	3.7%
10. Locate and label existing and proposed fire lanes.	18.1%	4.5%
11. Locate, label and clearly identify all existing and proposed fire hydrants on and near the site.	17.7%	4.5%
12. In the title block on each sheet indicate the plat name, lot and block where the project is located.	13.6%	3.3%
13. Provide adjacent property information, i.e., subdivision name, lot, block, or for un-platted parcels property owner's name.	12.8%	4.9%
14. An executed license agreement is required prior to release for Site Permit, for private improvements in ROW / easements.	12.3%	14.8%
15. On drainage and grading plans, provide on- and offsite surface water flow direction arrows defining primary drainage patterns.	12.3%	2.1%
16. Locate and label ground mounted improvements such as light standards, signs, utility poles etc., do not locate in easements.	10.3%	2.9%
17. Locate and label the 100-year FEMA and fully developed flood plain traversing the property.	8.6%	5.3%
18. Locate and label dumpster enclosure; indicate width, minimum is 12-feet wide.	7.4%	1.6%
19. Locate and label retaining walls, define begin/end, top/bottom elevations, provide typical section w/ dimension from property line.	7.0%	4.5%
20. Define existing / proposed right of way width of existing streets, label street names.	3.7%	1.6%