



COIC - DEVELOPMENT PLAN

Application Requirement Checklist

CITY OF DUBLIN.

Application & Supporting Materials

1 APPLICATION FEE

2 CD - ONE (1) DIGITAL COPY CONTAINING ALL APPLICATION MATERIALS REQUIRED FOR SUBMISSION.
Files must be labeled and submitted as PDFs or JPEGs, or other appropriate electronic format.

3 ORIGINAL SIGNED AND NOTARIZED ADMINISTRATIVE REVIEW TEAM APPLICATION FORM - ONE (1) COPY

4 DESCRIPTION OF ANY REQUESTS FOR ADMINISTRATIVE DEPARTURES - LISTED IN WRITING AND/OR NOTED ON THE REQUIRED SITE PLAN, AND INCLUDE THE FOLLOWING:

- A A description of the nature of the administrative departure(s).
- B A description of the specific provisions from which the administrative departure is being sought.
- C A description of how the application meets the requirements for approval under Code Section 153.042(E)(6)(e)3.
- D Any other necessary illustrative materials describing the request.

5 LEGAL DESCRIPTION AND/OR PROPERTY SURVEY FOR EACH PARCEL INCLUDED - ONE (1) COPY

6 LIST OF PROPERTY OWNERS AND REGISTERED HOMEOWNERS ASSOCIATIONS WITHIN 150 FEET - TWO (2) COPIES THAT INCLUDE:

- A Parcel number
- B Owner name
- C Complete address

Plans & Maps

All plans require ONE (1) small (11x17) and TEN (10) large (22 x 34) to scale copies unless otherwise noted. All items must be shown unless deemed unnecessary by the Director of Planning. Plans must be stapled, collated, and folded. Additional copies of plans may be requested prior to the case being placed on a meeting agenda.

1 SITE PLAN - INCLUDE THE FOLLOWING

A ALL DRAWINGS MUST BE PROVIDED IN ENGINEER'S SCALE AT THE FOLLOWING SPECIFICATIONS

- i 1-inch = 50 feet for sites less than 3 acres.
- ii 1-inch = 100 feet for sites of 3 acres or more.
- iii A composite sheet is required if larger developments are shown in sections on multiple sheets.

B TITLE BLOCK

- i Scale and north arrow.
- ii Sheet number and title.
- iii Name, address and telephone number of the applicant and the firm or individual who prepared the plans with a seal.
- iv Date(s) of submission and any revisions including the month, day, and year.
- v Location map drawn to a separate scale with north point, showing surrounding land, water features, zoning, and streets within a quarter mile.
- vi Address and common description of property.

C SITE DATA

- i** Dimensions of land and total acreage including net acreage (minus rights-of-way and submerged land).
- ii** Zoning on the site and all adjacent properties.
- iii** Existing lot lines, building lines, structures, parking areas and other improvements on the site and within 100 feet of the site.
- iv** Topography on the site and within 100 feet of the site at one-foot contour intervals, referenced to a USGS NAVG 1988 datum.
- v** All existing and proposed easements including the type.

D UTILITY DATA

- i** Locations of existing drainage courses, floodplains, streams and wetlands with elevations.
- ii** Stormwater drainage and retention/detention requirements of Chapter 53 of the Dublin City Codes.
- iii** Locations of sanitary sewers and septic systems, existing and proposed.
- iv** Locations and sizes of existing and proposed water mains, well sites, water services and fire hydrants.
- v** Locations of above and below ground gas, electric and telephone lines, existing and proposed.
- vi** Locations of transformers and utility boxes.

E BUILDING DATA

- i** Proposed lot lines, lot dimensions, property lines, setback dimensions, structures and other improvements on the site and within 100 feet of the site.
- ii** Location, height and outside dimensions of all proposed main and accessory buildings or structures.
- iii** Building floor plans and total floor area, including number and heights of stories.
- iv** Building facade elevations for all sides, drawn at an appropriate scale.
- v** Calculations for transparency requirements (as applicable).
- vi** Description of exterior building materials and colors (samples may be required)..

F VEHICLE AND PEDESTRIAN CIRCULATION DATA

- i** Locations, widths, rights-of-way, curve radii and centerlines of existing and proposed roadways and access points, access easements, on and adjacent to the site.
- ii** Locations and dimensions of acceleration, deceleration and passing lanes, as well as the location of traffic regulatory signs and pavement markings.
- iii** Driveways and intersections within 250 feet of the site.
- iv** Calculations for required number of parking and loading spaces.
- v** Locations and dimensions of parking spaces, islands, circulation aisles and loading spaces.
- vi** Designation of fire lanes.
- vii** Locations, widths and materials for proposed sidewalks and non-motorized paths within the site or on rights-of-way or easements.

G LANDSCAPE AND OPEN SPACE DATA

- i** Locations, sizes, and types of existing trees 6 inches or greater in diameter, measured at 3 1/2 feet off the ground and the general location of all other existing plant materials, with an identification of materials to be removed and materials to be preserved.
- ii** Description of the methods to preserve existing landscaping.

- iii Landscape plan, including the locations and types of all proposed shrubs, trees and other live plant material.
- iv Planting list for proposed landscape materials with caliper size or height of material, method of installation, dates of plant installation, botanical and common names, and quantity.
- v Landscape maintenance schedule.
- vi Location, size, height and material of construction for all obscuring wall(s) or berm(s) with cross-sections, where required.
- vii Locations and sizes of recreation and open space areas.
- viii Indication of type of recreation facilities or other improvements (parking, paths, etc.) proposed for recreation or open space areas.

II SITE IMPROVEMENTS

- i Locations, types, sizes, heights and lighting of all proposed signs.
- ii Size, location, height, and method of shielding for all site and building lighting.
- iii Location(s) of trash receptacle(s) and transformer pad(s) and method(s) of screening.
- iv Extent of any outdoor sales or display areas and proposed screening.
- v Locations, heights, and outside dimensions of all storage areas and facilities.
- vi Density calculations by type of residential unit (dwelling units per acre).
- vii Garage and/or carport locations and details, if proposed.
- viii Locations, dimensions, floor plans, and elevations of common building(s) (e.g. recreation, laundry, etc.), if applicable.
- ix Swimming pool fencing detail, including height, and type of fence, if applicable.
- x Assessment of potential impacts from the use, processing, or movement of hazardous materials or chemicals, if applicable. mile.
- xi Address and common description of property.

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