



CITY OF DUBLIN.

Final/Amended Final Development Plan Application Requirement Checklist

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 PLANNING AND ZONING COMMISSION APPLICATION FORM - ONE (1) COPY

4 FINAL/AMENDED FINAL DEVELOPMENT PLAN STATEMENT - ONE (1) COPY INCLUDING RESPONSES TO THE FOLLOWING

- A Explain the proposed development and how the proposal relates to existing development in the vicinity.
- B State how the proposed final/amended final development plan relates to the Dublin Community Plan and the approved preliminary development plan. If there is a modification from the preliminary development plan, explain the nature and location of the proposed modification.
- C Explain how the proposed development meets the review criteria for Final Development Plan approval by the Planning and Zoning Commission [Code Section 153.055(B)] (See page 3).
- D For an amended final development plan, explain how the proposal is different from the approved final development plan.
- E Explain how the proposal is consistent or inconsistent with the development text for the Planned District.

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 FIVE (5) small (11 x 17) and FIVE (5) large (22 x 34) to scale copies unless otherwise noted. Additional copies of plans may be requested prior to the case being placed on a meeting agenda.

1 VICINITY MAP - Show the following:

- A 500-foot radius.
- B Relationship of the proposed plan to the entire planned development district and existing development.
- C Existing property lines, easements, utilities, street rights-of-way, zoning district boundaries, and existing land uses and structures.

2 REGIONAL CONTEXT MAP - Show the following:

- A 2,000-foot radius.
- B Proposed site layout and adjacent property lines.

3 FINAL/AMENDED FINAL DEVELOPMENT PLAN - Include the following:

- A North arrow, bar scale, and table of contents.
- B Total acreage of the area subject to this final/amended final development plan application.
- C Radii, arcs, points of tangency, central angles for all curvilinear streets, radii for all rounded corners, and lengths of all straight center lines between curves on all public and private streets.

- D** Rights-of-way lines of adjoining streets and alleys with their widths, names, center lines, and indication of the edges of pavement.
- E** All lot lines and easements with dimensions. For condominium projects, identify common elements and limited common elements.
- F** Dimensions and locations of proposed structures, buildings, streets, parking areas, yards, playgrounds, school sites and other public or private facilities.
- G** Arrangement of internal and in-out traffic movement including access roads and drives.
- H** Lane and other pavement markings to direct and control parking and circulation.
- I** Locations of signs related to parking and traffic control.
- J** Locations of existing and proposed structures including fences, walls, signs, and lighting.
- K** Locations and layouts of all proposed and existing outdoor storage areas including locations of trash receptacles.
- L** Sanitary sewers, water and other utilities including fire hydrants, as required.
- M** Proposed drainage and stormwater management.
- N** Delineation and identification of areas to be dedicated or reserved for public use and any areas to be reserved by deed covenant for the common use of all property owners, listing who will maintain such areas.
- O** Space for signatures of the owner, the applicant, and the Planning and Zoning Commission Secretary, with a space for the date of Commission approval.
- P** Summary table showing total acres of development, the number of acres to be devoted to each type of use including streets, open space, the number of proposed dwelling units (if applicable), building square footage, number of parking spaces, pavement coverage, impervious surface area and acreage devoted to open space, private streets, and other public facilities.

4 PEDESTRIAN AND BICYCLE CIRCULATION PLAN

5 FINAL PLAT - Must be designed in accordance with the subdivision regulations set forth in Chapter 152, Subdivision Regulations. This step is necessary if the proposed development includes the subdivision of land and a final plat has not been approved.

6 SITE STAKING PLAN

7 UTILITY PLAN - verifying availability of water, sanitary sewer, gas, electric, cable, etc. and indication of proposed extensions.

8 GRADING PLAN - showing existing and proposed grading contours, water courses, wetlands, flood plains, and other flood hazard boundaries.

9 LANDSCAPING AND SCREENING PLAN - as required by Code Section 153.136(A).

10 TREE SURVEY, TREE PRESERVATION, AND TREE REPLACEMENT PLANS.

11 LIGHTING PLAN - showing light pole height and location, building accent lighting, pedestrian lighting and minimum, average and maximum footcandle calculations.

12 SIGN PLAN - indicating character, material, dimensions, locations, shape, color(s), and type of illumination.

13 ARCHITECTURAL ELEVATIONS - showing all exterior elevations and floor plans, colors, materials, and other details indicating the architectural style proposed for the development and conformance with any appearance standards.

14 CONSTRUCTION PLANS - for all public improvements, site grading, and development practices required by City Code.

15 EXISTING CONDITIONS PLAN - Updated existing conditions plan originally submitted with the preliminary development plan application.

16 MATERIAL/COLOR SAMPLES - (swatches, photos, plans, or product specifications) Include manufacturer name and product number for all proposed elements.

Review Criteria

153.055 FINAL / AMENDED FINAL DEVELOPMENT PLAN APPROVAL CRITERIA.

(B) Final development plan. In the review of proposed planned developments, the Planning and Zoning Commission shall determine whether or not the proposed development, as depicted on the final development plan, complies with the following:

- 1) The plan conforms in all pertinent respects to the approved preliminary development plan provided, however, that the Planning and Zoning Commission may authorize plans as specified in §153.053(E)(4);
- 2) Adequate provision is made for safe and efficient pedestrian and vehicular circulation within the site and to adjacent property;
- 3) The development has adequate public services and open spaces;
- 4) The development preserves and is sensitive to the natural characteristics of the site in a manner that complies with the applicable regulations set forth in this Code;
- 5) The development provides adequate lighting for safe and convenient use of the streets, walkways, driveways, and parking areas without unnecessarily spilling or emitting light onto adjacent properties or the general vicinity;
- 6) The proposed signs, as indicated on the submitted sign plan, will be coordinated within the Planned Unit Development and with adjacent development; are of an appropriate size, scale, and design in relationship with the principal building, site, and surroundings; and are located so as to maintain safe and orderly pedestrian and vehicular circulation;
- 7) The landscape plan will adequately enhance the principal building and site; maintain existing trees to the extent possible; buffer adjacent incompatible uses; break up large expanses of pavement with natural material; and provide appropriate plant materials for the buildings, site, and climate;
- 8) Adequate provision is made for storm drainage within and through the site which complies with the applicable regulations in this Code and any other design criteria established by the City or any other governmental entity which may have jurisdiction over such matters;
- 9) If the project is to be carried out in progressive stages, each stage shall be so planned that the foregoing conditions are complied with at the completion of each stage; and
- 10) The Commission believes the project to be in compliance with all other local, state, and federal laws and regulations.