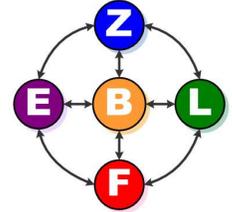




Pre-Submittal Meeting Agenda

Review Services Team



Day _____ Date _____ Time _____

Meeting Location: City of Dublin, 5800 Shier Rings Road

Project Name:

Project Address:

Welcome & Introductions (Steve Snyder, P.E. – Review Services Coordinator)

Purpose & Overview of Meeting

- Share needs and expectations of the building permit process
- Improve the completeness and quality of the submittal

Review P & Z Record-of-Action (_____ - Dublin Planner)

Overview of Building Permit Process

Distribute and review handout materials*

Round-Robin Plan Review Briefing (Review Services Plan Reviewers)

- | | |
|------------------|---|
| Zoning | Dave Marshall – Development Review Specialist |
| Landscape | Brian Martin/Dean Henderson – Landscape Inspector |
| Site Engineering | Kristin Yorke, P.E. – Civil Engineer |
| Building (OBC) | Ray Harpham, A.I.A. – Commercial Plans Examiner |
| Fire Safety | Alan Perkins, C.F.P.S. – Fire Marshal – Washington Township |

Additional Q & A Session

***Distributed Materials:**

- | | |
|---|-------------------------------------|
| Pre-Submittal Meeting Agenda | Commercial Permit Process flowchart |
| P & Z Commission Record-of-Action | Meeting Sign-In Sheet (completed) |
| Commercial Building Permit Application | Unified/Coordinated Review diagram |
| Certificate of Zoning Plan Approval | |
| Site Improvement Plans Checklists (w/ thresholds) | Other _____ |