City of Dublin

Case # _____-_____

APPLICATION FOR **DEVELOPMENT**

PLEASE CHECK THE TYPE OF REVIEW

- ☑ West Innovation Districts (Zoning Code Sections 153.037 - 153.043)
- ☑ Bridge Street Corridor Districts (Zoning Code Sections 153.057- 153.066)
- ☑ Wireless Communication Facility (Chapter 99)

PLEASE CHECK THE APPLICATION TYPE

- ☐ Basic Plan Review
- ☑ Minor Project
- ☐ Development Plan Review
- ☐ Site Plan Review
- ☐ Waiver Review
- ☐ Master Sign Plan
- ☐ Open Space Fee-in-Lieu
- ☐ Parking Plan
- ☐ City Council Appeal
- ☐ Administrative Departure

Wireless Applications

- ☐ New Tower
- ☐ Co-Location
- ☐ Alternative Structure
- ☐ Temporary

The following applications require review and decision by the **Planning and Zoning Commission, Board of Zoning Appeals**, or **Architectural Review Board**, but may be submitted concurrently with another application.

Check any that apply:

- ☐ Conditional Use
- ☐ Rezoning
- ☐ Administrative Appeal
- ☐ Project involving modifications to property within the Architectural Review District
- ☐ Other:_____

SUBMISSION REQUIREMENTS

- ☐ **Fee** (refer to the approved fees list)
- ☐ **Electronic Copies** of all application materials (PDF, JPEG, Word, etc. as appropriate)
- ☐ **Submission Requirements** for each type of application (refer to checklists)
- ☐ **Legal Description and/or Property Survey** for the subject property

I. PROPERTY INFORMATION:

Provide information to identify properties and the proposed development. Attach additional sheets if necessary.

Property Address(es): 6465 Sawmill Rd.	
Tax ID/Parcel Number(s): 273-008330-00	Parcel Size(s) in Acres: .450
Existing Land Use/Development: Commercial (400)	Zoning District: Dublin

- ☐ Check this box if any **Administrative Departures** are requested and attach an Administrative Departure request form.
- ☐ Check this box if any **Waivers** are requested as part of the application for development and attach a Waiver Request form.

II. PROPERTY OWNER INFORMATION:

Indicate the person(s) or organization(s) who own the property proposed for development. Attach additional pages if there are multiple property owners.

Name (Individual or Organization): Cristoff Land & Development LLC	
Mailing Address: PO Box 507 New Albany, OH 43054	
Daytime Telephone: 614-304-1078	Fax: NA
Email or Alternate Contact Information: Sign Vision Co. 614-445-5161	

FOR OFFICE USE ONLY: DIRECTOR'S ACCEPTANCE	
Date of Acceptance:	Next Decision Due Date:
Final Date of Decision:	Determination:
Director's (or Designee's) Signature:	

III. APPLICANT(S): Indicate person(s) submitting the application if different than the property owner(s).

Name: (Individual or Organization) Sign Vision Co. Inc.	
Mailing Address: 987 Claycraft Rd, Columbus OH 43230	
Daytime Telephone: 614-475-5161	Fax: 614-864-0302
Email or Alternate Contact Information: brianneb@signvisionco.com	

IV. AUTHORIZED REPRESENTATIVE(S): Indicate the person(s) authorized to represent the property owner and/or applicants.

Name: (Individual or Organization) Bri Bailey (Sign Vision Co.)	
Mailing Address: 987 Claycraft Rd, Columbus OH 43230	
Daytime Telephone: 614-475-5161	Fax: 614-864-0302
Email or Alternate Contact Information: brianneb@signvisionco.com	

V. AUTHORIZATION FOR OWNER'S APPLICANT(S)/REPRESENTATIVE(S): Complete if applicable.

I, _____, the **owner**, hereby authorize _____ to act as a **representative(s)** in all matters pertaining to the processing and approval of this application, including modifying the application. I agree to be bound by all representations and agreements made by the designated representative.

Signature of Current Property Owner:	Date:

☐ Check this box if the original Authorization for Owner's Applican(s)/Representative(s) is attached as a separate document.

VI. AUTHORIZATION TO VISIT THE PROPERTY: Site visits to the property by City representatives are essential to process this application. The Owner/Applicant, as noted below, hereby authorizes City representatives to enter, photograph and post a notice on the property described in this application. This is optional, but recommended.

I, Bri Bailey, the **owner** or **authorized representative**, hereby authorize City representatives to enter, photograph and/or post a notice on the property described in this application.

Signature of Owner or Authorized Representative: Bri Bailey	Date: 6/30/14

VII. APPLICANT'S AFFIDAVIT: This section must be completed and notarized.

I, Bri Bailey, the **owner** or **authorized representative**, have read and understand the contents of this application. The information contained in this application, attached exhibits and other information submitted, is complete and in all respects true and correct, to the best of my knowledge and belief.

Signature of Current Property Owner or Authorized Representative: Bri Bailey	Date: 6/30/14

☐ Check this box if the Applicant's Affidavit and Acknowledgement is attached as a separate document.

Subscribed and sworn to before me this 30th day of June, 20 14

State of Ohio

County of Franklin

{Notary Public Seal}

NOTARIAL SEAL STATE OF OHIO

JAMI GRAY
NOTARY PUBLIC
STATE OF OHIO
Recorded in
Franklin County
My Comm. Exp. 3/21/18

City of Dublin

MINOR PROJECT REVIEW CHECKLIST

MINOR PROJECT OVERVIEW

The purpose of the Minor Project Review is to provide an efficient review process for smaller projects that do not have significant community effects. The Minor Project Review is necessary to ensure that applications meet the requirements of Chapter 153 of the Dublin Code of Ordinances.

PLEASE CHECK THE MINOR PROJECT TYPE

Refer to Zoning Code Section 153.066(G):

- ☐ Single-family detached building
- ☐ Multiple-family/single-family attached buildings (eight dwelling units or fewer)
- ☐ Non-residential structures 10,000 square feet or less
- ☐ Principal structure additions of less than 10,000 square feet or 25%, whichever is less
- ☐ Exterior modifications involving not more than 25% of the total façade area of the structure
- ☑ Signs, landscaping, parking, and other site improvements without a principal structure
- ☐ Accessory structures and uses
- ☐ Modifications to an Existing Structure
- ☐ Master Sign Plan
- ☐ Parking Plan

I. GENERAL APPLICATION REQUIREMENTS

☐	Completed original **application form** and **fee**
☐	**Project Description** (generally outline the project)
☐	General **description of conformance** to the Bridge Street Corridor Vision Report, Zoning Code Sections 153.057 - 153.065, and any approved Development Plans and/or Site Plans, where applicable
☐	**List of proposed Site Plan Waivers and/or Administrative Departures** (if known). If applicable, attach a **Site Plan Waiver** or **Administrative Departure Request Form.**

II. MINOR PROJECT PLAN:

All plans shall be labeled and include the name of the development, developer, plan scale, plan date, date(s) of revisions, location key map, and north arrow on each page. 10 scaled, folded, and collated copies (11x17 and/or 22x34 as appropriate) shall be submitted including the following information. If Planning and Zoning Commission or Architectural Review Board review is required, additional copies of materials may be requested. **Plans shall include the following information, unless otherwise waived by the Director for items determined to be unnecessary to the application.**

General Site Plan Elements	
☐	Existing conditions and site features drawn to scale, including rights-of-way, vehicular and pedestrian access points, all known easements, utilities, buildings and structures, pavement, topographical features, vegetation, bodies of water, and any other relevant existing site features
☐	Proposed site plan, including project area and dimensions, area of approved Development Plan and/or Site Plan with which the project is associated, and proposed vehicular and pedestrian lot and block access configurations

Site Development		
A. Use		**No change of use proposed** ☑
i	List the proposed uses (refer to §153.059), number of dwelling units, and square footage of each use. Identify whether any use specific standards apply (refer to §153.059(C)).	
B. Open Space		**No open spaces proposed/required** ☑
i	Required open space computation and method(s) of provision identified on the plans (refer to §153.064)	
ii	Open Space Types proposed (refer to §153.064(F))	
iii	Request for fee-in-lieu application Yes ☐ No ☐ If yes, attach an **Open Space Fee in Lieu Request** form	
iv	For each Open Space Type, identify the total acreage and dimensions (refer to §153.064(G)(1)(a)); percentage perimeter of each Open Space Type along buildings and rights-of-way; percentage of impervious and semi-pervious surfaces; and any plans for proposed improvements, including structures, water features, site amenities, etc. Provide specification sheets for all pre-fabricated site amenities, and elevations and material specifications for all other site improvements.	
C. Parking and Loading		**No changes to parking/loading proposed** ☑
i	Required parking computation (vehicular and bicycle) based on the proposed mix of uses (refer to § 153.065(B))	
ii	Parking location and layout, including all on-site, off-site, on-street and accessible vehicular spaces, and all bicycle parking	
iii	Required loading space computation (refer to § 153.065(B)(7)) and location and layout of all loading facilities	
iv	Parking plan proposed Yes ☐ No ☐ If yes, provide a description and demonstration of all proposed Adjustments to Required Vehicle Parking (refer to § 153.065(B)(2)(b)), including a Demonstration of Parking Need, and evidence of any shared parking arrangements or agreements	

II. MINOR PROJECT PLAN, CONTINUED

Site Development, Continued	
D. Landscaping and Tree Preservation	**No changes to existing landscaping proposed** ☑
☐ i	Tree survey, including location, sizes, and types of existing trees 6 inches or greater in diameter, measured at 3½ 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, including any landmark trees identified on the property
☐ ii	Tree preservation plan (refer to §153.065(D)(9))
☐ iii	Landscape plan, including calculations showing required landscaping, and location and type of all proposed shrubs, trees, and other live plant material (refer to §153.065(D)). Indicate the proposed perimeter landscape buffering, if applicable (refer to §153.065(D)(4)), proposed surface parking and circulation area landscape treatments (refer to §153.065(D)(5)), Required Building Zone treatment (refer to §153.065(D)(6)), and all building foundation landscaping (refer to §153.065(D)(7)). Indicate any landscape areas specifically dedicated for stormwater management purposes.
☐ 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 plan and schedule including contact information of the party responsible for maintenance
☐ vi	Street trees (refer to §153.065(D)(3)), including type, locations, and method of installation
E. Signs	**No signs proposed** ☐
☑ i	Number of proposed signs and proposed locations, including any potential ground signs or building-mounted signs. Provide elevations indicating all proposed and/or potential building-mounted signs and any other proposed signs (refer to §153.066(H))
☑ ii	Sign design and lighting, including dimensions for all sign copy, logos, and secondary text and/or images, colors, and material specifications
☐ iii	Master sign plan proposed Yes ☐ No ☐ If yes, include, at a minimum, all proposed locations, types, number, heights, and sizes of signs, indicated on scaled plans and/or building elevation drawings, proposed materials, colors, types of illumination, and fabrication details (refer to §153.065(H)(2)(c)6). Include a statement addressing the Master Sign Plan criteria, and identify any proposed departures from the sign regulations of §153.065(H)
F. Site Management	**No site modifications proposed** ☑
☐ i	Dumpster location(s), including elevations and construction details, and waste removal plan including frequency and type of removal
☐ ii	Proposed fences, walls, and screening methods, including types, materials, and locations (refer to §153.065(E))
☐ iii	Site lighting plan (refer to §153.065(F)), including locations of all site, building, and pedestrian lighting, and pole and light fixture specification sheets

Access and Circulation	**Not Applicable** ☑
☐ i	Proposed driveways (show all driveways and intersections within 250 feet of the site) and all vehicular circulation areas. Include sight visibility triangle measurements and curb radii for all driveways and parking lot islands.
☐ ii	Traffic regulatory signs and pavement markings
☐ iii	Designation of fire lanes
☐ iv	Location, width and materials for proposed sidewalks and non-motorized paths within the site, rights of way, or easements

Grading and Utilities	**Not Applicable** ☑
☐ i	Site grading plan, including locations of existing drainage courses, floodplains, streams, and wetlands with elevations, and method of mitigation or protection
☐ ii	Stormwater drainage and management consistent with the requirements of Chapter 53 of the Dublin City Codes
☐ iii	Location(s) of sanitary sewers, existing and proposed
☐ iv	Location(s) and size(s) of existing and proposed water mains, well sites, water service and fire hydrants
☐ v	Location(s) of above and below ground gas, electric and telephone lines, existing and proposed (refer to §153.065(G))
☐ vi	Location(s) of transformers and utility boxes

II. MINOR PROJECT PLAN, CONTINUED

Building Types and Architecture	Not Applicable ☑
i	List and identify on the plans the building type(s) proposed (refer to §153.062). For each building type, complete and attach an **Individual Building Type Requirement Table.**
ii	The proposal involves an Existing Structure (refer to §153.062(B)(2)) Yes☐ No☐ If yes, provide the original gross floor area of the Existing Structure, any proposed expansions to the Existing Structure (percentage and square footage), and/or a description of any proposed exterior architectural modifications (including percentage of modifications to the original building façades)
iii	Roof plans (refer to §153.062(D)), including slopes of pitched roofs and parapet height where applicable
iv	Building sections indicating story height (refer to §153.062(N)(2))
v	Building façade elevations for all sides, dimensioned and drawn at an appropriate scale. Include all proposed vents, gutters, downspouts, air conditioning units, and utility elements.
vi	Building materials and colors labeled on all building elevations, including material specifications (refer to §153.062(E)). Identify the percentage of each type of material on each elevation, and the percentage used on the overall building.
vii	Conceptual building floor plans
viii	Provision of architectural details and material specification sheets (as appropriate), including building entrance design, mid-building pedestrianways, windows, shutters, awnings, canopies, balconies, porches, stoops, chimneys, vehicular canopies, etc. (refer to §153.062 for general building type requirements)
ix	Terminal vista treatments (if applicable) (refer to §153.062(J))
x	Method of meeting building variety requirements (if applicable) (refer to §153.062(K))

III. MINOR PROJECT REVIEW CRITERIA:

The Administrative Review Team shall review the application for a Minor Project and approve, deny, or approve with conditions, based on the criteria of §153.066(F)(5) applicable to Site Plan Reviews. The decision on the Minor Project shall be provided not more than 14 days from the filing of the Minor Project Review application, unless otherwise agreed to in writing by the City and the applicant.

Review Criteria for Minor Projects (Site Plans)	
(a)	The Site Plan shall be substantially similar to the approved Basic Plan;
(b)	If a Development Plan has been approved that includes the property, the application is consistent with the Development Plan;
(c)	The application meets all applicable requirements of §153.059 and §§153.062 through 153.065 except as may be authorized by Administrative Departure(s) pursuant to §153.066(H);
(d)	The internal circulation system and driveways provide safe and efficient access for residents, occupants, visitors, emergency vehicles, bicycles, and pedestrians;
(e)	The relationship of buildings and structures to each other and to other facilities provides for the coordination and integration of the development within the surrounding area and the larger community and maintains the image of Dublin as a high quality community;
(f)	The application is consistent with the requirements for types, distribution, and suitability of open space in §153.064 and the site design incorporates natural features and site topography to the maximum extent practicable;
(g)	The scale and design of the proposed development allows the adequate provision of services currently furnished by or that may be required by the City or other public agency including, but not limited to, fire and police protection, public water and sanitary sewage services, recreational activities, traffic control, waste management, and administrative services;
(h)	Stormwater management systems and facilities will not cause alterations that could increase flooding or water pollution on or off the site, and removal of surface waters will not adversely affect neighboring properties;
(i)	If the development is to be implemented in phases, each phase is able to be considered independently, without the need for further phased improvements; and
(j)	The application demonstrates consistency with the BSC Vision Report, Community Plan and other related policy documents adopted by the City.