



REVIEW SERVICES TEAM

SITE IMPROVEMENT PLANS CHECKLIST

(Also for SITE DEVELOPMENT PERMIT applications)

GENERAL REQUIREMENTS

This checklist applies to commercial building site work involving engineering, zoning compliance, landscape and tree replacement, and exterior site lighting. Projects with no alterations to the exterior of the building or to the site are generally exempt, though a site plan will still be required.

Commercial building or site development applications shall include the following plans:

1. Cover / Index Sheet (with seals and signatures as required)
2. Staking Plan
- 3.* Utility Plan
- 4.* Grading Plan
- 5.* Erosion & Sedimentation Control Plans
6. Existing Topographic Survey (if applicable)
7. Landscape Plan
8. Tree Survey (if applicable)
9. Tree Preservation Plan (if applicable)
10. Tree Replacement Plan (if applicable)
11. Site Lighting Plan

* Plans 3, 4, and 5 may generally be combined (refer to Engineering staff).

ELEMENTS COMMON TO ALL SITE WORK PLANS

- a Site plan sheets shall be 22 inches by 34 inches only
- b Plans may prepared using computer-aided drafting (CAD) and shall be submitted in electronic file format acceptable to the City Engineer with the original mylar drawings
- c North arrow
- d Horizontal and vertical scale (engineering scales only), and bar scale
- e Development phase lines with description
- f Proposed and existing rights-of-way and easements
- g Distinct separation between proposed and existing elements of the plan
- h Center lines and edges of pavement of all abutting streets
- i Street names
- j Municipal corporate boundaries
- k Site boundaries with bearings and distances
- l Identification of adjacent parcels, property lines, and property owners
- m Building and pavement setbacks, no-build zones, and no-disturb zones
- n Compliance with Planning & Zoning Commission Record-of-Action

Site Plan Mylars. When plan review is complete and all items in compliance, mylar originals for plans 1 through 6 above will be requested and are to be submitted to the Building Standards window along with 2 sets of paper prints and a digital copy of the plans.

If found acceptable, the City Engineer and Director of Land Use and Long Range Planning will sign the mylars. Paper copies of the signed mylars will be attached to the building permit plan sets and delivered to Building Standards for out-processing and issuance of the building permit.

1. Cover / Index Sheet

The Cover Sheet shall identify the development and show its general location and layout, designer seals/signatures, City signatures, index of sheets, standards, standard general notes, and vertical control points, according to the following minimum information:

- a. Location map (scale: 1 inch = 1000 feet)
- b. Project name and address
- c. Signature lines for the City Engineer and the Director Land Use and Long Range Planning
- d. Applicable City of Columbus, ODOT and City of Dublin Standard Drawings
- e. Index of sheets
- f. Index map (scale: 1 inch = 200 feet) showing adjoining properties and owner and streets, bearing and distance of the project boundaries and general site layout.
- g. Signature (live ink), seal, and registration number of the design engineer
- h. Benchmark list (referenced to USGS datum)
- i. City of Dublin General Notes (refer to City Engineer's Administrative Policy 95-011)
- j. Property owner's name, address, telephone and fax numbers
- k. Applicant's name, address, telephone, and fax number

2. Staking Plan

The Staking Plan establishes the horizontal dimensions of the site improvements and serves as the base information common to all other plans. The Staking Plan shall contain only the following information clearly dimensioned and labeled (on-site lighting, utilities, landscaping, and topographic contours must not be shown on the Staking Plan):

- a. Property metes and bounds, all property lines, and identify all contiguous landowners
- b. Property size, subdivision name and lot number (if applicable)
- c. Current zoning of property and intended use of all proposed buildings
- d. Location of all exterior doorways and exitway sidewalks from all proposed buildings
- e. Proposed building dimensions and proposed building height as allowed by the Zoning Code (Chapter 153 - Dublin Codified Ordinance) and Ohio Building Code (OBC)
- f. FEMA-designated floodway, floodway +20 feet, and 100-year floodplain (if applicable)
- g. Note any required vehicular access restrictions to public streets
- h. Dimension proposed building corners perpendicular to the property lines and dimension distance from other proposed or existing buildings, including those off-site within 30 feet
- i. Dimension distance from one front corner pin to nearest public street intersection
- j. Distances from the center lines of all proposed driveways to all existing and proposed adjacent and opposing driveways, street intersections or median cuts within 200 feet of each fronting property corner pin (Note: driveways require City of Dublin inspection)

- k. Intersection visibility triangle at all adjacent street intersections and proposed driveways (refer to the City Engineer's Administrative Policy Number 95-013)
- l. All existing and proposed right-of-ways, easements (including type), no-build zones, and no-disturb zones
- m. All adjacent public or private street centerlines, edge of pavement and/or back of curb, and right-of-way lines. Dimension total widths of existing and proposed streets and R/Ws.
- n. Location and type of all curbs (e.g., 6-inch concrete curb, 2-foot concrete curb & gutter)
- o. Dimension all pavement, parking areas, and indicate from where the dimensions are taken (e.g., edge of pavement, face of curb or back of curb); include the pavement width, radius returns of curbs, parking spaces, and aisle width
- p. Size, location and type of proposed sidewalks or bike paths including ramps to be built on site or within the public right-of-way; ADAAG accessibility paths from all building exits
- q. Interior dimensions of all landscape islands and peninsulas within paved areas (plantable area from back of curb to back of curb)
- r. Handicap parking spaces (must meet all applicable requirements of ADAAG, OBC and local building code)
- s. Table showing number of parking spaces and loading spaces required and provided (including handicap parking; loading spaces do not count as required parking spaces); proposed or existing shared parking (if applicable)
- t. Location and proposed size of dumpster enclosures, backup generators, and ground signs
- u. Note all known development standards (e.g., required front, side and rear yard setbacks, including all building and pavement setbacks)
- v. Proposed and existing ingress/egress, access, or cross-access easement aisles, or driveways
- w. Seal and signature of the licensed design professional who prepared the plan
- x. Tax district and parcel number.
- y. Locations of heavy duty pavement (75,000 lbs) for fire access routes.
- z. Minimum fire access route turning radii of 25' inside and 45' outside.

3. **Utility Plan**

The Utility Plan addresses underground and above-ground utility features, including easements and rights-of-way, pipe alignments, and critical elevations necessary for layout.

- a. All existing (dashed) and proposed (solid) utilities
- b. Size, slope, and type of proposed and existing utility services and mains (water & sanitary)
- c. Existing (dashed) and proposed (solid) storm sewers
- d. Invert at proposed building and tap elevations of sanitary services
- e. Proposed pad and finished floor elevations
- f. Tree preservation fences and location of all protected trees (if applicable)
- g. A note indicating that connections to existing public infrastructure are to be core drilled
- h. A note indicating that connections to existing utilities require City of Dublin inspection
- i. Electric, natural gas, and telephone services (including transformer pads, meters, poles, vaults, etc.) should be shown if location is known.
- j. Fire hydrant locations with proper spacing between hydrants and distances from buildings.

4. **Grading Plan**

The Grading Plan shall contain information necessary for establishing grades and elevations on the site and for stormwater management.

- a. Existing contours (dashed)
- b. Proposed elevations (solid) including contours and spot grades, including corners of parking lot and tops of mounds
- c. Benchmark elevations, designations and locations
- d. Storm sewer and sanitary sewer top of casting & invert elevations (can be shown with profiles)
- e. Proposed landscape mounding contours (including top of mound elevations) to be coordinated with landscape plan
- f. Critical Year Storm; Major flood routing path
- g. Ponding limits and elevation
- h. Ditch direction of flow and slope (if applicable)
- i. Size, type, and slope of existing and proposed storm sewers
- j. Ponding tabulations (required and provided)
- k. Orifice plate details
- l. Proposed pad and finished floor elevations
- m. Headwall specifications
- n. Typical cross-section of parking lot pavement and sidewalks & curbs
- o. Cross-sections of ditches in right-of-way (at 50-foot spacings) if applicable
- p. Tree protection fencing and location of all protected trees (if applicable)
- q. Spot grades indicated for all handicap spaces (maximum surface grade is 2 percent)
- r. Proposed ground sign locations
- s. Intersection visibility sight triangles at all adjacent street intersections and proposed driveways (refer to the City Engineer's Administrative Policy Number 95-013)
- t. Driveway slope(s) matching Standard Drawing

5. **Erosion & Sediment Control Plan**

The Grading Plan shall serve as the base information for the Erosion & Sediment Control Plan.

- a. Inlet protection locations
- b. Silt fence and check dam locations
- c. Erosion control standard details
- d. Standard notes including a Sequence of Construction
- e. Construction entrance location and detail
- f. Tree protection fencing and location of all protected trees
- g. Major flood routing

6. Existing Topographic Survey (if applicable)

- a. Stamp and signature of surveyor licensed in the State of Ohio
- b. The survey should be oriented to the State Plane Coordinate system
- c. Show all existing features of the property including structures, trees, metes and bounds, topography, and utilities
- d. This survey should meet the minimum standards as set by the State of Ohio
- e. Note which existing structures are to be removed (if applicable)
- f. Benchmarks used, referenced to NAV Datum 1929 or 1988

7. Landscape Plan

- a. Percentage of building expansion (if applicable)
- b. Lot coverage (area and percentage)
- c. Plant list including botanical and common names, installation size (e.g., caliper, height, and gallon), on-center planting dimensions (where applicable), and quantity
- d. All natural features shown
- e. Site grading with a minimum one-foot contour interval and spot elevations of parking lot and top of mounds
- f. Existing trees shown if to be removed or maintained
- g. Tree protection fencing
- h. Existing landscaping including location, size (height and calipers), and species
- i. Street trees including location, size (height & caliper), number required, species, and spacing
- j. Landscape buffer zones shown and dimensioned
- k. Parking perimeter requirements showing screening design and height, trees, shrubs, mounding, fences, and walls as required
- l. Interior landscaping requirements including square footage of paved area, percentage of interior landscape shown, building footprint area shown, and number of trees shown
- m. Landscaping used to meet screening requirements for dumpsters, mechanical units, loading areas, utility features, outdoor storage, and proposed ground sign foundations
- n. Edge treatment and ground cover at detention and retention ponds
- o. Landscape lighting shown (if applicable)
- p. Irrigation system (if applicable)
- q. Inside dimensions of landscape islands, peninsulas, medians and curb heights
- r. Sidewalk and bikepath locations with width and type
- s. Fence location, height, type, opacity, color and material

8. Tree Survey

- a. Outline of critical root zone or 15 feet radius, whichever is greater, of all trees with a diameter chest height (DCH) of 6 inches or greater
- b. Species and condition of all trees with a DCH of 6 inches or greater
- c. Tree replacement data to include total number of caliper replacement inches
- d. Table showing total number of caliper inches being removed

9. Tree Preservation Plan

- a. Tree preservation area and building activity area
- b. Outline of critical root zone or 15', whichever is greater
- c. Location of all protective fencing (should be equal to or greater than b. above)
- d. Location of all utility lines
- e. Site grading
- f. Location for ingress, egress, operation of and parking of all construction vehicles and equipment, and storage of solvents, hazardous materials, and soil and materials stockpiles
- g. Specified locations for all clearing, grubbing, grading and excavation
- h. Measures such as construction pruning and root pruning of trees directly impacted by construction
- i. Short term and long term maintenance plans for existing trees
- j. Tree preservation fence detail

10. Tree Replacement Plan

- a. Location of all tree replacements
- b. Tree replacement data to include total number of replacement inches
- c. Plant list to include quantity, species, installation, and size in caliper inches

11. Site Lighting Plan

(Note: Verify required lighting standards before designing lighting system)

- a. Provide under separate attachment cut sheets for all specified exterior light fixtures
- b. Point-by-point photometric printouts are required for all projects that must comply with the City of Dublin Exterior Lighting Guidelines. Photometric contours (minimum 0.5 footcandles for all paved areas) are required for all other projects.
- c. All necessary details for construction of the proposed lighting system
- d. Label fixture height above grade; show design of light pole bases (if applicable)
- e. Label fixture/pole finish color, lamp type, and fixture style (cutoff, flood, spot, etc.)



REVIEW SERVICES TEAM

COMMERCIAL PERMIT PLAN REVIEW (and SITE DEVELOPMENT PERMIT plan review)

THRESHOLDS FOR COMMERCIAL PLAN APPROVAL		
REQUIRED PLAN OR ITEM	SITE WORK	SHELL or FULL
Application for Commercial Building Permit (or for Site Development Permit)	X	X
Application for Certificate of Zoning Compliance	X	X
Permanent address assigned	X	X
Site-related conditions from public hearings satisfied (P & Z, BZA, ARB)	X	X
Site Engineering mylar sheets signed by project P.E. and Dublin officials	X	X
Footprint of building(s) to be constructed on the site	X	X
Fire code site info (turning radii, heavy-duty pavement, hydrants, and access)	X	X
Stormwater management & sanitary sewer design calculations (if applicable)	X	X
Landscape Plan and executed landscape easement (if applicable)	X	X
Tree Survey Plan and Tree Preservation Plan (if applicable)	X	X
Tree Replacement Plan and Tree Replacement Fee paid (if applicable)	X	X
Site Lighting Plan and cut sheets for exterior light fixtures	X	X
Required adjacent public improvements approved	X	X
Right-of-way and Easement Deeds submitted (if applicable)	X	X
Cross Access Agreements executed and copies submitted (if applicable)	X	X
Lot split approved, or combination of lots approved (if applicable)	X	X
Final Plat recorded (if applicable)	X	X
Soil testing report (if applicable)	X	X
Special Flood Hazard Area Development Permit (if applicable)	X	X
Architectural – sufficient for fire-access, zoning needs, and establish footprint	X	X
Architectural – foundation, structural, exterior, and interior	Deferred	X
Perimeter and envelope insulation, per ASHRAE 90.1	Deferred	X
Electrical drawings including circuiting and panel board, per NEC	Deferred	X
Plumbing drawings, per Ohio Plumbing Code and OBC Chapter 29	Deferred	X
Mechanical drawings including ventilation, per OMC Chapter 16	Deferred	X