



BASIC PLAN REVIEW CHECKLIST (SITE PLAN)

PRE-SITE PLAN BASIC PLAN OVERVIEW

The purpose of the Basic Plan Review prior to the Site Plan Review application submission is to ensure that the applicable Site Development Standards, Building Type requirements, Open Space Type requirements, and other essential project elements are considered. The Basic Plan Review includes review and decision by the Planning and Zoning Commission (except for applications in the Architectural Review District).

I. GENERAL APPLICATION REQUIREMENTS

<input type="checkbox"/>	Completed original application form and fee
<input type="checkbox"/>	Project Description (generally outline the potential project)
<input type="checkbox"/>	General description of conformance to the Bridge Street Corridor Vision Report, Zoning Code Section 153.057 (BSC General Purpose), Zoning Code Section 153.058 (BSC Districts Intent), approved Development Plans and/or Site Plans (if applicable), and the Site Plan Review Criteria (refer to Section III on page 3)
<input type="checkbox"/>	List of proposed Site Plan Waiver(s) and/or Administrative Departures (if known). If applicable, attach a Site Plan Waiver or Administrative Departure Request Form .

II. BASIC 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. Additional copies may be requested prior to the Planning and Zoning Commission review. **Plans shall include the following information, unless otherwise waived by the Director for items determined to be unnecessary to the application.**

General Plan Elements	
<input type="checkbox"/>	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
<input type="checkbox"/>	Project area, boundaries, dimensions and total development area including all parcels and rights-of-way, in acres or square feet
<input type="checkbox"/>	Proposed building type(s) and location(s), with land uses and potential maximum densities (refer to §153.062)
<input type="checkbox"/>	Method for provision of required open space(s), if applicable (refer to §153.064)

Site Development	
A. Use	
<input type="checkbox"/>	List the planned uses (refer to §153.059), potential number of dwelling units, and potential square footage of each use. Identify whether any use specific standards apply (refer to §153.059(C)).
B. Open Space	
<input type="checkbox"/>	Required open space computation and method(s) of provision identified on the plans (refer to §153.064)
<input type="checkbox"/>	Open Space Types proposed (refer to §153.064(F))
<input type="checkbox"/>	Request for fee-in-lieu application Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, attach an Open Space Fee in Lieu Request form
C. Parking and Loading	
<input type="checkbox"/>	Required parking computation (vehicular and bicycle) based on proposed mix of uses (refer to § 153.065(B))
<input type="checkbox"/>	Conceptual parking and loading location and layout, including all on-site, off-site, and on-street vehicular and bicycle parking
D. Landscaping and Tree Preservation	
<input type="checkbox"/>	Typical landscape treatments, with representative planting palette
<input type="checkbox"/>	Street trees proposed (refer to §153.065(D)(3)), including types and location
<input type="checkbox"/>	Typical perimeter landscape buffering, if applicable (refer to §153.065(D)(4))
<input type="checkbox"/>	Typical surface parking and circulation area landscape treatment (refer to §153.065(D)(5))
<input type="checkbox"/>	Conceptual Required Building Zone (refer to §153.065(D)(6)) and foundation planting (refer to §153.065(D)(7)) treatments
<input type="checkbox"/>	Identify areas with significant existing vegetation, and describe tree preservation methods (refer to §153.065(D)(9))

II. BASIC PLAN, CONTINUED

Site Development, Continued	
E. Signs	
<input type="checkbox"/> i	General sign locations, including potential ground signs, building-mounted signs, and all other proposed signs (refer to §153.066(H))
<input type="checkbox"/> ii	Sign plan concept, if known and/or applicable
F. Site Management	
<input type="checkbox"/> i	Proposed fences, walls, and screening methods, including types, materials, and locations (refer to §153.065(E))
<input type="checkbox"/> ii	Proposed dumpster location
<input type="checkbox"/> iii	Location and general plan for stormwater management consistent with the requirements of Chapter 53 of the Dublin City Codes
<input type="checkbox"/> iv	Conceptual site lighting plan (refer to §153.065(F))
Building Types and Architecture	
A. Building Siting	
<input type="checkbox"/> i	List and identify on the plans the proposed building type(s) (refer to §153.062)
<input type="checkbox"/> ii	Identify the Required Building Zones on the plans, based on proposed building type (refer to §153.062(O))
<input type="checkbox"/> iii	Identify the front and corner property line coverage on the plans for each building elevation located adjacent to a front or corner side property line, based on proposed building type (refer to §153.062(N))
<input type="checkbox"/> iv	Identify the required side and rear setbacks on the plans, based on proposed building type (refer to §153.062(O))
B. Architectural Elevations	
<input type="checkbox"/> i	Submit schematic architectural renderings, including general roof plans depicting the proposed roof type and slopes (if applicable) (refer to §153.062(D)), conceptual building sections indicating story height (refer to §153.062(N)(2)), conceptual building elevations, demonstrating compliance with §153.062 to the extent that the project details are known at this stage (refer to §153.062(O) for individual building types), and planned building materials/material palettes (refer to §153.062(E)), with approximate percentage of each material applied to each building elevation
<input type="checkbox"/> ii	To the extent that project details are known, include the proposed architectural details on the schematic architectural renderings demonstrating compliance with the general building type requirements of §153.062(D)-(N)
<input type="checkbox"/> iii	Identify how terminal vista treatments are met, if applicable (refer to §153.062(J))
<input type="checkbox"/> iv	Describe the method of meeting building variety requirements (refer to §153.062(K))
Grading and Utilities	
<input type="checkbox"/> i	Site grading plan, including locations of existing drainage courses, floodplains, streams, and wetlands with elevations, and method of mitigation or protection
<input type="checkbox"/> ii	Stormwater drainage and management consistent with the requirements of Chapter 53 of the Dublin City Codes
<input type="checkbox"/> iii	Location(s) of sanitary sewers, existing and proposed
<input type="checkbox"/> iv	Location(s) and size(s) of existing and proposed water mains, well sites, water service and fire hydrants
<input type="checkbox"/> v	Location(s) of above and below ground gas, electric and telephone lines, existing and proposed (refer to §153.065(G))
<input type="checkbox"/> vi	Location(s) of transformers and utility boxes
Other Project Materials	
<input type="checkbox"/> i	Conceptual phasing plan, if applicable
<input type="checkbox"/> ii	Any other materials for which the applicant would like to receive feedback (list below):

III. BASIC PLAN REVIEW CRITERIA: The Planning and Zoning Commission shall approve, approve with conditions, or deny the Basic Plan Review based on the Site Plan Review Criteria of §153.066(F)(5). The decision on the Basic Plan Review shall be provided not more than 28 days from the filing of the Basic Plan Review application, unless otherwise agreed to in writing by the City and the applicant.

Review Criteria for 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.