



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

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|--------------------------|---|
| <input type="checkbox"/> | Completed original application form and fee |
| <input type="checkbox"/> | Project Description (generally outline the project) |
| <input type="checkbox"/> | 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 |
| <input type="checkbox"/> | 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 | |
|----------------------------|---|
| <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"/> | 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 <input type="checkbox"/> | |
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| <input type="checkbox"/> | 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 <input type="checkbox"/> | |
| <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 |
| <input type="checkbox"/> | 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 <input type="checkbox"/> | |
| <input type="checkbox"/> | Required parking computation (vehicular and bicycle) based on the proposed mix of uses (refer to § 153.065(B)) |
| <input type="checkbox"/> | Parking location and layout, including all on-site, off-site, on-street and accessible vehicular spaces, and all bicycle parking |
| <input type="checkbox"/> | Required loading space computation (refer to § 153.065(B)(7)) and location and layout of all loading facilities |
| <input type="checkbox"/> | Parking plan proposed Yes <input type="checkbox"/> No <input type="checkbox"/> 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 | |
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| D. Landscaping and Tree Preservation | |
| No changes to existing landscaping proposed <input type="checkbox"/> | |
| <input type="checkbox"/> 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 |
| <input type="checkbox"/> ii | Tree preservation plan (refer to §153.065(D)(9)) |
| <input type="checkbox"/> 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. |
| <input type="checkbox"/> 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 |
| <input type="checkbox"/> v | Landscape maintenance plan and schedule including contact information of the party responsible for maintenance |
| <input type="checkbox"/> vi | Street trees (refer to §153.065(D)(3)), including type, locations, and method of installation |
| E. Signs | |
| No signs proposed <input type="checkbox"/> | |
| <input type="checkbox"/> 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)) |
| <input type="checkbox"/> ii | Sign design and lighting, including dimensions for all sign copy, logos, and secondary text and/or images, colors, and material specifications |
| <input type="checkbox"/> iii | Master sign plan proposed Yes <input type="checkbox"/> No <input type="checkbox"/> 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 <input type="checkbox"/> | |
| <input type="checkbox"/> i | Dumpster location(s), including elevations and construction details, and waste removal plan including frequency and type of removal |
| <input type="checkbox"/> ii | Proposed fences, walls, and screening methods, including types, materials, and locations (refer to §153.065(E)) |
| <input type="checkbox"/> 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 <input checked="" type="checkbox"/> | |
| <input type="checkbox"/> 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. |
| <input type="checkbox"/> ii | Traffic regulatory signs and pavement markings |
| <input type="checkbox"/> iii | Designation of fire lanes |
| <input type="checkbox"/> 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 <input checked="" type="checkbox"/> | |
| <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 |

II. MINOR PROJECT PLAN, CONTINUED

| Building Types and Architecture | | Not Applicable <input type="checkbox"/> |
|---------------------------------|--|---|
| <input type="checkbox"/> | 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 . | |
| <input type="checkbox"/> | The proposal involves an Existing Structure (refer to §153.062(B)(2)) Yes <input type="checkbox"/> No <input type="checkbox"/> 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) | |
| <input type="checkbox"/> | Roof plans (refer to §153.062(D)), including slopes of pitched roofs and parapet height where applicable | |
| <input type="checkbox"/> | Building sections indicating story height (refer to §153.062(N)(2)) | |
| <input type="checkbox"/> | 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. | |
| <input type="checkbox"/> | 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. | |
| <input type="checkbox"/> | Conceptual building floor plans | |
| <input type="checkbox"/> | 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) | |
| <input type="checkbox"/> | Terminal vista treatments (if applicable) (refer to §153.062(J)) | |
| <input type="checkbox"/> | 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) | |
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| (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. |