



DEVELOPMENT PLAN REVIEW CHECKLIST

DEVELOPMENT PLAN OVERVIEW

The Development Plan Review process is a review of the individual development regulations of Zoning Code Sections 153.037 through 153.043 prior to commencing or modifying development on all or any portion of property in the West Innovation District of the City of Dublin.

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 West Innovation District Plan (Economic Advancement Zone Plan) and Zoning Code Sections 153.037 through 153.043. |
| <input type="checkbox"/> | List of proposed Site Plan Review(s) and/or Administrative Departures (if known). If applicable, attach a Site Plan Review or Administrative Departure Request Form . |

II. DEVELOPMENT PLAN INFORMATION: 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. **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 | |
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| <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 | |
| <input type="checkbox"/> | Identify the zoning district and list the proposed uses (refer to §153.038), square footage of each use, and number of dwelling units (if applicable). Identify whether any use specific standards apply (refer to §153.038(C)). |
| B. Lot Requirements | |
| <input type="checkbox"/> | Identify the minimum required lot size and maximum lot coverage, and provide the existing and/or proposed lot size and proposed lot coverage (state whether development incentives have been achieved in accordance with §153.041) |
| <input type="checkbox"/> | Identify the proposed height of all buildings and structures |
| <input type="checkbox"/> | Identify the required and proposed front, side, and rear building setbacks |
| <input type="checkbox"/> | Identify the required and proposed side and rear pavement setbacks |
| C. Outdoor Requirements | |
| <input type="checkbox"/> | Describe any proposed outdoor operations and include plans, elevations, and material specifications for all proposed screening, storage, and service areas |
| <input type="checkbox"/> | Identify whether any outdoor operations will result in off-site impacts, and if so, how the impacts will be mitigated |
| D. Landscaping and Tree Preservation | |
| <input type="checkbox"/> | Tree survey, including location, sizes, and types of existing trees 6 inches or greater in diameter, measured at 3½ ft. off the ground, and the general location of all other existing plant materials, with an identification of materials to be removed & materials to be preserved. Identify any landmark trees present on the property. |
| <input type="checkbox"/> | Tree preservation plan (refer to §153.040(C)) |
| <input type="checkbox"/> | Landscape plan, including location and type of all proposed shrubs, trees, and other live plant material (refer to §153.040(B)). Indicate the proposed character elements, property perimeter and parking lot landscape buffering, use of mounding, interior landscaping, street trees, open space plantings, and other parking lot plantings. Include calculations for each requirement. |
| <input type="checkbox"/> | 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"/> | Landscape maintenance plan and schedule including contact information of the party responsible for maintenance |

II. DEVELOPMENT PLAN INFORMATION, CONTINUED

| Site Development, Continued | |
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| E. Open Space and Greenways | |
| <input type="checkbox"/> | Location and size in acres or square feet of any areas proposed for dedication of land or provision of public access easements for the purposes of establishing key greenway connections in conformance with the EAZ Open Space Plan, and/or any outdoor plazas, squares, or greens accessible to the public (refer to §153.040(D)) |
| <input type="checkbox"/> | Proposed recreation facilities or other improvements (parking, paths, etc.) with specification sheets for pre-fabricated amenities |
| F. Parking and Loading Requirements | |
| <input type="checkbox"/> | Required parking computation (vehicular and bicycle) based on the proposed mix of uses (refer to §153.040(F) and (H)) |
| <input type="checkbox"/> | Parking and loading location and layout, including all on-site, off-site, on-street and accessible vehicular spaces, all bicycle parking, parking lot islands, circulation aisles, and loading spaces |
| <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 or deferred parking reduction 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 § 153.040(G)), including a demonstration of parking need, and evidence of any shared parking arrangements or agreements |
| E. Signs | |
| <input type="checkbox"/> | Number of proposed signs and proposed locations, heights, and setbacks from property lines |
| <input type="checkbox"/> | Sign design and lighting, including dimensions for all sign copy, logos, and secondary text and/or images, in addition to color and material specifications (refer to §153.040(L)) |
| F. Site Management | |
| <input type="checkbox"/> | Dumpster location(s), including elevations and construction details, and waste removal plan including frequency and type of removal |
| <input type="checkbox"/> | Proposed fences, walls, and screening methods, including types, materials, and locations (refer to §153.039(B) and §153.040(A)) |
| <input type="checkbox"/> | Site lighting plan (refer to §153.040(M)), including size, location, height, method of shielding, and specification sheets for all site and building lighting |
| <input type="checkbox"/> | Locations and dimensions of any other site improvements |

| Access and Circulation | |
|-------------------------------|--|
| <input type="checkbox"/> | Relationship to existing or planned adjoining streets. Include existing and proposed streets located within 500 feet of the site |
| <input type="checkbox"/> | Possible intersection modifications. Identify the potential extent to which existing intersections may need to be modified as a result of the proposal. Additional analysis may be required by the City Engineer based on site conditions. |
| <input type="checkbox"/> | Locations, widths, rights-of-way, curve radii and centerlines of existing and proposed roadways and access points, access easements, on and adjacent to the site |
| <input type="checkbox"/> | Location and dimensions of acceleration, deceleration, and passing lanes |
| <input type="checkbox"/> | Proposed driveways and access points and all vehicular circulation areas |
| <input type="checkbox"/> | Location and level of pedestrian access provisions |
| <input type="checkbox"/> | Traffic regulatory signs and pavement markings |
| <input type="checkbox"/> | Designation of fire lanes |
| <input type="checkbox"/> | Location, width and materials for proposed sidewalks and non-motorized paths within the site, rights of way, or easements |

II. DEVELOPMENT PLAN INFORMATION, CONTINUED

| 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 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, and method(s) of screening |

| Architectural Requirements | |
|-------------------------------|---|
| <input type="checkbox"/> i | Attach an explanation of the proposed elements of contemporary architectural style and application of the pattern book for the Innovation Districts, and describe how the proposed architectural concept addresses the following criteria: (a) The visual and functional components of the building shall be complementary to the contemporary design style selected for the Innovation Districts and any adjacent users. (b) The design expression is to be a modern application that is appropriate to high end technology or research uses. The design is consistent with the look and feel of a high-end technology or research use where applicable. Consideration shall be given to the unique nature of the use or the interior arrangement of uses and activities within the structure. (c) All buildings are to use durable, long-lasting materials constructed with solid craftsmanship that will provide longevity. |
| <input type="checkbox"/> ii | The proposal involves an Existing Structure (refer to §153.037(G)(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"/> iii | Roof plans, including slopes for pitched roofs and/or parapet roof height |
| <input type="checkbox"/> iv | Building sections indicating story height (identify whether development incentives have been achieved in accordance with §153.041) |
| <input type="checkbox"/> v | Building façade elevations for all sides of all structures, drawn at an appropriate scale |
| <input type="checkbox"/> vi | Building materials (primary and secondary) and colors labeled on all building elevations, including material specifications and percentage of materials applied to each façade of each building |
| <input type="checkbox"/> vii | Conceptual building floor plans |
| <input type="checkbox"/> viii | Methods of meeting elevation, architectural detail, building variety, fenestration, entrance, roof, materials, and color requirements (refer to §153.039(C)) |
| <input type="checkbox"/> ix | Accessory structures, including building heights, façade elevation drawings, and proposed materials (refer to §153.039(C)(14)) |
| <input type="checkbox"/> x | If a parking structure is proposed, façade elevations and interior circulation plans (refer to §153.040(J)) |

| Other Project Materials | |
|-----------------------------|--|
| <input type="checkbox"/> i | Phasing plan, if applicable |
| <input type="checkbox"/> ii | Any other materials for which the applicant would like to receive feedback (list below): |

III. DEVELOPMENT PLAN REVIEW CRITERIA: The Administrative Review Team shall review the application for a Development Plan Review and approve, deny, or approve with conditions, based on the criteria of §153.042(D)(8). The decision on the request for Development Plan Review shall be provided not more than 28 days from the filing of the application, unless otherwise agreed to in writing by the City and the applicant.

| Review Criteria for Development Plans | |
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| (a) Site Design Characteristics | |
| 1. | All elements of the site design shall be harmoniously and efficiently organized in relation to topography, the size and type of lot, the character of adjoining property, and the type and size of buildings. |
| 2. | The site shall be developed so as not to impede the normal and orderly development or improvement of surrounding property for uses permitted by the District. |
| 3. | All buildings or groups of buildings shall be arranged so as to permit emergency vehicle access by some practicable means to all vehicles. |
| 4. | Every structure or dwelling unit shall be provided with adequate means of ingress and egress via public streets and walkways. |
| (b) Environmental Standards | |
| 1. | The landscape shall be preserved in its natural state, insofar as practicable, by minimizing tree and soil removal, alteration to the natural drainage courses, and the amount of cutting, filling and grading. Natural features and the site topography shall be incorporated into the proposed site design to the maximum extent practical. |
| 2. | Landscaping buffers and/or greenbelts may be required beyond those otherwise required in the District to ensure that proposed uses will be adequately buffered from one another and from surrounding public and private property. |
| (c) Vehicular and Pedestrian Circulation | |
| 1. | The expected volume of traffic to be generated by the proposed use shall not adversely affect existing roads and the circulation thereon. |
| 2. | Driveways shall be located to minimize conflict with traffic operations on the adjoining road. The number of driveways shall be the minimum needed to provide reasonable access to the site. |
| 3. | The arrangement of public or common ways for vehicular and pedestrian circulation shall respect the pattern of existing or planned streets and pedestrian or bicycle pathways in the area. |
| 4. | Safe, convenient, uncongested and well-defined vehicular and pedestrian circulation within and to the site shall be provided. Drives, streets and other elements shall be designed to promote safe and efficient traffic operations within the site and at its access points. |
| (d) Public Services. The scale and design of the proposed development shall facilitate the adequate provision of services currently furnished by or that may be required of the city or other public agency including, but not limited to, fire and police protection, storm-water management, sanitary sewage removal and treatment, recreational activities, traffic control, and administrative services. | |
| (e) Adopted Plans and Policies. The proposal meets the general purposes and spirit of [Chapter 153] and the various provisions and components of the Community Plan, including the EAZ Plan. | |