



INFORMAL REVIEW

Application Requirement Checklist

Application & Supporting Materials

1 APPLICATION FEE

- 2 CD** - ONE (1) DIGITAL COPY CONTAINING ALL APPLICATION MATERIALS REQUIRED FOR SUBMISSION.
Files must be labeled and submitted as PDFs or JPEGs, or other appropriate electronic format.

3 ORIGINAL SIGNED AND NOTARIZED PLANNING AND ZONING COMMISSION APPLICATION FORM

4 DEVELOPMENT STATEMENT - ONE (1) COPY INCLUDING RESPONSES TO THE FOLLOWING:

- ☐ A Briefly explain the proposed development, outlining the basic scope, character and nature of the project.
- ☐ B State how the proposed development relates to the existing land use character of the vicinity.
- ☐ C State how the proposed development will relate to the Dublin Community Plan and any other applicable requirements. If the plan is inconsistent with the Dublin Community Plan or any other requirements, provide justification for the proposed deviation.

5 LIST OF PROPERTY OWNERS AND REGISTERED HOMEOWNERS ASSOCIATIONS WITHIN 150 FEET - TWO (2) COPIES THAT INCLUDE:

- ☐ A Parcel number
- ☐ B Owner name
- ☐ C Complete address

Plans & Maps

All plans require FIVE (5) small (11 x 17) to scale copies unless otherwise noted. Plans must be stapled, collated, and folded. Additional copies of plans may be requested prior to the case being placed on a meeting agenda.

1 VICINITY MAP - Show the following:

- ☐ A General location of the site within the city.
- ☐ B General location of principle thoroughfares.

2 EXISTING CONDITIONS PLAN - Include the following:

- ☐ A North arrow and bar scale.
- ☐ B Boundaries of the area proposed for development including dimensions and total acreage.
- ☐ C General indication of existing structures on the site and abutting properties.
- ☐ D General topography and physical features on the site.
- ☐ E Existing zoning district and jurisdictional boundaries.

3 DEVELOPMENT PLAN - Include the following:

- ☐ A North arrow and bar scale.
- ☐ B Adjacent rights-of-way.
- ☐ C Depiction of proposed land uses, including open space areas.

4 OTHER APPLICATION MATERIALS

This could include conceptual architectural elevations, a landscape plan, sign plan, building materials or anything else on which the applicant would like to receive feedback.