



CITY OF DUBLIN.

# Rezoning/Preliminary Development Plan 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** - TWO (2) ORIGINAL COPIES

**4 REZONING STATEMENT** - TWO (2) COPIES INCLUDING RESPONSES TO THE FOLLOWING:

- A** Explain the relationship of the proposed development to existing and future land uses in the surrounding area, the street system, community facilities, open space system, services, and other public improvements.
- B** State how the proposed rezoning and development relate to the existing land use character of the vicinity.
- C** State how the proposed rezoning and development relate to the Dublin Community Plan. If the proposal is inconsistent with the Community Plan, then justify the proposed deviation from the Community Plan.
- D** Explain how the proposed rezoning meets the criteria for Planned Districts [Code Section 153.052(B)]. (See page 3 for details.)
- E** If a previous application to rezone the property has been denied by City Council within the last twelve months, list when and state the basis for reconsideration as noted in Code Section 153.234.

**5 LEGAL DESCRIPTION AND/OR PROPERTY SURVEY FOR EACH PARCEL INCLUDED** - TWO (2) COPIES

**6 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) and FIVE (5) large (22 x 34) 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 DEVELOPMENT TEXT** - TWO (2) COPIES

The text must meet the requirements of Code Sections 153.052 and 153.054(B)(13) including signature and date lines. An electronic (Word) version of the proposed text must also be submitted.

**2 TRAFFIC STUDY** - THREE (3) COPIES

Must indicate future traffic impact on existing and proposed roadways, as required by the City Engineer. A discussion with the City Engineer or designee is required to obtain a memorandum of understanding that must be drafted and agreed to with the City of Dublin City Engineer prior to conducting the traffic study.

**3 VICINITY MAP** - SHOW THE FOLLOWING:

- A** 500-foot radius.
- B** Relationship of the proposed plan to the entire planned development district and existing development.
- C** Existing property lines, easements, utilities, street rights-of-way, zoning district boundaries, and existing land uses and structures.

**4 REGIONAL CONTEXT MAP**-SHOW THE FOLLOWING

- A** Proposed site and all areas within a 2,000-foot radius.
- B** Proposed site layout and adjacent property lines.

**5 EXISTING CONDITIONS - SHOWING:**

- A** North arrow and bar scale.
- B** Boundaries of the area proposed for development including dimensions and total acreage.
- C** Existing public rights-of-way, buildings, permanent facilities, access points and easements on and adjacent to the site.
- D** Identification of any existing buildings or structures to be removed or demolished.
- E** Existing zoning district boundaries and jurisdictional boundaries.
- F** Existing utility systems and providers.
- G** Existing topography with contour lines at vertical intervals of not more than five feet.
- H** Locations of all wooded areas, tree lines, hedgerows, and a description of significant existing vegetation by type of species, health, and quality.
- I** Existing drainage patterns, wetlands (and potential wetlands), floodplains, floodway boundaries, 20-foot floodway buffer, flood elevation, water courses, and Stream Corridor Protection Zones.

**6 PRELIMINARY DEVELOPMENT PLAN - SHOWING:**

- A** North arrow and scale bar.
- B** Proposed location, use and size of areas of residential, retail, office, industrial or institutional uses, community facilities, parks, playgrounds, school sites and other public areas and open spaces with the suggested ownership and maintenance provisions of such areas, and their related parking areas and access points (including proposed grading on a separate sheet).
- C** The general layout of the proposed internal road system, indicating the proposed vehicular right-of-way of all proposed public streets, general indication of private streets and pedestrian circulation, bike paths and other trail systems, access drive locations, improvements to existing streets (including right-of-way changes), and traffic control requirements.
- D** Any proposed off-site improvements and/or utility lines/extensions needed to serve the site.
- E** Conceptual landscape plan showing all natural areas to be altered or impacted by the development and areas where new landscaping will be installed, as well as other natural features to be conserved and any required buffer areas.
- F** A summary table showing total acres of the proposed development, the number of acres devoted to each type of use including streets and common areas, the number of dwelling units by type and density for each residential use area and the building height(s), and square footage as proposed for retail, office, industrial and institutional uses, by use area, and the number of parking spaces provided for each use area.
- G** Space for signatures of the applicant and the Planning and Zoning Commission Secretary, and the dates of Planning and Zoning Commission and City Council approvals.

**7 PHASING PLAN** with identification of separate phases.

**8 PROPOSED UTILITY PLAN** including the proposed provision of water, sanitary sewer and surface drainage facilities, including engineering feasibility studies or other evidence of reasonableness including verification of availability.

**9 PRELIMINARY PLAT** (if applicable)

Designed in compliance with the subdivision requirements set forth in Chapter 152, Subdivision Regulations.

**10 ARCHITECTURAL ELEVATIONS**

Depicting the character and general elements of the proposed development.

# Review Criteria

## § 153.055 PRELIMINARY DEVELOPMENT PLAN APPROVAL CRITERIA.

(A) Preliminary development plan. In the review of proposed planned developments, the Planning and Zoning Commission and City Council shall determine whether or not the preliminary development plan complies with the following criteria. In the event the Planning and Zoning Commission determines that the proposed preliminary development plan does not comply with a preponderance of these criteria, the Planning and Zoning Commission shall disapprove the application:

- (1) The proposed development is consistent with the purpose, intent and applicable standards of the Zoning Code;
- (2) The proposed development is in conformity with Community Plan, Thoroughfare Plan, Bikeway Plan, and other adopted plans or portions thereof as they may apply and will not unreasonably burden the existing street network;
- (3) The proposed development advances the general welfare of the city and immediate vicinity and will not impede the normal and orderly development and improvement of the surrounding areas;
- (4) The proposed uses are appropriately located in the city so that the use and value of property within and adjacent to the area will be safeguarded;
- (5) Proposed residential development will have sufficient open space areas that meet the objectives of the Community Plan;
- (6) The proposed development respects the unique characteristic of the natural features and protects the natural resources of the site;
- (7) Adequate utilities, access roads, drainage, retention and/or necessary facilities have been or are being provided;
- (8) Adequate measures have been or will be taken to provide ingress and egress designed to minimize traffic congestion on the surrounding public streets and to maximize public safety and to accommodate adequate pedestrian and bike circulation systems so that the proposed development provides for a safe, convenient and non-conflicting circulation system for motorists, bicyclists and pedestrians;
- (9) The relationship of buildings and structures to each other and to such other facilities provides for the coordination and integration of this development within the PD and the larger community and maintains the image of Dublin as a quality community;
- (10) The density, building gross floor area, building heights, setbacks, distances between buildings and structures, yard space, design and layout of open space systems and parking areas, traffic accessibility and other elements having a bearing on the overall acceptability of the development plans contribute to the orderly development of land within the city;
- (11) Adequate provision is made for storm drainage within and through the site so as to maintain, as far as practicable, usual and normal swales, water courses and drainage areas;
- (12) The design, site arrangement, and anticipated benefits of the proposed development justify any deviation from the standard development regulations included in the Zoning Code or Subdivision Regulation, and that any such deviations are consistent with the intent of the Planned Development District regulations;
- (13) The proposed building design meets or exceeds the quality of the building designs in the surrounding area and all applicable appearance standards of the city;
- (14) The proposed phasing of development is appropriate for the existing and proposed infrastructure and is sufficiently coordinated among the various phases to ultimately yield the intended overall development;
- (15) The proposed development can be adequately serviced by existing or planned public improvements and not impair the existing public service system for the area;
- (16) The applicant's contributions to the public infrastructure are consistent with the Thoroughfare Plan and are sufficient to service the new development.