Purpose: The Administrative Approval (AA) allows changes of specific elements within a previously-approved project when consistent with the Community Plan, Dublin Code, approved development text, applicable guidelines, and/or other adopted plans, policies, regulations, and the applicable review criteria. **This checklist does not replace the requirements of the applicable Code. For Historic District signs, refer to the Sign Checklist.**

I.	Meet with Staff prior to submitting documents for tailored feedback and guidance, information on project processing, Code specifics, and items that need clarification.

II.	Submittal: Submit all documents directly to a Planning Technician for completeness review. You will be notified of any missing or unclear items. You will also be assigned a planner. **Incomplete applications cannot be processed. Projects that are incomplete for 60 days will be closed.**

III.	Project Narrative

☐ Describe the requested change/s and why they are desired.
☐ Describe how the character of the project will remain or be enhanced.
☐ State how the proposed changes relate to the Dublin Community Plan, the approved development text if applicable, and any other applicable standards or guidelines.
☐ State how any conditions of approval are incorporated into the AA, as applicable.

IV.	Scaled Plans and Drawings

Cover Page
☐ Project title, address.
☐ Owner name, phone number, email, and address.
☐ Project representative name, phone number, email, and address.

Vicinity and Context
☐ Provide general location of the site and adjacent jurisdictional boundaries, if applicable.
☐ Provide project photos of the affected locations of the request.
☐ If the project is adjacent to residential uses, you may need to provide evidence of neighbor contact.

AA Exhibit/s
☐ Using previously-approved project plans/elevations, cloud/indicate item/s to be changed.
☐ Separately, include new information related to the proposed changes on the drawings.
  ▪ Provide necessary context based on the requested change.
  ▪ Provide manufacturer's specifications, product name, cut sheets, and/or samples as necessary.
☐ Provide any additional information that enables greater clarity of the request.