



BOARD OF ZONING APPEALS (BZA) ADMINISTRATIVE APPEAL CHECKLIST

Purpose: To hear, from any person or governmental department affected, or to review any order, requirement, decision, or determination, where it is alleged that there is error or misinterpretation of any order, requirement, decision, grant, or refusal made by an administrative official or body charged with the enforcement and administration of the Dublin City Code, per Section 153.231(F). Determinations from the BZA will be binding, unless the applicant elects to pursue Court of Common Pleas. **This checklist does not replace the requirements of the Code.**

I. Meet with Staff prior to submitting documents for feedback and guidance, information on project timing and due dates, and items that need clarification.

II. Electronic Submittal: Submit all documents digitally into the Documents folder on ProjectDox/Citizens' Access Portal. These documents consist of multiple pages and include project narratives, site plans, and supporting documents, as guided in your staff meeting, along with those listed below. All required items uploaded to the Drawings folder must be uploaded as single sheets. **Incomplete applications cannot be processed. Applications that are incomplete for 60 days shall be closed; applications that are a result of Notices of Violation will have 30 days to be complete and shall be heard within 60 days of submittal to avoid further prosecution.**

III. Project Narrative

- Describe the appeal, referencing specific code sections and/or definitions that are interpreted in error or mis-interpretation of order, requirement, or decision.
- Provide documentation of the decision you are appealing.
- Provide documentation of the decision rendered by the City of Dublin, including filing an appeal within 20 days of the decision.

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, if applicable.

Vicinity Map

- Provide a general location of the site and surrounding thoroughfares within the context of the City, along with adjacent jurisdictional boundaries, if applicable.

Site Plan

- Show boundaries and dimensions of the lot.
- Show current sizes and locations of existing and proposed structures, access ways, walks, off-street parking, loading spaces, landscaping, lighting, and signs.
- Include any other information that staff or BZA might deem necessary to make a decision on the request.