



PLANNING AND ZONING COMMISSION (PZC) BRIDGE STREET DISTRICT CONCEPT PLAN CHECKLIST

Purpose: The Concept Plan allows review of a general outline of the scope, character, and nature of a proposed development that is consistent with the Community Plan and Bridge Street District Special Area Plan and Code. The proposed block framework and street network shall be consistent with the Code. Refer to the review criteria, Section 153.065(E) of the Bridge Street District Code. Feedback from the PZC will be binding. **This checklist does not replace the requirements of the Code.**

I. Meet with Staff prior to submitting documents for tailored 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 will consist of multiple pages as outlined below, in the Code, and at your staff meeting. All required items uploaded to the Drawings folder must be uploaded as single sheets. **Incomplete applications cannot be processed. Projects that are incomplete for 60 days shall be closed.**

III. Project Narrative

- Describe an overview of the proposed development, including key elements and all applicable design guidelines.
- Provide a statement noting how the proposed architectural massing adheres to the design guidelines.
- Describe the public and private open space concepts.

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 a regional location of the site within the City of Dublin.
- Provide a closer location showing surrounding thoroughfares, adjacent jurisdictional boundaries, zoning, within 2,000 feet of the site.

Existing Conditions Plan

- Indicate existing natural features such as topography, tree stands, water courses, etc.
- Show built features such as existing structures, utility locations, transportation systems.
- Depict jurisdictional features such as zoning districts, City boundaries, easements, etc.

Concept Plan

- Depict proposed blocks and lots layout with approximate perimeter distances and acreages.
- Indicate potential public rights-of-way, street network connections, and pedestrian ways.

- Include parking facilities, whether public or private.
 - Indicate approximate parking counts and parking ratios.
 - Show driveway locations.
- Provide illustrative building footprints.
- Provide three-dimensional illustrations of proposed buildings, indicating compliance with Code.
- Indicate architectural character and how it compliments surrounding context.
 - Indicate proposed materials and color.
 - Show any proposed signature design features conceptually.
- Indicate the proposed land uses within each building and/or floor.
 - Provide density calculations for each land use.
 - Include open space areas within the calculations.
- Show open space areas and design intent for each.
 - Indicate public or private.
- Indicate landscape character and how it compliments the surrounding context and Bridge Street District intent.
 - Provide aspirational images for both public and private open spaces.
- Include any additional features for which the applicant seeks feedback.
 - Lighting;
 - Signage; and/or
 - Public art.