



PLANNING AND ZONING COMMISSION (PZC) BRIDGE STREET DISTRICT FDP CHECKLIST

Purpose: The Final Development Plan (FDP) confirms compliance with an approved PDP consistent with the Community Plan, Bridge Street District Special Area Plan, Bridge Street District Code, and other adopted plans, policies, regulations, and the review criteria, per Section 153.066(G) of the Bridge Street District Code. FDPs may not be submitted prior to approval of a Preliminary Development Plan. 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 the relationship of the proposed development to the surrounding character.
- State how the proposed project relates to the Dublin Community Plan, the Bridge Street District Code and any other applicable standards.
- State how PDP feedback and conditions of approval are incorporated into the FDP.

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 surrounding thoroughfares within the context of the City, along with adjacent jurisdictional boundaries, if applicable.
- Provide context photos of the project site showing adjacent sites from all four directions, including across any streets.
- If the project is adjacent to any residential uses, provide evidence of contact with those residents regarding the proposal.

Existing Conditions Plan

- Show the existing zoning district and jurisdictional boundaries, if applicable.
- Depict adjacent parcels, including building footprints and access points, within 2,000'.
- Show surveyed site boundaries including property lines, total acreage, dimensions, and required setbacks.

- Depict existing public rights-of-way; buildings; permanent facilities or features, including mobility or information hubs; vehicular and pedestrian access points; and easements on, and adjacent to, the site.
- Identify/show existing utility systems, providers, and easements.
- Provide general topography and site features including trees, water bodies, existing development, etc.

Site Plan

- Show proposed site layout, including project area and dimensions.
- Depict blocks and lots layout with approximate perimeter distances along public rights-of-way, overall block acreage, and lot configuration with individual lot acreages.
- Indicate proposed land uses in exact gross square footage for each.
- Provided building footprints, including:
 - Distances from property lines;
 - Building perimeter measurements; and
 - Exact lot coverage in square feet.
- Provide a density calculation based on acreage for the entire development, proposed land use/s, and public/private open spaces.
- Show any phasing plan and details, if applicable.
- Include any additional items required by Code or condition of approval.

Architecture

- Provide detailed elevations including:
 - All measurements of individual material areas;
 - Transparency requirements and calculations;
 - Specific architectural features, including decorative elements;
 - Materials specifications (manufacturer, series name, color, etc.);
 - Building sections showing construction methods for each type of façade; and
 - Statement of adherence to BSD Design Code.
- Provide a material board including manufacturer name, product name, color/type of selection for all exterior materials, including added features.

Engineering

- Show proposed vehicular and pedestrian lot and block access configurations.
- Depict proposed and/or existing public rights-of-way, street network connections, and pedestrian ways.
- Indicate existing utilities (public or private) and proposed extensions within the development.
- Provide stormwater management design.

Parking Plan

- Show parking facilities, including:
 - Confirm parking needs, based on individual land uses;
 - Indicate loading areas;
 - Show on-street parking areas;
 - Provide bike parking as required; and
 - Indicate any multi-modal areas included on the site.
- Show driveway locations and distances to intersections.

Landscape Plan

- Indicate all open space locations and whether public or private, including exact acreage information.
- Include a landscape plan for all project areas, indicating:
 - All plant materials (common and Latin names);
 - Size at installation;
 - Quantities for all items;
 - Installation specifications; and
 - Maintenance plan.
- Provide a Tree Survey and Preservation Plan for sites with existing trees, as applicable. Show all proposed design elements and quantities, such as plantings, materials, furnishings.
- Provide a lighting plan, including:
 - Photometric plan, including all existing and proposed lighting;
 - Lighting fixture cut sheets; and
 - Identification of lamp choices, with lumen information for each.

Signs

- Provide a sign plan, including:
 - Sign type;
 - Height, and size of proposed sign/s;
 - Colors and logo size;
 - Font information and height;
 - Materials of the sign; and
 - Any other information necessary to understand the proposal.
- Provide a scaled graphic showing the sign location/s on the façade elevation/s.