



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

Purpose: The Preliminary Development Plan (PDP) provides a framework for proposed development that is 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(F) of the Bridge Street District Code. PDPs may not be submitted prior to approval of a Concept 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 Concept Plan feedback and conditions of approval are incorporated into the PDP.

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.
- Provide building footprints, including distances from property lines
- Indicate building lot coverage, measured in square feet, for each building footprint.
- Include a summary table showing total acreage of the proposed development and square footage (footprint and gross) of each individual use.
- Provide a density calculation based on acreage for the entire development.
- Show any phasing plan and details, if applicable.

Architecture

- Provide dimensioned massing studies of building form and height, showing:
 - Intended architectural features;
 - Transparency calculations; and
 - Materials selections applied to each elevation.
- Include a statement outlining adherence to BSD Code.
- Indicate proposed land uses graphically by both building and floor, as applicable.
- Provide information on materials, including architectural elements, and colors/materials.

Engineering

- Show proposed vehicular and pedestrian lot and block access configurations.
- Depict potential 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 preliminary stormwater management design.

Parking Plan

- Calculate parking needs, based on individual land uses.
- Provide public or private parking facilities based on parking counts.
- Show driveway locations and distances to intersections.
- Indicate distances to surrounding proposed or existing driveways.
- Identify required bike parking and any multi-modal facilities.

Landscape Plan

- Indicate all open space locations and whether public or private. Include:
 - Acreage information;
 - Intended design: hardscape and vegetation; and
 - Additional features.
- Show the intended streetscape design features, including plant selections and furniture.
- Provide information on lighting character, including fixture design and proposed location/s.