



PLANNING AND ZONING COMMISSION (PZC)
CONDITIONAL USE CHECKLIST

Purpose: Review by the PZC to provide approval for uses identified as “conditional” within the land use tables in the Dublin Code. **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 may consist of multiple pages and typically include project narratives and sketches, as guided in 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 property and its intended use.
- Provide operational details including hours of operation, number of employees and/or users, and potential traffic impacts.
- State the necessity or desirability of the use for the community and neighborhood.
- Demonstrate how the proposed project relates to existing character of the neighborhood, to the Dublin Community Plan, the Zoning Code, PUD development text, and any other applicable guidelines and standards.

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 the 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

- Identify the existing zoning district, jurisdictional boundaries if applicable, and location of adjacent streets.
- Show site boundaries, including property lines, adjacent rights-of-way, total acreage, dimensions, adjacent building footprints, and access points.

- Depict adjacent parcels, including building footprints and access points.
- Provide general topography and site features including water bodies, tree stands, existing development, etc.
- Delineate existing easements, public/private utility systems, public improvements, and permanent facilities.

Site Plan

- Provide site boundaries including property lines, total acreage, and dimensions.
- Show existing and proposed land uses, building footprints, paved surfaces, and landscaped area.
- Show adjacent rights-of-way and easements.
- Depict vehicular, bicycle, and pedestrian circulation, if applicable.
- Show existing and proposed landscaping.

Architectural Sketches, as applicable

- Provide proposed building layouts, including required setbacks.
- Delineate height of proposed structures.
- Provide a roof plan, including how new structures join existing structures.
- Show exterior elevations for new buildings or modifications to existing buildings.
- Provide building materials, colors, and other details adequate to indicate the proposed style.

Other Items, as applicable

- Provide landscape plans.
- Provide a Stormwater Analysis Memo.
- Provide a Trip Generation Memo.