

Purpose: Provide the most detailed, final application prior to building permit to confirm compliance with the approved Preliminary Plan, consistent with the Community Plan, the Historic District Code, the *Historic Design Guidelines*, along with consideration of the surrounding context, per Section 153.176(H) of the Historic District Code. Feedback from the ARB 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: Please submit all documents digitally into the Documents folder on ProjectDox/Citizens' Access Portal. These documents will consist of multiple pages and include project narratives, architectural plans and elevations, final grading plans, preliminary engineering/stormwater, etc. 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. Projects that are incomplete for 60 days shall be closed.**

III. Project Narrative

- Describe the relationship of the proposed development to the surrounding historic context and character.
- State how the proposed project relates to the Dublin Community Plan, the Historic District Code, the *Historic Design Guidelines*, and any other applicable standards.
- Explain how the Preliminary Development Plan feedback and conditions of approval are incorporated into the Final Development Plan.
- Identify requested Waivers from the Historic District Code and provide an explanation of need.
- Explain the owner's/owners' representatives' technical expertise in similar projects.

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 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

- Depict existing zoning district, jurisdictional boundaries if applicable, and location of adjacent streets.
- Depict site boundaries, including property lines, total acreage, dimensions, and setbacks.
- Show existing public rights-of-way; buildings; permanent facilities; access points; easements on, and adjacent to, the site.
- Locate historic structures and cultural resources to be preserved or demolished.
- Show adjacent parcels, including building footprints and access points.
- Identify/show existing utility systems and providers.
- Show tree stands and individual trees along with species, health, and quality.

Site Work

- Show the site layout indicating the location of buildings, access, parking, open space, outdoor seating/dining, refuse collection, and adjacent streets (including rights-of-way) and sidewalks.
- Identify any changes from approved Preliminary Development Plan by highlighting on the plan.
- Include a summary table showing total square footage of the proposed development, indicating proposed uses and corresponding required parking (vehicular and bicycle).
- Provide maximum building height, lot coverage, maximum building footprint, and any use standards in a table.
- Depict required parking counts and dimensions.
- Identify locations of existing and proposed structures including fences, walls, signs, and lighting.
- Provide locations and layouts of all proposed and existing outdoor storage areas including locations of dumpsters, along with required setback information.

Architecture

- Provide final proposed plan/s and setback information.
- Identify any changes from approved Preliminary Development Plan by highlighting on the plan and/or elevations, as appropriate.
- Provide massing studies to demonstrate that the proposal is contextually appropriate.
- Depict final proposed elevations of all buildings and façades.
- Identify all materials on drawings including manufacturer, series number/name, texture/finish, color, type of material.
- Indicate roof heights on all buildings, using City measurement criteria in Section 153.062.
- Provide a roof plan.
- Show all details required under Section 153.174, as applicable.
- Provide cut sheet information on all proposed materials, including manufacturer, series information, color, texture, plus samples and color/paint chips.

Landscape Plan

- Include final landscape plan for site, demonstrating how all requirements for landscaping are met.
- Provide a Tree Survey, Tree Preservation Plan, Tree Preservation Credit Table, and any needed plan notes per Code.

- Include cut sheets (manufacturer, series information, color, size, material) of all site amenities, including tables, chairs, umbrellas, etc. as necessary.

Engineering

- Show all lot lines and easements with dimensions.
- Show right-of-way lines of adjoining streets and alleys with their widths, names, center lines, and indication of the edges of pavement.
- Provide existing topography and a proposed grading plan.
- Show sanitary sewers, water, and other utilities including fire hydrants.
- Include proposed drainage and stormwater management systems as required.
- Note dimensions and locations of proposed buildings, parking areas, and other public or private facilities.

Lighting Plan

- Provide photometric plan 10' beyond property lines.
- Provide cut sheets of all selected fixtures and bulbs.

Sign Plan

- Provide information on proposed signs, including exact location on buildings, ground, windows.
- Include materials, paint chips, and mounting information.
- Include any proposed lighting and cut sheets for fixtures.
- Provide full mock-up of sign/s including brackets, base, landscaping, lighting, as applicable.

Phasing Plan

- Identify separate phases of development, if applicable.