

**Purpose:** Review by the PZC, for recommendation to City Council, as the final step for the creation of three or more individual lots, where a Preliminary Plat has been previously approved. Details are found in Chapter 152 of 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

- Explain the proposed development and use of the proposed lots, providing the number of dwelling units or type of commercial, office, or industrial use.
- State how the proposal relates to existing character of the neighborhood, to the Dublin Community Plan, the Zoning Code, Subdivision Regulations, and the Residential Appearance Standards or PUD development text, as applicable.
- Describe the type of sewage disposal proposed; if other than central sewer, letters from:
  - Ohio Environmental Protection Agency and
  - County Health Department are required.
  - Letters to state what type of sewage disposal will be approved.
- Explain how any conditions of approval from the Preliminary Plat have been addressed.

IV. Documents

Cover Page

- Project title, address.
- Owner name, phone number, email, and address.
- Project representative name, phone number, email, and address.

Legal Description and Property Survey for Each Parcel

Bonding

- Provide a bond to the Division of Engineering for all improvements that have not yet been constructed, inspected, and accepted by the City Engineer.
- If improvements have been constructed, provide a copy of the City Engineer's Letter of Conditional Acceptance.

### 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.

### Scaled Final Plat

- Use the titling and notes format provided by staff; ensure that subdivision name matches approved Preliminary Plan.
- Show boundaries of the property with accurate distances and bearings.
- Show boundaries of any areas or properties to be dedicated for public use.
- Indicate adjoining streets with their width and names.
- Include all lot lines and easements with dimensions.
- Show proposed locations, names, and dimensions of streets, alleys, lots, building lines, and easements.
- Identify all existing streets and easements.
- Include all lot lines and easements with dimensions.
- Provide linear and angular dimensions, in feet and decimals, necessary for locating boundaries of the subdivided area, including lots, streets, easements, building line setbacks, building envelopes, and any other areas.
- Identify radii, arcs, points of tangency, central angles for all curvilinear streets, and radii for all rounded corners.
- Provide a lot identification system for all lots and blocks.
- Show survey monuments and benchmarks with descriptions.
- Provide certification that a registered land surveyor surveyed the plat and the results of the survey are correctly shown and that the monuments shown on the plat exist.
- Provide certification that the owner of the land has caused the land to be platted and has dedicated the streets, parks, and other land indicated on the plat for public use.
- Include a table showing the exact area of each lot, reserve, or other tract on the plat calculated to the center line of contiguous public streets, to aid in calculation of the trunk sanitary benefit charges for each lot and tract.