



PLANNING AND ZONING COMMISSION (PZC)  
INFORMAL REVIEW CHECKLIST

**Purpose:** Non-binding, preliminary review by the PZC for preparation and subsequent review of a formal Concept Plan, or other process, as desired by the applicant. **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

- Provide a description of the proposed project, outlining the basic scope, character, and nature.
- State how the proposed project relates to existing character of the neighborhood, to the Dublin Community Plan, the Dublin Code, the 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 Sketches

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

#### Architectural Sketches

- Provide proposed building layouts, including required setbacks.
- Delineate height or number of stories of proposed structures.
- Show conceptual exterior elevations for new buildings or modifications to existing buildings or precedent images.
- Provide conceptual building materials, colors, and other details adequate to indicate the proposed style or precedent imagery.

#### Other

- Provide conceptual landscape plans, sign plans, or any additional items for which the applicant would like to receive feedback.