

Purpose: Provide an efficient, single step process for smaller projects, including:

- Single-family residences,
- Mixed use and non-residential projects under 3,000 square feet;
- Additions to principal structures that are the lesser of <25% gross floor area or <1,500 square feet;
- Exterior modifications to principal structures;
- Signs, landscaping, parking, and other site improvements;
- Accessory structures and uses; parking plans.

Projects shall align with the Community Plan, the Historic District Code, the *Historic Design Guidelines*, and surrounding context, per Section 153.176(I) 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: Submit all documents digitally into the Documents folder on ProjectDox/Citizens' Access Portal. These documents will consist of multiple pages and include project narratives, site plans, architectural elevations, required engineering/stormwater elements, 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.
- Identify requested Waivers from the Historic District Code and provide an explanation of need, if applicable.

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

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

Site Work

- Show the site layout indicating the location of the building/s or addition, access, parking, open space, outdoor seating/dining, refuse collection, and adjacent streets (including right-of-way) and sidewalks, as applicable.
- Include a summary table showing total square footage of the proposed building/addition/development, indicating proposed uses and required parking, as applicable.
- Provide building height, lot coverage, maximum building footprint, and any use standards in a table.
- Identify the locations of trees that are to be preserved, species, and size DBH, including landmark trees.
- Show locations of existing and proposed structures including fences, walls, signs, and lighting.
- Depict all required parking dimensions for commercial projects.
- Show locations and layouts of all proposed and existing outdoor storage areas including locations of dumpsters, if applicable.

Architecture

- Provide plans for all buildings, showing required setbacks.
- Show, through massing studies, that the proposal is appropriate to its context.
- Provide original gross floor area of the existing structure, any proposed expansions (percent and square footage), and/or a description of any proposed exterior architectural modifications.
- Provide a roof plan.
- Indicate roof heights on all buildings/facades, using City measurement criteria in Section 153.062; show all roof pitches.
- Depict building façade elevations, dimensioned and drawn at an appropriate scale. Annotate all materials, colors, and utility locations.

- Show all building materials and colors, including material specifications (manufacturer, series name, material, color, finish, etc.).
- Provide product samples of all proposed materials, including paint chips with manufacturer and name/number.
- Include conceptual building floor plans.
- Show all details required under Section 153.174.

Engineering

- Show right-of-way lines of adjoining streets and alleys with their widths, names, center lines, and indication of the edges of pavement.
- Show all lot lines and easements with dimensions.
- Provide the location of all above and below ground gas, electric and telephone lines, existing and proposed, including transformers and utility boxes.
- Show sanitary sewers, water, and other utilities including fire hydrants.
- Demonstrate stormwater drainage and management consistent with the requirements of Chapter 53 of the Dublin City Codes.
- Show dimensions and locations of proposed buildings, parking areas, and other public or private facilities, as applicable.
- Provide general topography and proposed grading work, demonstrating that contextual and adjacent grades are maintained.

Lighting Plan

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

Landscape Plan (commercial projects only)

- Include final landscape plan for site, demonstrating how all requirements in 153.173(H) are met.
- Show dumpster location/s along with required enclosure details.
- 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.

Sign Plan (commercial projects only)

- Depict all 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 mock-ups showing final sign configuration, color, and text, including brackets, base, landscaping, lighting, etc.