



NON-RESIDENTIAL PLANNED UNIT DEVELOPMENT (PUD) CONCEPT REVIEW CHECKLIST

Purpose: PUD regulations are based on the premise that the ultimate quality of a built environment or development proposal is determined not only by the type, character and allocation of land uses but also by the way in which such land uses are executed. Sections 152 and 153 of the Dublin City Code apply, along with other sections. **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. These documents consist of multiple pages and include project narratives, conceptual plans, and sketches, as guided in your staff meeting, along with those listed below. **Incomplete applications cannot be processed. Projects that are incomplete for 60 days shall be closed.**

III. Project Narrative

- Explain how the proposal meets the vision of the Community Plan, the related Area Plan, and any other policies, initiatives, or goals of the City.
- Explain how the project will provide a unique development within the City and whether or not the proposal fills a need or niche.
- Identify unique natural or cultural features that will be incorporated into the PUD and generally how.

IV. 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

- Identify existing zoning district, label jurisdictional boundaries if applicable, and general location of adjacent streets.
- Depict site boundaries, including property lines, total acreage, and dimensions.
- Show adjacent parcels, including building footprints and access points.
- Depict existing historic/cultural features on the site; annotate features to be preserved.

- 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.

Concept Plan

- Provide site boundaries, including total acreage and dimensions.
- Show adjacent rights-of-way.
- Depict proposed land uses, building footprints, paved areas, density, and open spaces.
- Include vehicular, bicycle, and pedestrian circulation plans.

Architectural Elevations

- Show inspirational exterior elevations for new buildings, and all elevations for which modifications are proposed for existing buildings.
- Provide conceptual floor and roof plans for new buildings and building additions.
- Present conceptual building materials, colors, and other details supporting the theme.

Other

- Include conceptual landscape plans, open space character, and/or signage information.
- Provide any other items for which feedback is requested.