



NON-RESIDENTIAL PLANNED UNIT DEVELOPMENT (PUD) REZONING/PRELIMINARY DEVELOPMENT PLAN CHECKLIST

Purpose: A plan, concurrent with a rezoning request, outlining permitted and conditional land use development sites, major circulation patterns, critical natural areas for preservation, open space areas and linkages, buffer areas, entryways, and utilities. 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

- Include a project description with scope and character of the request. State how the PUD relates to existing nearby land use character, the Dublin Community Plan, and any Special Area Plans.
- Enumerate the changes made based on staff and PZC feedback at Concept Plan.
- Provide any other project refinements made since Concept Plan, including the reasoning for such.

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.
- Show existing zoning district/s, all adjacent parcels, including building footprints and jurisdictional boundaries.
- Provide context photos of the project site showing adjacent sites from all four directions, including across any streets.
- If the project is adjacent (including across a street/s) to any residential uses, provide evidence of contact with those residents regarding the proposal.

Existing Conditions Plan

- Show existing public rights-of-way, buildings, permanent facilities, access points, and easements on and adjacent to the site.
- Identify existing utility systems and providers.

- Show existing zoning district/s, label jurisdictional boundaries if applicable.
- Depict boundaries of the area proposed for development, including dimensions and total acreage. Identify any out parcels.
- Identify any existing structures to be preserved, removed or demolished.
- Show locations of all landmark trees, wooded areas, tree lines, hedgerows, and a description of significant existing vegetation by type of species, health, and quality.
- Depict existing historic/cultural features on the site.
- Identify existing drainage patterns, wetlands (and potential wetlands), floodplains, floodway boundaries, 20-foot floodway buffer, flood elevation, water courses, and Stream Corridor Protection Zones.

Preliminary Development Plan

- Show proposed locations, use, and size of areas of retail, office, industrial uses, as applicable, including any open space features.
- Provide a table to indicate ownership and maintenance provisions of common areas and elements.
 - Each common area/feature shall be separately labeled on the plan and cross-referenced in the table for clarity.
- Show general layout of the proposed internal road system, indicating the proposed vehicular rights-of-way of all proposed public streets, general indicate of private streets, access drive locations, improvements to existing streets (including right-of-way changes), and traffic control requirements.
- Include a summary table showing total acres of the proposed development; number of acres for each type of use including streets and common areas; building heights; square footage for retail, office, industrial, institutional uses; and ratio of parking spaces provided for each use.
- Include space for signatures of the applicant, the Planning and Zoning Commission Secretary, and dates of Planning and Zoning Commission and City Council approvals.

Development Text

- Meet the requirements of 153.052 and 153.054(B)(13), including signature and date lines.
- Include statements about how open space/buffer and common elements are intended to function, including enforcement and management.
- Repeat the maintenance and ownership table from the PDP to ensure that all open space/buffer and common elements' responsibilities are clearly noted.
- Coordinate any proposed phasing within the Development Text, including timing, required elements/infrastructure, and financial responsibility.

Engineering

- Demonstrate proposed provision of water, sanitary sewer, and surface drainage facilities, including engineering feasibility studies or other evidence of reasonableness including verification of availability.
- Provide proposed grading, including information about how open spaces/natural areas will remain largely undisturbed.
- Show proposed parking and access locations.

Traffic Study

- Indicate future traffic impacts on existing and proposed roadways, as required by the City Engineer.
- Obtain a Memorandum of Understanding with the City Engineer that shall be drafted, and agreed to by the City Engineer, prior to conducting the traffic study.

Phasing Plan

- Indicate separate development phases, along with projected timing of each.
- Ensure that construction of perimeter buffering and common open space elements occur in earliest phases.

Architectural Elevations

- Confirm that the chosen architecture depicts the previously-identified theme for the community in form, materials, details, and quality. Match, or exceed, the inspirations images presented at Concept Plan.

Preliminary Plat, if applicable

- Meet subdivision requirements in Chapter 152 of the Dublin City Code. See that checklist.