

Purpose: The Amended Final Development Plan (AFDP) allows change of previously-approved elements within an FDP, when consistent with the approved FDP, Community Plan, Dublin Code, approved development text, and other adopted plans, policies, regulations, and the review criteria, per Section 153.053 of the Dublin Code. AFDPs may not be submitted prior to approval of a FDP. Feedback from the PZC 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 as outlined below, in the Code, and at 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

- Describe the requested change/s to the FDP and why they are necessary.
- Describe how the approved character of the FDP will remain or be enhanced.
- State how the proposed changes relate to the Dublin Community Plan, the approved development text, and any other applicable standards.
- State how FDP conditions of approval are incorporated into the AFDP.

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 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.

AFDP Exhibit for Architecture, Landscaping, Lighting, Signs

- Using the applicable sheets from the approved FDP, cloud/indicate item/s to be changed.
- Separately, include new information related to the proposed changes on the plans.
 - Provide necessary context based on the requested change.
 - Provide manufacturer's specifications, product name, cut sheets, and/or samples.

- Provide any additional information that enables greater clarity of the request.

AFDP Exhibit for Engineering, Parking

- Using the applicable sheets from the approved FDP, cloud/indicate item/s to be changed.
- Separately, include new information related to the proposed changes on the plans.
 - Provide necessary context based on the requested change.