



PLANNING AND ZONING COMMISSION (PZC)
PRELIMINARY PLAT CHECKLIST

Purpose: Review by the PZC, for recommendation to City Council, as the first step for the creation of three or more individual lots, where platting has not previously occurred. Details are found in Chapter 152 of the Dublin Code. **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

- Explain the proposed development and use of the proposed lots, providing the number of dwelling units or type of commercial, office, or industrial use.
- State how the proposal relates to existing character of the neighborhood, to the Dublin Community Plan, the Zoning Code, and the Residential Appearance Standards, or the PUD development text, as applicable.
 - If the proposed language deviates from the Community Plan, justify the deviation.
- Describe the type of sewage disposal proposed; if other than central sewer, letters from:
 - Ohio Environmental Protection Agency and
 - County Health Department are required.
 - Letters to state what type of sewage disposal will be approved.

IV. Documents

Cover Page

- Project title, address.
- Owner name, phone number, email, and address.
- Project representative name, phone number, email, and address.

Legal Description and/or Property Survey for Each Parcel

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.

Scaled Existing Conditions Exhibit

- Include the name under which the subdivision will be recorded; **note that this name shall remain consistent throughout the entire platting process.**
- Indicate the registered engineer or surveyor platting the parcel.
- Show the location of the current property, including section, township, U.S. Survey lines, and jurisdictional boundaries.
- Depict streets, buildings, watercourses, trees, and other natural and site features.
- Dimension all existing buildings, as applicable, including distances to existing property lines.
- Show the names and boundaries of all adjoining subdivisions and the names of owners for adjacent, individual parcels or lots.
- Indicate the zoning district/s of the proposed subdivision.
- Provide existing contours based on sea level datum, including:
 - Where slope is greater than 10%, show 5-foot contours;
 - Where slope is less than 10%, show 1-foot contours;
 - Indicate bench mark elevations; and
 - Show all other monuments and features.

Scaled Preliminary Plat Exhibit

- Show proposed locations, names, and dimensions of streets, alleys, lots, building lines, and easements.
- Identify all existing streets and easements.
- Include the approximate area of proposed lots in square feet.
- Show location, invert elevation, and size of existing sanitary and storm sewers, water mains, culverts, street lights, and other utilities and underground structures within or immediately adjacent to the parcel.
- Indicate tracts of land intended to be dedicated to, or temporarily reserved, for public use or reserved by deed covenant.
 - Include proposed conditions for any deed covenants, as applicable.
- Depict the locations, dimensions, and appropriate grade of proposed parking and loading areas, alleys, pedestrian walks, streets, and the points of vehicular ingress/egress to the development, as applicable.
- Include a table showing the exact area of each lot, reserve, or other tract on the plat calculated to the center line of contiguous public streets, to aid in calculation of the trunk sanitary benefit charges for each lot and tract.