



## 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. For residential PUDs, this checklist works together with the adopted *Neighborhood Design Guidelines*, found at [https://dublinohiousa.gov/alpha/wp-content/uploads/2020/07/SFR-PUD\\_NDG\\_5.04.23-Final.pdf](https://dublinohiousa.gov/alpha/wp-content/uploads/2020/07/SFR-PUD_NDG_5.04.23-Final.pdf). 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.
- Discuss how either the Conservation Design Ordinance (<https://dublinohiousa.gov/alpha/wp-content/uploads/2020/07/Conservation-Design-Resolution.pdf>) or the Open Space Framework will be used for the project and the reasoning behind the choice.
- Describe the natural and cultural features of the site and how these drive the proposed design, as described in the *Neighborhood Design Guidelines*.
- Based on the unique site characteristics, ascertain an appropriate theme for the community (infill, live/work, rural living, etc.) to be developed and refined throughout the PUD process.

### 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 (including across a street/s) 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.

#### Open Space Framework (see *Neighborhood Design Guidelines*, Macro)

- Provide the Open Space Framework graphics, based on the process identified in the Guidelines.
- Follow the Guidelines for the preliminary preservation of historic, natural, and/or cultural features.
- Use the Guidelines to determine locations of public open spaces.
- Indicate preliminary stormwater facility location/s, using the Guidelines; consider creative engineering solutions that improve the project.
- Include perimeter setbacks and easements as an integral part of the open space system.

#### Concept Plan (see *Neighborhood Design Guidelines*, Macro and Micro)

- Provide site boundaries, including total acreage and dimensions.
- Show adjacent rights-of-way.
- Demonstrate how the open space layout confirms the Open Space Framework Plan or the Conservation Design Ordinance as appropriate.
  - Indicate potential open space character, including placemaking opportunities.
  - Confirm how buildable areas are appropriate, given the goals of either approach.
- Include preliminary streetscape elements as shown in the Guidelines.
- Begin to identify private open space size, location, and character: porches, balconies, yards, etc.
  - Graphic vignettes may depict typical relationships for each housing type.
- Include preliminary block and lot vignettes as shown in the Guidelines.
- Demonstrate how garage doors will be mitigated along the streetscape.

#### Architectural Elevations (see *Neighborhood Design Guidelines*, Private Realm)

- Show inspirational exterior elevations for new buildings, and all elevations for which modifications are proposed for existing buildings, demonstrating clear response to the previously-identified project theme.
- Present conceptual building materials, colors, and other details supporting the theme.
- Include alternative block arrangements as part of the overall community design, per the Guidelines.
- Indicate buildable lot areas, showing how the largest proposed house will fit, per Guidelines Lot Type Examples.
- Indicate private open space provided on each lot, based on the largest proposed house, per Guidelines Lot Type Examples.
- Indicate maximum lot coverages anticipated on the Lot Type Examples.