



## 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. 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

- 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.
- Describe how the Open Space Framework Plan or Conservation Design Ordinance (<https://dublinohiousa.gov/alpha/wp-content/uploads/2020/07/Conservation-Design-Resolution.pdf>) has been confirmed and refined since the Concept Plan.
- Confirm that the open space goals at Concept Plan are still valid and how they have been further refined.
- Describe how the community theme identified at Concept Plan is further detailed and refined.

### 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 (incl. potential), floodplains, floodway boundaries, 20-foot floodway buffer, flood elevation, water courses, and Stream Corridor Protection Zones.

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

- Refine the graphic depiction of unique site features and how they will be integrated into the open space network and built environment using focal points, vistas, nodes, connections, based on feedback at Concept Plan.
- Show pedestrian, multi-modal, physical, and visual connections to adjacent open space networks, shared use path systems, parks, activity nodes, transportation opportunities based on feedback at Concept Plan.
- Refine how public open space will function: common areas, shared spaces, constructed features, etc. through a graphic vignette/s.
- Refine vehicular, bicycle, and pedestrian circulation plans and opportunities, based on Concept Plan feedback.
- Include conceptual landscape plans that support the Open Space Framework Plan and the identified theme. Show all natural areas to be altered or impacted by the development and areas where new landscaping will be installed, as well as other natural features to be conserved and any required buffer areas.
  - Ensure that required buffer areas are outside of private lots.
- Refine the open space programming for each open space area or type (active, passive, public, private, etc.). Label how each open space area will function, who will have access, and who will maintain.

#### Preliminary Development Plan (see *Neighborhood Design Guidelines*, Micro and Private Realm)

- Show proposed locations, use, and size of areas of residential and other uses; community facilities, parks, playgrounds, school sites, and other public areas and open spaces based on the Open Space Framework Plan, as applicable.
- 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, access drive locations, improvements to existing streets (including right-of-way changes), and traffic control requirements.
  - Any private streets need support from the City Engineer and demonstration that they are built to public standards. Private streets are generally discouraged.
- Include a summary table showing total acres of the proposed development; number of acres for each type of use, including streets, stormwater, and common areas; number of dwelling units by type and density for each residential use area; building heights; square footage for any additional uses and required parking.
- Refine the streetscape section, showing how goals of the Guidelines will be met.
- Refine how private open spaces will work for each housing type: porches, balconies, yards, etc. through graphics per the Guidelines, meeting minimum size and usability goals.
- Show vignettes of typical blocks per the Guidelines, addressing variety of building types, house types, and lot sizes/orientations within each block.
- 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 the open space 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 and common elements' responsibilities are clearly noted.
- Provide clear language and graphics to indicate that the largest potential house/structure will fit on each lot with ample private open space remaining, per the Guidelines.
- Provide clear language and graphics to indicate how private open spaces will work for each lot and product type, including buildable area, open space area/s, and the type of elements (pools, pergolas, patios, fencing, etc.) permitted within private open space.
- Coordinate any proposed phasing within the Development Text, including timing, required elements/infrastructure, and financial responsibility.
- Include any design methods to ensure Guideline goals are met, either through graphics, text, or a combination, along with how these goals are monitored and achieved.

#### 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 common 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 common open space elements occur in earliest phases.

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

- Ensure that streets are not dominated by garages.
  - Provide vignettes of typical streetscapes to demonstrate that this goal is met.
- Confirm that the chosen architecture depicts the previously-identified theme for the community in form, materials, details, and quality. Match, or exceed, the inspiration images presented at Concept Plan.
- Confirm that the materials and designs are superior to the City of Dublin's Residential Appearance Standards, which apply to standard zone districts.

#### Preliminary Plat, if applicable

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