



## PLANNING AND ZONING COMMISSION (PZC) STANDARD DISTRICT REZONING CHECKLIST

**Purpose:** Review by the PZC, as a recommendation to City Council, for requests to change the standard zoning category for specific property/ies. **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 existing zoning and proposed change.
- Specify the proposed zone.
- State how the proposed rezoning relates to existing character of the neighborhood, to the Dublin Community Plan, the Zoning Code, and any other applicable guidelines and standards.
- If the proposed zone deviates from the Community Plan, justify the deviation.
- Explain how the proposed zoning is appropriate regarding the intended land use.
- If a previous application to rezone the same property was denied by City Council within the last 12 months, list the date and state the basis for reconsideration, per Section 153.234 in the Dublin Code.

IV. Legal Description and/or Property Survey for Each Parcel

V. 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 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.

#### Existing Conditions Plan

- Identify the existing zoning district, jurisdictional boundaries if applicable, and location of adjacent streets.
- Show site boundaries, including property lines, adjacent rights-of-way, total acreage, dimensions, adjacent building footprints, and access points.
- Depict adjacent parcels, including building footprints and access points.
- 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.

#### Other

- Provide additional supporting information as needed.