Purpose: Review by the PZC, as a recommendation to City Council, for requests to change the language within a previously-approved Planned Unit Development, whether residential or non-residential. **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 language and proposed change.
- ☐ State how the proposed language relates to existing character of the neighborhood, to the Dublin Community Plan, the Zoning Code, the original intent of the PUD, and any other applicable guidelines and standards.
- ☐ Explain how the proposed language is appropriate regarding the intended land use.

IV.	Documents

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

Development Text
- ☐ Provide a copy of the original development text, with the requested changes added and removed language struck through.
- ☐ Provide a clean copy of the requested development text.

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.

PUD Map

☐ Using the previously-approved PUD land use map, indicate the extent of change for the proposed language change.

Other
☐ Provide additional supporting information as needed.