



ADMINISTRATIVE REVIEW TEAM (ART)
WEST INNOVATION DISTRICT DEVELOPMENT PLAN CHECKLIST

Purpose: Provide an efficient review process for smaller projects within the West Innovation District (WID) per Section 153.042(D)(8) of the City of Dublin Code, including:

- Single-family detached building;
- Non-residential structures 10,000sf or less;
- Exterior modifications for 25% or less of the total structure façade;
- Accessory structures and uses;
- Parking Plan;
- Multi-family or single-family attached buildings of 8 dwellings or less;
- Principal structure additions of less than 10,000sf or 25% of total gross square footage, whichever is less;
- Signs, landscaping, parking, and other site improvements without a principal structure; or
- Modifications to an existing structure.

Projects shall align with the Community Plan and the overall intent of the WID Special Area Plan. Feedback from the ART may be appealed to Planning and Zoning Commission. **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 will consist of multiple pages and include project narratives, site plans, architectural elevations, required engineering/stormwater elements, etc. as guided in your staff meeting, along with those listed below. 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

- Describe how the proposal meets the WID Special Area Plan and the Economic Advancement Zone Plan.
- State how Code Sections 153.037 – 153.043 are met.
- Describe the proposed uses, number of units, and the square feet of each use.
- State if the project seeks sustainability and development incentives.

IV. 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 map with 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 to any residential uses, provide evidence of contact with those residents regarding the proposal.

Existing Conditions Plan

- Show the site boundaries, including property lines, total acreage, and dimensions.
- Note existing zoning district and jurisdictional boundaries.
- Indicate principal thoroughfares, including vehicular and pedestrian access points.
- Depict adjacent parcels, including building footprints and access points.
- Provide general topography and existing site features (natural, built).
- Identify/show existing utility systems, easements, and providers.

Dimensional Site Plan

- Depict the area of a previously-approved Development Plan, if applicable.
- Show the proposed vehicular and pedestrian lot and block access configurations.
- Provide proposed driveways and site circulation, also showing all driveways and intersections within 250' of the site.
- Include sight visibility triangle and curb radii dimensions for all driveways and parking lot islands.
- Show traffic regulatory signs and pavement markings.
- Designate fire lanes.
- Depict the location, width, and materials for proposed sidewalks and paths.

Architecture

- Identify the architectural intent, per Section 153.039(C)(2), along with elements of the EAZ pattern book.
- Provide the original gross floor area of the existing structure, any expansions (% and sf) and a description of any exterior modifications (including % of original façades), as applicable.
- Provide roof plans with roof pitches and parapet heights, as applicable.
- Provide building sections indicating story height.
- Show all façade elevations, including all vents, gutters, downspouts, HVAC, and utilities.
- Include building materials and colors on all elevations.
- Supply all material specification sheets, including building details.
- Include conceptual building floor plans.

Parking and Loading Plan (if applicable)

- Provide vehicular and bicycle parking computations, based on proposed mix of uses.
- Show the parking location and layout, including all on- and off-site, ADA, and bike parking.

- Indicate the required loading space computation and locations/layouts of all loading facilities.
- Describe all proposed parking adjustments, demonstrating need, and showing any proposed shared parking.

Grading and Utilities Plan (if applicable)

- Indicate existing and proposed grades.
- Show existing natural drainages and methods of protection.
- Provide stormwater drainage and management per Chapter 53 of the Dublin Code.
- Depict locations of sanitary sewers, existing and proposed.
- Show locations and sizes of existing and proposed water mains, well sites, and fire hydrants.
- Identify locations of above- and below-ground gas, electric, telephone, and DubLink lines, existing and proposed.
- Show all transformers and utility boxes.

Open Space and Greenways Plan (if applicable)

- Ensure that the requirements in 153.040(D) are met
- Attach an Open Space Fee in Lieu Request form, if applicable.

Landscape and Tree Preservation Plan (if applicable)

- Provide a Tree Survey, per Section 153.165 of the Dublin Code
- Include a Tree Preservation Plan, per Section 153.165 of the Dublin Code
- Include a Landscape Plan which shows:
 - Areas of hardscape;
 - Calculation requirements for landscape;
 - Location and type of all proposed live plant material;
 - Perimeter landscape buffering;
 - Proposed surface parking and circulation area treatments;
 - All building foundation landscape; and
 - Locations specifically dedicated for stormwater management purposes.
- Provide a plant list with botanical and common names, material size, quantities, container type, and dates of installation.
- Provide a landscape maintenance plan and schedule, including contact information for the responsible party.
- Depict street trees, per Section 153.065, including types, size, locations, and container type, if applicable.

Sign Plan (if applicable)

- Indicate the number of proposed signs, locations, and types.
- Provide elevations for all signs, with dimensions.
- For building-mounted signs, depict their location/s on the appropriate façades.
- Include sign design details and associated lighting information.
- Provide dimensions for all sign copy, logos, and secondary text/images.
- Provide color and material specifications for all signs and lighting.

Site Management Plan (if applicable)

- Provide dumpster locations and a waste removal plan (frequency and type of removal).
- Indicate all proposed fences, walls, and screening, including materials, locations, and specifications of such.
- Provide a site lighting plan, including locations of all site, building, and pedestrian fixtures:
 - Include specification sheets for all fixtures.
 - Provide a photometric plan, showing footcandles 10' beyond the site boundaries.