City of **Dublin**
OHIO, USA

Case # _____-_____

WID ADMINISTRATIVE DEPARTURE **REQUEST FORM**

Please complete one Administrative Departure Request form for each design issue or instance and attach to the Application for Development

I. GENERAL APPLICATION REQUIREMENTS

☐ Completed original Application for Development
☐ Administrative Departure Review criteria statement (below or attached)
☐ Associated applicable site plans/elevations/etc. clearly identifying proposed Administrative Departures
☐ Electronic copies (PDF, JPEG, Word, etc. as appropriate) of all application materials
☐ 10 scaled copies of plans specifically showing the proposed Administrative Departure, with the Administrative Departure clearly indicated on all other submitted plans and application materials

II. PROPERTY INFORMATION: Provide information to identify properties and the proposed development. Attach additional sheets if necessary.

Property Address(es):	
Tax ID/Parcel Number(s):	Zoning District:
List the Zoning Code Section(s) for which the Site Plan Review is requested:	
Briefly describe the proposed Site Plan Review request. Attach additional pages as needed.	

III. ADMINISTRATIVE DEPARTURE CRITERIA: Address the following review criteria specific to the proposed Administrative Departure (refer to Zoning Code Section 153.042(D)(6) for additional information). Attach additional pages as needed.

Explain whether the requested Administrative Departure is so substantial in nature or degree that it represents a major divergence from the intent of the requirements of the West Innovation District regulations.	
Explain whether the proposed Administrative Departure is necessitated by conditions related to the site, rather than simply as a means to reduce costs or as a matter of general convenience.	
Describe how, if approved, the proposed Administrative Departure will maintain the specific purpose of the requirements and conditions of the regulation that is the subject of the request.	
Describe how the proposed Administrative Departure is limited to that necessary to account for special site conditions or development requirements specific to an individual user.	

For questions or more information, please contact Planning at 614.410.4600 | www.dublinohioUSA.gov

EVERYTHING GROWS HERE.