(A) **Intent**  
*This section presents the intent of the BSD review and approval process.*

- a. Promote an efficient and predictable review process.
- b. Enhance Dublin’s reputation for high quality development.
- c. Support development that is consistent with the Vision Principles and direction articulated in the BSD Special Area Plan.
- d. Implement a review process and criteria that ensures new development and redevelopment is served by adequate and efficient infrastructure.
- e. Protect the health, safety, and general welfare of the residents, occupants, and users of the property.

(B) **Review Procedure Summary**  
*This section summarizes the review procedures in a table, based upon the following reviewing bodies. The table reflects the removal of the recommendation step by ART and removal of Council’s review of the basic plan with an EDA.*

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<tr>
<th>CC:</th>
<th>City Council</th>
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<tbody>
<tr>
<td>PZC:</td>
<td>Planning and Zoning Commission</td>
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<td>ARB:</td>
<td>Architectural Review Board</td>
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<td>BZA:</td>
<td>Board of Zoning Appeals</td>
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<td>ART:</td>
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<td>PD:</td>
<td>Planning Director (Staff)</td>
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## SUMMARY PROCEDURE TABLE

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<tr>
<th>Type of Application</th>
<th>PD</th>
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<td>(Building and Site Modifications)</td>
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* See also §153.066 (L) Conditional Uses and §153.066 (M) Appeals
(C) **Pre-Application**  
*This section outlines the Pre-Application step with the Staff, which is optional. This is already provided in code.*

1. **Purpose and Applicability**  
   a. To offer a non-binding review of a development proposal.  
   b. To provide information on the City’s procedures and policies.  
   c. Pre-application reviews do not result in a development decision or permit.  
   d. Pre-application reviews do not obligate the City or the developer to take any action on a proposal.

2. **Review Procedure**  
   a. Request is made by the applicant.  
   b. Director and staff conduct an expeditious review of the submitted materials and provide non-binding input and recommendations.  
   c. Applicant may request additional pre-application review meetings prior to submitting a formal application.  
   d. Any and all written summaries of the review are forwarded to the required reviewing body.

(D) **Concept Plan (Work Session)**  
*This section outlines the new Concept Plan (Work Session) step with the PZC or ARB, depending on the location. This step is proposed as optional. The staff provides an analysis.*

1. **Purpose and Applicability**  
   a. To offer an informal work session with the PZC or ARB for a non-binding review of a development proposal.  
   b. To allow the applicant to introduce a development concept.  
   c. To allow the PZC or ARB to provide non-binding feedback.  
   d. Work Session reviews do not result in a development decision or permit.  
   e. Work Session reviews do not obligate the City or the developer to take any action on a proposal.

2. **Review Procedure**  
   a. Request is made by the applicant (this step is optional).  
   b. Staff provides a review of the submittal material and prepares a staff report to the PZC or ARB that identifies any conflicts with code provisions and plan policies.  
   c. Applicant may request additional work session discussions prior to submitting a formal application.  
   d. Minutes are produced and a public record maintained.
(3) **Submittal Requirements**
   a. Application form, supporting material, and fee.
   b. Conceptual site plan.
   c. Aspirational images of the development concept (architecture, materials and landscape design).
   d. Narrative describing the project.

(E) **Preliminary Development Plan**

This section summarizes the purpose, process, submittal requirements and review criteria for the Preliminary Development Plan. This submittal is approved by either PZC or ARB, depending upon the location of the project. The staff provides a recommendation via the staff report.

(1) **Purpose and Applicability**
   a. Provides preliminary information sufficient to ensure general conformity with the code, Vision Principles and BSD Special Area Plan.
   b. Ensures the proposal is generally consistent with the requirements for use standards, building types, neighborhood standards, architectural intent, open spaces, lots and blocks, street network and design standards, and utilities.
   c. Approval of a PDP serves as the basis for submittal of the FDP.
   d. Mandatory step in the review process unless waived by the Planning Director based on the following two criteria:
      1. GSF is less than 25,000 whether new construction or an expansion of an existing building, provided the expansion is no greater than 10% if the existing building;
      2. If the project meets the GSF standard under #1, it doesn’t qualify if it is located within 200 feet of a residential use (“residential use” excludes mixed-use buildings); or
      3. The project does not have significant community impacts that require additional public review.

(2) **Review Procedure**
   a. Complete application is submitted and reviewed by staff for completeness.
   b. Staff reviews the submittal and prepares a staff report with a recommendation (approval, approval with conditions, or disapproval).
   c. PZC or ARB considers the application and staff report at a public meeting(s) and decides whether to approve, approve with conditions or deny the request by applying the review criteria.

(3) **Submittal Requirements** *(see accompanying application forms for more detail)*
   a. Application form, supporting material, and fee.
   b. Vicinity Map.
   c. Regional Context Map (2,000 feet).
d. Existing conditions.

e. Development components and public facilities.

f. Access and circulation.

g. Off-site improvements.

h. Natural areas.

i. Development program.

j. Architectural and materials.

k. Landscaping.

l. Other materials as deemed appropriate.

(4) **Review Criteria**

a. The preliminary development plan shall be responsive to the comments regarding the concept plan, if submitted and reviewed by the Required Reviewing Body;

b. The lots and blocks proposed are consistent with the requirements of § [153.060](#);

c. The application is consistent with the general pattern of street development conceptualized by the BSC Street Network as shown in § [153.061](#) and the expected traffic from the development can be accommodated on existing or proposed streets consistent with that system;

d. The proposed street types are consistent with the principles of walkable urbanism as described in §§ [153.057](#) and [153.058](#) and are designed to coordinate with the scale, intensity and character of development planned on adjacent lots and blocks;

e. The proposed buildings and open spaces are appropriately sited and consistent with the requirements of §§ [153.062](#) and [153.064](#);

f. The application is consistent with the requirements of § [153.063](#), Neighborhood Standards, if applicable;

g. If the development is to be implemented in phases, each phase is able to be considered independently, without the need for further phased improvements;

h. The application demonstrates consistency with the five Bridge Street District Vision Principles, community plan and other related policy documents adopted by the city; and

i. The application provides adequate and efficient infrastructure to serve the proposed development, consistent with the city's most recently adopted capital improvements program.

(F) **Final Development Plan**

This section summarizes the purpose, process, submittal requirements and review criteria for the Final Development Plan. This submittal is approved by either the PZC or ARB, depending upon the location of the project. The staff provides a recommendation via the staff report.
(1) **Purpose and Applicability**
   a. Provides final project information sufficient to ensure conformity with the approved Preliminary Development Plan, if applicable, and the code, Vision Principles and BSD Special Area Plan.
   b. Ensures the proposal meets the requirements for use standards, building types, neighborhood standards, architectural intent, open spaces, blocks and lots, street network and design standards, and utilities.
   c. Approval of a FDP serves as the basis for submittal of building permits.
   d. Mandatory step in the review process.

(2) **Review Procedure**
   a. Complete application is submitted and reviewed by staff for completeness.
   b. Staff reviews the submittal and prepares a staff report with a recommendation (approval, approval with conditions, or disapproval).
   c. PZC or ARB, depending on the location, considers the application and staff report at a public meeting(s) and decides whether to approve, approve with conditions or deny the request by applying the review criteria.

(3) **Submittal Requirements** (see accompanying application forms for more detail)
   a. Application form, supporting material, and fee.
   b. Project Area Map;
   c. Land use and building details;
   d. Lots and blocks details;
   e. Neighborhood district details, as applicable;
   f. Access and circulation details;
   g. Parking and loading details;
   h. Grading details;
   i. Utility details;
   j. Tree survey;
   k. Landscape plan;
   l. Open space details;
   m. Architecture and material details, including samples;
   n. Site management details;
   o. Sign details, if applicable;
   p. Other materials as deemed appropriate.

(4) **Review Criteria**
   a. The final development plan shall be substantially similar to the approved preliminary development plan;
   b. The application meets all applicable requirements of § 153.059 and §§ 153.062 through 153.065 except as may be authorized by administrative departure(s) or waiver(s) pursuant to divisions (H) and (I) of this section, respectively;
c. The internal circulation system and driveways provide safe and efficient access for residents, occupants, visitors, emergency vehicles, bicycles, and pedestrians;
d. The architectural design and building materials are consistent with the city’s expectations as a high quality community, applicable code and design guidelines, and related considerations as determined by the Planning and Zoning Commission or Architectural Review Board;
e. The relationship of buildings and structures to each other and to other facilities provides for the coordination and integration of the development within the surrounding area and the larger community and maintains the image of Dublin as a high quality community with a commitment to exemplary planning and design;
f. The application is consistent with the requirements for types, distribution, and suitability of open space in § 153.064 and the site design incorporates natural features and site topography to the maximum extent practicable;
g. The scale and design of the proposed development allows the adequate provision of services currently furnished by or that may be required by the city or other public agency including, but not limited to, fire and police protection, public water and sanitary sewage services, recreational activities, traffic control, waste management, and administrative services;
h. Stormwater management systems and facilities will not cause alterations that could increase flooding or water pollution on or off the site, and removal of surface waters will not adversely affect neighboring properties;
i. If the development is to be implemented in phases, each phase is able to be considered independently, without the need for further phased improvements; and
j. The application demonstrates consistency with commonly accepted principles of walkable urbanism as described in §§ 153.057 and 153.058, the five Bridge Street District Vision Principles, community plan and other related policy documents adopted by the city.
k. The Required Reviewing Body finds the project to be in compliance with all other local, state and federal laws and regulations.

(G) Minor Projects

This section summarizes the purpose, process, submittal requirements and criteria for the Minor Project. The submittal is approved by the ARB within the Historic District, or the ART for all other BSD districts (ART may choose to "kick up" the application to the PZC, under current code provisions). The staff provides a recommendation to the ARB.

(1) Purpose and Applicability

a. To provide an efficient review process for minor projects that do not have significant community effects.
(2) **Minor Projects Defined**
   a. Individual single-family detached dwelling units;
   b. Multiple family and townhouse buildings of eight or fewer dwelling units in a single building on an individual lot and not part of a larger development complex;
   c. Development of mixed use and nonresidential principal structures of 10,000 square feet or less gross floor area (GFA) and associated site development requirements;
   d. Principal structure additions limited to 25% GFA or 10,000 square feet, whichever is less, and associated site improvements;
   e. Principal structure exterior modifications limited to 25% of any individual façade elevation;
   f. Signs, landscaping, parking, and other site improvements that do not involve construction of a new principal building; and
   g. Accessory structures and uses.

(3) **Review Procedure**
   a. Application is submitted and reviewed for completeness.
   b. The ART shall consider the application at a public meeting and render a decision to approve, approve with modifications, or deny based on the review criteria (applicants may revise and resubmit a denied application).
   c. The ART may forward the minor project to the PZC for a decision if it concludes that the application raises complex issues, including but not limited to the need for public infrastructure improvements and/or other neighborhood or community-wide effects that would benefit from a commission decision.

(4) **Submittal Requirements**
   a. Application form, supporting material, and fee.

(5) **Review Criteria**
   a. The review criteria shall be the final development plan review criteria.

(H) **Administrative Departures**

This section summarizes the process for Administrative Departures, which provide for minor deviations from the strict application of the BSD code, as approved by the ART. This is currently provided in the code.

(1) **Purpose and Applicability**
   a. To provide an administrative process to allow minor deviations from the strict application of the BSD code.

(2) **Administrative Departures Defined**
   a. Building setbacks;
b. Parking requirements;
c. Landscaping;
d. Building materials; or
e. Other similar features or elements.

(3) **Review Procedure**
a. An application may be submitted with an application for a final development plan or minor project.
b. An application may be submitted following approval of a final development plan or minor project.
c. Should the ART find that the request does not meet the criteria for an administrative departure, the applicant may request a waiver or submit a new application for final development plan or minor project.

(4) **Submittal Requirements**
a. Application form, supporting material, and fee.
b. Plans and drawings documenting the request.

(5) **Review Criteria**
a. The need is caused by unique site conditions, conditions on surrounding properties, and/or otherwise complies with the spirit and intent of the Bridge Street District Plan, and is not being requested simply to reduce cost or as a matter of general convenience;
b. Does not have the effect of authorizing any use, sign, building type, or open space type that is not otherwise permitted in that BSC district;
c. Does not modify any numerical zoning standard related to building dimensions, lot dimensions or coverage, open space, landscaping, parking, fencing, walls, screening, or exterior lighting by more than 10% of the requirement; and
d. Will ensure that the development is of equal or greater development quality with respect to design, material, and other development features than without the administrative departure.

(I) **Waivers**
This section summarizes the process for waivers, which may be approved with a Final Development Plan or a Minor Project. This is currently provided for in the code.

(1) **Purpose and Applicability**
a. Requests for waivers shall be submitted for any project elements that deviate from one or more of the requirements of §§ 153.059 through 153.065, and that do not qualify for an administrative departure under the provisions of division (H) of this section.
b. The waiver request may be submitted with any application for a final development plan or minor project.
(2) **Review Procedure**
a. The Director shall review and prepare a recommendation via a staff report. Should additional necessary waivers be determined by the Director during its review, those waivers may be included for review by the required reviewing body.
b. The required reviewing body shall review the requested waivers using the criteria. Should other waivers be necessary to resolve conflicts with other requirements of this chapter resulting from the requested waivers, those waivers shall also be reviewed by the required reviewing body.
c. The required reviewing body shall approve, approve with conditions, or deny the specific waiver request(s).

(3) **Submittal Requirements**
a. Application form, supporting material, and fee.
b. Plans and drawings documenting the waiver request.

(4) **Review Criteria**
a. The need is caused by unique site conditions, the use of or conditions on the property or surrounding properties, or other circumstance outside the control of the owner/lessee, including easements and rights-of-way;
b. Will generally meet the spirit and intent of the Bridge Street District Plan and supports the commonly accepted principles of walkable urbanism;
c. Not being requested solely to reduce cost or as a matter of general convenience;
d. Will ensure that the development is of equal or greater development quality with respect to design, material, and other similar development features than without the waiver;
e. Would better be addressed through the waiver rather than an amendment to the requirements of this chapter;
f. For final development plans, the other development plan elements not affected by the waiver will be generally consistent with § 153.060(A) and § 153.061(A); and

g. For minor projects, the waiver does not have the effect of authorizing any use or open space type that is not otherwise permitted in that BSD district.

(J) **Minor Modifications**
This section summarizes the process for minor modifications, which are decided by the Planning Director. This is currently provided for in the code.

(1) **Purpose and Applicability**
a. Minor modifications may be considered of approved final development plans or minor projects to correct undeterred errors or omissions, address conditions discovered during the permitting process or construction, or that are necessary to ensure orderly and efficient development.
b. All approved minor modifications must be consistent with the approved final development plan or minor project.

c. Director may also authorize minor modifications to existing structures and associated site improvements necessary to complete ordinary maintenance, refurbishment, or zoning code compliance.

(2) **Minor Modifications Defined**

a. Minor modifications are:
   1. Adjustments to lot lines;
   2. Adjustments to the location of parking lots, provided perimeter setbacks, yards and buffers, and required parking are maintained;
   3. Adjustments for buildings up to 10% in total floor area of the originally approved building, building heath(s) or floor plans, that do not alter the character of the use;*
   4. Substitution of landscape materials of an equal or greater size;
   5. Redesigning and/or relocating stormwater management facilities;
   6. Relocating fencing, walls or screening (but not screening walls);*
   7. Modifications to sign location*, sign face, landscaping and lighting, provided the general sign design, number of signs, and dimensional requirements are maintained;
   8. Changes in building materials or colors that are similar to and have the same general appearance comparable to or of a higher quality as previously approved material;
   9. Changes required by outside agencies, such as county, state, or federal departments; and/or
   10. Other modifications deemed appropriate by the Director that do not alter the basic design or any specific conditions imposed as part of the original approval.

* Not included in the ARB code.

(3) **Review Procedure**

a. Application requesting a minor modification is submitted, consistent with the requirements for a certificate of zoning plan approval.

b. Director shall review the request and render a decision.

c. If denied or approved with conditions, the applicant may revise and resubmit the request.

d. Requests not meeting the requirements for a minor modification shall require the filing and approval of a new application for a final development plan or minor project, as applicable.
(K) Other Applicable Reviews

This section outlines a number of related reviews within the Bridge Street district. These are currently provided for in the code.

(1) Open Space Fee In Lieu
   a. PZC or ARB, depending on location, may approve a request for payment of a fee-in-lieu of open space dedication, following the recommendation of the Director of Parks and Recreation.

(2) Conditional Uses
   a. The conditional use provisions of the zoning code apply.
   b. PZC hears conditional uses, following the recommendation of the Director and ARB, as applicable.

(3) Zoning Map or Text Amendment
   a. Zoning map/text amendment procedures of the zoning code apply.
   b. Council hears zoning map/text amendments, following the recommendation of the Director, PZC, and ARB, as applicable.

(4) Preliminary and Final Plats
   a. Review of preliminary and final plats follow the subdivision regulations provisions.

(5) Special Permit
   a. The special permit provisions of the zoning code apply.

(6) Zoning Variance
   a. The zoning variance provisions of the zoning code apply.
   b. BZA hears non-use variances, following a recommendation of the Director.
   c. City Council hears use variances, following a recommendation of the Director.

(7) Public Tree Permit
   a. The tree permit requirements of the zoning code apply.

(8) Master Sign Plan
   a. The request for a master sign plan shall be reviewed by the PZC or ARB, as applicable.
   b. The director shall submit a recommendation.
(L) **Appeals**

The section outlines the steps to file an appeal of a decision, which are decided by City Council.

1. An appeal may be taken by any applicant where it is alleged by the applicant that there is error or misinterpretation in any order, requirement, decision, grant, or refusal made by the Required Reviewing Body or official for any decision.
2. Appeals taken within 20 days after the decision, by filing a written notice with the Council Clerk, who transmits to Council the record of the decision.
3. Council determines whether or not to hear the appeal within 21 days of receipt of the written notice.
4. Council shall decide the appeal within 28 days following the decision to hear the appeal, unless an extended time is agreed to. Council may affirm, reverse or modify the decision.

(M) **General Provisions**

This section presents general provisions that are applicable to the review process for the Bridge Street District. This is currently provided for in the code.

1. **Applications**
   a. Applications made in writing on a form provided by the City, accompanied by the applicable fee.
   b. Applications are reviewed for completeness by the Planning Director. If found incomplete, Director informs applicant of the missing material.
   c. After deemed complete, the Director and/or Required Reviewing Body may request additional materials if deemed necessary to evaluate the proposal.
   d. If denied by the Required Reviewing Body, an application may not be resubmitted for a period of one year, unless permitted by the Director after determining that a change of circumstances from the previous application may result in a different decision.
   e. Public reviews shall require notice of the public meeting not less than 10 days prior to the meeting to be mailed to property owners within 300 feet of the subject parcel.

2. **Decisions**
   a. Applications shall be approved, approved with conditions or denied by the Required Reviewing Body based on the applicable review criteria and other applicable provisions of this chapter. The reasons for the decision shall be stated in the minutes. A written record is provided.
   b. The decision of the Required Reviewing Body may be delayed at the request of the applicant.
   c. Once a final development plan or minor project is approved, the applicant may proceed with the process for obtaining a certificate of zoning plan
approval and building permit. All construction and development shall be comply with an approved final development plan or minor project.

(3) **Certificate of Zoning Plan Approval**
   a. A certificate of zoning plan approval issued by the Director verifying compliance with all applicable zoning requirements is required prior to modification, extension, or alteration of sites and structures, and/or change of use.

(4) **Code Administration**
   a. The Dublin zoning code is administered by the Planning Director.
   b. The PZC or ARB may review the administration of the code and may recommend to City Council any changes.

(5) **Duration of Approvals**
   a. An approved preliminary development plan shall be valid for three years. If a final development plan has not been submitted within three years, then a new preliminary development plan shall be required.
   b. Final development plan and minor project approvals shall be valid for two years. If a certificate of zoning plan approval and/or building permit has not been issued, then a new final development plan or minor project shall be required.
   c. Final approval shall lapse when significant construction has not been initiated within two years, meaningfully continued, or the Chief Building Official determines the work has been abandoned for a continuous six months.
   d. Upon a determination of abandonment, the owner shall restore the site to its previous condition, including removing any structures or other evidence of work, within 180 days.