PLANNING APPLICATION REVIEW PROCCESS

Pre-Submittal Meeting: Applicants are required to meet with Staff prior to submittal of an application. Please contact Planning at 614.410.4600 to set-up a pre-submittal meeting.

Application Day: Applications are accepted every Monday. You may call 614.410.4600 to schedule a time to submit your application in person. No appointments are accepted after 4 p.m.

Application Receipt: Within 24 hours of submitting an application, you will receive an email confirming receipt of the application and payment of the fee. The receipt does not confirm that the materials submitted are complete and ready for Staff review.

Complete/Incomplete Application Confirmation: Within 2 business days of submitting an application, you will receive an email identifying if the application is complete or incomplete. Complete applications will be assigned a Planner. Incomplete applications will list the deficient items with an opportunity to resubmit.

Plan Review Phase: All application materials will be reviewed by applicable City departments for accuracy and adherence to the Zoning Code and other City requirements. The departments involved are Planning, Building Standards, Engineering, Review Services, Parks, Police, Streets and Utilities, and the Law Director.

Review Comments: Depending on the complexity of the case, a comment letter outlining issues and concerns from each department is typically issued to the applicant. The City also hires consultants to provide specialty reviews and comments to applicants. Additional plans and information may be required as a result of the initial review. If so, the applicant will be informed of all deadlines for the submission of revised plans, if necessary.

Meeting Agenda & Notices: If additional or revised materials are received and appropriate changes have been made, the application is scheduled for an agenda of the appropriate reviewing body. Agendas and notices for the meeting are sent to the applicant, surrounding property owners, and registered homeowner associations in the area generally up to two weeks prior to the meeting.

Planning Report: On the Monday prior to the scheduled meeting, a Planning Report will be emailed to the applicant and posted on the City's website. The report contains a description of the proposal, location information, and a recommendation from Planning of approval, disapproval, or approval with conditions.

Public Hearing: All meetings are held at 6:30 p.m. at the Dublin Municipal Building, 5200 Emerald Parkway, unless posted otherwise.The meeting procedure includes a presentation by Planning followed by a brief presentation by the applicant, if necessary. Following the presentation, the Commission or Board members may ask questions in order to clarify any outstanding issues before making their decision. Members of the public are then invited to make comments, followed by Commissioner/Board member comments and a decision by the reviewing body.

Record of Decisions: Once a decision is rendered, a record of the decision by the Planning and Zoning Commission, Board of Zoning Appeals, and Architectural Review Board will be sent to the applicant, typically within one month of the meeting, to document the decision and conditions that may have been attached.

Final Decision: Certain decisions will require City Council action. For applications requiring City Council review, Planning coordinates with the Clerk of Council to determine applicable meeting dates. The case manager will advise you of the required materials, schedules, and meeting format.

Permits: Once a final decision is rendered, applicants may proceed with obtaining a building permit or required permits.