

## INFORMAL REVIEW CHECKLIST

**I. NARRATIVES & DOCUMENTS:** Please submit all documents digitally into the Documents folder on ProjectDox, these documents may consist of multiple pages. Documents typically include project summaries, stormwater report, traffic memo, etc.

**APPLICANT STATEMENT**

- Project description describing the proposed development, outlining the basic scope, character, and nature of the project. Please state how the proposed development relates to existing land use character of the vicinity, to the Dublin Community Plan, and any other applicable standards.

**II. PLANS & DRAWINGS:** Please submit all drawings and plans digitally into the Drawings folder on ProjectDox, these drawings must be single sheets and named using the naming convention discussed in the ProjectDox guide.

**COVER PAGE**

**VICINITY MAP**

- General location of the site and surrounding thoroughfares within the context of the city.
- Existing Zoning District, all adjacent parcels, including building footprints, and jurisdictional boundaries

**EXISTING CONDITIONS PLAN**

- Site boundaries, including property lines, total acreage, and dimensions
- Existing zoning districts and jurisdictional boundaries and general location of principle thoroughfares
- Adjacent parcels, including building footprints and access points
- General topography and site features including water bodies, tree stands, existing development, etc.
- Existing easements, public/private utility systems, public improvements, and permanent facilities

**DEVELOPMENT PLAN**

- Site boundaries, including total acreage and dimensions
- Shows adjacent rights-of-way
- Depicts proposed land uses, including building footprints, paved surfaces, density, and open space areas
- Include vehicular, bicycle, and pedestrian circulation plans

**ARCHITECTURAL ELEVATIONS**

- Conceptual exterior elevations for new buildings, and if applicable all elevations for which modifications are proposed for existing buildings
- Conceptual floor plans and roof plans for new buildings and/or additions to existing buildings
- Conceptual building materials, colors, and other details indicating the architectural style proposed

**OTHER**

- Conceptual landscape plans, sign plans, or anything the applicant would like to receive feedback

