

## STANDARD DISTRICT REZONING 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.

**REZONING STATEMENT**

- Explain the existing zoning and proposed change, and specify into which zoning district the applicant intends to rezone the property
- State how the proposed rezoning relates to existing land use character of the vicinity and to the Dublin Community Plan. If the proposal is inconsistent with the Community Plan, then justify the proposed deviation from the Community Plan
- Explain how the proposed rezoning meets the requirement for the standard zoning district into which the applicant intends to rezone the property
- If a previous application to rezone the property has been denied by City Council within the last twelve months, list when and state the basis for reconsideration as noted in §153.234

**LEGAL DESCRIPTION AND/OR PROPERTY SURVEY FOR EACH PARCEL**

**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

**OTHER**

- Any other supporting materials

