Purpose: To provide a general outline of scope, character, and nature of a project consistent with the Community Plan, the Historic District Code, the *Historic Design Guidelines,* along with consideration of the surrounding context, per Section 153.176(F) of the Historic District Code. Feedback from the ARB will be binding. **This checklist does not replace the requirements of the Code.**

I.	Meet with Staff prior to submitting documents for tailored feedback and guidance, information on project timing and due dates, and items that need clarification.

II.	Electronic Submittal: Submit all documents digitally into the Documents folder on ProjectDox/Citizens' Access Portal. These documents consist of multiple pages and include project narratives, conceptual plans, and sketches, as guided in your staff meeting, along with those listed below. All required items uploaded to the Drawings folder must be uploaded as single sheets. **Incomplete applications cannot be processed. Projects that are incomplete for 60 days shall be closed.**

III.	Project Narrative

- ☐ Provide an overview of the proposed project, including project goals and how the review criteria are met.
- ☐ State how the proposed project relates to existing character of the District, to the Dublin Community Plan, the Historic District Code, the *Historic Design Guidelines,* and any other applicable standards.
- ☐ Statement of applicant's technical experience with similar projects.

IV.	Scaled Plans and Drawings

Cover Page
- ☐ Project title, address.
- ☐ Owner name, phone number, email, and address.
- ☐ Project representative name, phone number, email, and address.

Vicinity and Context
- ☐ Provide a general location of the site and surrounding thoroughfares within the context of the City, along with adjacent jurisdictional boundaries if applicable.
- ☐ Provide context photos of the project site showing adjacent sites from all four directions, including across any streets.
- ☐ If the project is adjacent to any residential uses, provide evidence of contact with those residents regarding the proposal.

Existing Conditions Plan
- ☐ Identify existing zoning district, jurisdictional boundaries if applicable, and general location of adjacent streets.
- ☐ Depict site boundaries, including property lines, total acreage, and dimensions.

- ☐ Show adjacent parcels, including building footprints and access points.
- ☐ Depict existing historic/cultural features on the site; annotate features to be preserved.
- ☐ Provide general topography and site features including water bodies, tree stands, existing development, etc.
- ☐ Delineate existing easements, public/private utility systems, public improvements, and permanent facilities.

Concept Plan
- ☐ Show locations of all existing and proposed buildings and site improvements, including all historic and cultural resources.
- ☐ Provide illustrative building footprints and proposed setbacks.
- ☐ Identify existing/future public/private rights-of-way, street network connections, and pedestrian ways.
- ☐ Indicate proposed land use (office, retail, restaurant, etc.) by building floor or tenant space and approximate square footage.
- ☐ Outline parking facilities (public or private, existing or proposed) with approximate parking counts and driveway locations, if applicable.
- ☐ Depict landscape locations.

Architectural Elevations/Materials
- ☐ Provide a three-dimensional depiction (massing) of building form with conceptual material selections and examples of potential architectural details and color.
- ☐ Show architectural character using surrounding context and inspirational images to portray intended façade design.
- ☐ Depict conceptual exterior elevations for new buildings or modifications to existing buildings.
- ☐ Supply height dimensions.
- ☐ Provide conceptual roof plans for new buildings or additions to existing buildings.

Other
- ☐ Provide conceptual landscape plans, required landscape area/buffers, sign plans, or other pertinent elements of the project.