



ARCHITECTURAL REVIEW BOARD (ARB) PRELIMINARY DEVELOPMENT PLAN CHECKLIST

Purpose: Provide a more detailed framework, after full review of a Concept Plan, for a proposed development that is consistent with the Community Plan, the Historic District Code, the *Historic Design Guidelines*, and, along with consideration of the surrounding context, per Section 153.176(G) 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 will consist of multiple pages as outlined below, in the Code, and at your staff meeting. 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

- Describe the relationship of the proposed development to the surrounding historic context and character.
- State how the proposed project relates to the Dublin Community Plan, the Historic District Code, the *Historic Design Guidelines*, and any other applicable standards.
- Explain how the Concept Plan feedback and conditions of approval are incorporated into the Preliminary Development Plan.
- Identify requested Waivers from the Historic District Code and provide an explanation of need.
- Explain the owners'/owners' representatives' technical expertise in 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 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

- Show the existing zoning district and jurisdictional boundaries, if applicable.

- Depict adjacent parcels, including building footprints and access points.
- Show surveyed site boundaries, including property lines, total acreage, dimensions, and required setbacks.
- Depict existing public rights-of-way; buildings; permanent facilities; access points; easements on, and adjacent to, the site.
- Identify/show existing utility systems and providers.
- Show locations of existing structures and cultural resources to be preserved or demolished.
- Provide general topography and site features including water bodies, existing development, etc.
- Identify tree stands and individual trees along with species, health, and quality.

Site Work

- Include a summary table showing total square footage of the proposed development, indicating proposed uses and corresponding required parking.
- Provide building height, lot coverage, maximum building footprint, and any use standards in a table.
- Show the location of buildings, access, parking, open space, outdoor seating/dining, refuse collection, and adjacent streets (including right-of-way) and sidewalks.
- Include conceptual landscape plan showing all natural areas to be altered or impacted by the development and areas where new landscaping will be installed.

Architecture

- Provide massing studies to demonstrate the project within its context.
- Provide plan views and elevations of all buildings and façades.
- Supply a roof plan.
- Identify all proposed materials on elevations including manufacturer, model number/name, color, type of material.
- Indicate roof heights on all elevations, using City measurement criteria in Section 153.062; show roof pitches on all elevations.

Engineering

- Show any proposed off-site improvements and/or utility lines/extensions needed to serve the site.
- Include proposed provision of water, sanitary sewer, and surface drainage facilities, as needed.
- Indicate future traffic impacts on existing roadways, as required by the City Engineer.
- Demonstrate conceptual stormwater management techniques.
- Show that existing topographical context is maintained with proposed grading, if applicable.
- Provide plan showing all proposed pedestrian, bicycle, and vehicular facilities and access, if applicable.

Phasing Plan

- Identify separate phases if applicable.