



BOARD OF ZONING APPEALS (BZA)
SPECIAL PERMIT CHECKLIST

Purpose: To authorize a special permit for listed uses (Sections 153.231(G)(7) of the Dublin City Code) where such a use can be granted without substantial impairment of the general purpose and intent of the zoning district and general character of the neighborhood. Determinations from the BZA 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, site plans, operational details, 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. Applications that are incomplete for 60 days shall be closed; applications that are a result of Notices of Violation will have 30 days to be complete and shall be heard within 60 days of submittal to avoid further prosecution.**

III. Project Narrative

- Identify the type of Special Permit needed.
- Describe the property, the intended use, and how the proposal meets the applicable requirements established by the Zoning Code.
- State how the proposed use is compatible with the existing land use and the general development and character of the neighborhood.
- Describe how the use can be developed and maintained without substantially impairing the purpose and intent of the zoning district where the use is located. Refer to applicable zoning district for intent language.
- Provide the maximum number of employees/persons on the site at any one time.
- Provide the days and hours of operation and the duration of the operation.
- Describe necessary sign details, if applicable.
- Describe the structure or locational details, such as square footage of the use, building materials, colors, etc.
- Clarify parking and access needs and provisions.
- Describe how the proposed use will not alter the essential character of, or be detrimental to, adjacent properties and surrounding neighborhoods.
- Provide any additional information to help the BZA make a decision.
- Provide copy of denied Certificate of Zoning Compliance, if applicable.

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, if applicable.

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.

Site Plan

- Show boundaries and dimensions of the lot.
- Show current sizes and locations of existing and proposed structures, access ways, walks, off-street parking, loading spaces, landscaping, lighting, and signs.
- Indicate all existing or proposed uses on all parts of the lot, along with uses of land and locations of structures within 100' of the subject property.
- Include any other information that staff or BZA might deem necessary to make a decision on the request.