

## CONDITIONAL USE 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.

**CONDITIONAL USE STATEMENT**

- Describe the property and its intended use. Please provide operational details including hours of operation, number of employees and/or students etc.
- State the necessity or desirability of the proposed use to the neighborhood or community
- State how the proposed use relates to adjacent properties, existing land uses in the vicinity, and the Dublin Community Plan or 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

**SITE PLAN**

- Site boundaries, including property lines, total acreage, and dimensions
- Size and location of existing and proposed structures
- Depicts proposed uses of all parts of the lot and structures including access, sidewalks, parking, landscaping

**ARCHITECTURAL ELEVATIONS**

(Only if new structures are proposed)

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

**STORM WATER ANALYSIS REPORT**

**TRIP GENERATION MEMO**

**OTHER**

- If applicable, conceptual landscape plans, sign plans, or anything the applicant would like to receive feedback



**§153.236 CONDITIONAL USE REVIEW CRITERIA**

(C) Action by the Planning Commission. The Planning and Zoning Commission shall hold a public hearing and shall not approve a conditional use unless it finds that such use at the proposed location meets all of the following requirements:

1. The proposed use will be harmonious with and in accordance with the general objectives, or with any specific objective or purpose of the Zoning Code and/or Community Plan.
2. The proposed use will comply with all applicable development standards, except as specifically altered in the approved conditional use.
3. The proposed use will be harmonious with the existing or intended character of the general vicinity and that such use will not change the essential character of the same area.
4. The use will not be hazardous to or have a negative impact on existing or future surrounding uses.
5. The area and proposed use(s) will be adequately served by essential public facilities and services such as highways, streets, police, and fire protection, drainage structures, refuse disposal, water and sewers, and schools; or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services.
6. The proposed use will not be detrimental to the economic welfare of the community.
7. The proposed use will not involve uses, activities, processes, materials, equipment and conditions of operations, including, but not limited to, hours of operation, that will be detrimental to any persons, property, or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glare, odor or other characteristic not comparable to the uses permitted in the base zoning district.
8. Vehicular approaches to the property shall be so designed as not to create interference with traffic on surrounding public and/or private streets or roads.
9. The proposed use will not be detrimental to property values in the immediate vicinity.
10. The proposed use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

