



## Development Plan Review and Permitting Process

The following information is a general overview of the City of Dublin Plan Review Process. It is intended to provide open communication and responsiveness in the development review process from plan submittal to permitting and construction. This information applies to all new commercial and residential developments in the City of Dublin, with the exclusion of the construction of a single-family home, as well as significant expansion or remodeling of existing buildings or improved sites.

### Primary Contacts

#### **Planning and Development Department:**

City Planner – Tara Bradshaw, [bradshawt@dublinga.org](mailto:bradshawt@dublinga.org), 478-277-5076  
Building Inspector – Alan Scarbrough, [scarbrougha@dublinga.org](mailto:scarbrougha@dublinga.org), 478-277-5070  
Permit Issuance/Admin - Cindy Phillips, [phillipsc@dublinga.org](mailto:phillipsc@dublinga.org), 478-277-5070

#### **Engineering Department:**

Engineering Director – Matthew Bradshaw, [bradshawm@dublinga.org](mailto:bradshawm@dublinga.org), 478-277-5045  
City Engineer – James Ivey, [iveyj@dublinga.org](mailto:iveyj@dublinga.org), 478-296-1009

#### **Fire Department:**

Fire Inspector – Mathew Mallette, [mallettem@dublinga.org](mailto:mallettem@dublinga.org), 478-410-5416

### Development Plan Review

#### **Timeline**

30-90 days, depending on the size and scope of the plan and both in-house and external review queues. (GSWCC, GDOT, Fire Marshall, etc.)

#### **EDGE Pre-Construction Meeting**

EDGE – Encouraging Development and Growth Efficiency

The City of Dublin will provide a pre-development meeting (or “EDGE” meeting) with developers and contractors to review preliminary site plans and address questions or comments from all parties.

EDGE meetings may be conducted in person or virtually. Representatives from multiple city departments are available during EDGE meetings, including Planning, Building Inspection, Engineering, Fire Inspection, Water Utilities, Natural Gas Utilities, Public Works, and Police.

#### **Plan Submittal**

Electronic plan submittal preferred. Submit to [phillipsc@dublinga.org](mailto:phillipsc@dublinga.org) and reference the plan type, development name, and address in the subject line.

Hard copies and USB drives can be mailed to  
Dublin City Hall  
Planning & Development Department  
100 S. Church Street  
P.O. Box 690  
Dublin, GA 31040

**Civil/Site Plans** – Submit application package to Planning and Development Department, which should include:

- one (1) electronic set of signed and sealed Site Plans, Hydrology Study, high-resolution pdf copy, and one (1) hard copy to the Planning & Development Department. (The City of Dublin will submit the original plan set to GSWCC for review and issue LDP once final approval is received from GSWCC and the City. )
- LDP application
- New Utility Service application

**Building Plans** – Submit the application package to the Planning and Development Department, which should include:

- one (1) electronic set of signed and sealed building plans (The developer is responsible for submitting to the State Fire Marshall if required. Building plan review will not commence until approved Fire Marshall plans are submitted to the City of Dublin.)
- Building Permit application

Comments from Planning, Engineering, and Fire will be communicated electronically. Resubmittals should be the same.

## **Fees**

**Land Disturbance Permit** - \$40/disturbed acre, issued locally through City of Dublin

**Building Permits** – Based on square footage, development type, and valuation. Calculated after plan review complete.

**Water and Sewer Tap and Meter Fees** – Based on tap size and meter quantity and size. Requires full plan sets and utility applications submitted to the Planning and Development Department to be calculated.

**Capital Recovery Fees** – Based on ERU and development type and will be calculated once Civil and Building plans are approved and utility application received.

**Fee Remittance** – No land disturbance or construction should occur on the development site until all Permitting, Utility, and Capital Recovery fees are paid in full to the City of Dublin. The developer and/or their representative will receive a fee memo from the Planning and Development

Department with itemized detail. A utility account will need to be established through Customer Service in order to remit fees. Customer Service is located at Dublin City Hall, 100 S. Church Street. The City of Dublin accepts payment via cash, check, or credit card. A 3.5% processing fee will be added to all credit card payments. Fees must be made in person. The City of Dublin does not accept payment over the phone.

### **Permitting**

Once the review is complete, comments are satisfied, and Planning and Development receives approval from all necessary departments, the developer and/or contractor will be given notice to proceed to permitting. Permit applications are available in the Planning and Development department. Questions may be directed to Cindy Phillips at 478-277-5070.

### **Inspections**

Building Inspectors shall be granted full access to the development site once permits are issued. Inspections may be scheduled at the request of both contractors and inspectors throughout the construction process. All inspections will be scheduled through the Planning and Development Department, 478-277-5070.

The City of Dublin Engineering Department will inspect utility construction and ROW improvements on behalf of the City of Dublin.

### **Certificate of Occupancy**

The City of Dublin Building Inspector will issue a Certificate of Occupancy once construction is complete and satisfactory for all necessary divisions, including Building Inspection, Fire Inspection, and Engineering.