

BIG DARBY ACCORD ADVISORY PANEL

Applicant Checklist and Submittal Requirements

Revised 2026 Amendment Edition

About the Panel

The Big Darby Accord Advisory Panel is an eleven-member body appointed by communities within the planning area. The Panel reviews zoning applications for consistency with the Big Darby Accord's goals and policies and provides recommendations to the Accord's member jurisdictions.

Project Information

Project Name: _____

Rezoning ID (if applicable): _____

Project Location: _____

Local Jurisdiction: _____

Checklist Completed By: _____

Applicant Email/Phone: _____

Date Submitted: _____

Review Stage:

☐ Conceptual ☐ For Action

Instructions

Please complete this form. The form provides guidance to applicants with projects that require Accord Panel review under the **2026 Big Darby Accord Amendment**.

An application package consists of 4 required components:

1. Existing conditions site map & context package
2. Conceptual site plan set
3. Site data table & open space plan
4. Applicant's checklist & compliance narrative

Note: Incomplete application packages will not be scheduled for Accord Panel review and will be returned to the applicant. Digital submittals (PDF, Excel, or GIS layers) are preferred.

1. Existing Conditions Site Map: Required Elements

Instructions: Submit a map set detailing existing conditions of the subject site. Include each element listed below.

Map size: 24" × 36" (Digital PDF) | Map extent: Subject site plus 300' surrounding | Scale: 1" = 300' min

Checkboxes: Indicate completed items with a check. For non-applicable elements, indicate N/A.

Surface Water Elements	Land Elements
☐ Watershed & subwatershed boundaries (HUC-12) ☐ Surface water locations (perennial, intermittent, ephemeral) ☐ Floodway and 100-year floodplain ☐ Wetlands: jurisdictional and agricultural (OEPA Cat.) ☐ Drainage patterns & field tile locations ☐ Stream water quality (OEPA assessment & status) ☐ Water quality monitoring points (site & OEPA 300') ☐ Stream Corridor Protection Zone (SCPZ)	☐ Soil types including location of hydric soils ☐ Topography and 2-foot contours ☐ Wooded area (>1 acres), tree lines, and healthy trees ≥6" diam. ☐ Open space / natural areas ☐ State or Federally Listed Species Habitat ☐ Groundwater recharge / pollution protection zones ☐ Wellhead protection zone ☐ Primary and Secondary Conservation Areas
Utility and Roadway Elements	Other Elements
☐ Existing septic systems & wells ☐ Existing utilities and easements ☐ Existing roads and rights-of-way ☐ Stormwater management facilities (on-site & nearby) ☐ Easement planting and management plan	☐ Political jurisdiction boundaries ☐ Existing zoning of surrounding parcels ☐ Nearby recreation and community facilities ☐ Other historical, natural, or cultural resources

2. Conceptual Site Plan: Required Elements

Instructions: Submit a conceptual site plan showing the elements listed below.

Map size: 24" × 36" (or Digital PDF) | Map extent: Subject site | Scale: 1" = 200' min | Checkboxes: Indicate completed items.

Physical Elements	Environmental Elements
☐ Property lines & build-to lines / setbacks ☐ Building footprints & parking areas ☐ Proposed roadways, access points, and rights-of-way ☐ Proposed utilities and easements ☐ Adjacent street names, zoning, and land uses ☐ Vicinity map and north arrow	☐ Floodway and 100-year floodplain ☐ Stream Corridor Protection Zone (SCPZ) area ☐ SCPZ permanent on-site designation (method/design/markers) ☐ LID techniques: location and type ☐ Stormwater BMPs: location and type ☐ Water quality monitoring points ☐ Planting areas (location, size, species, 25' native perimeter buffer) ☐ Location of stormwater recharge zones

3. Site Data Table: Required Elements

Instructions: Submit a table with the data listed below as a separate spreadsheet or on the conceptual plan.

Acreage Statements: Developed Areas	Density Calculations	Open Space Calculations
☐ Site area: gross ☐ Roadways and rights-of-way ☐ Site area: net of rights-of-way ☐ Zoning districts: area for each district ☐ Residential land use area ☐ Non-residential land use area	☐ Density: gross ☐ Density: net of rights-of-way ☐ Density: net of rights-of-way & open space areas	☐ Total Open Space (min 50% gross site) ☐ Onsite Open Space (min 25% gross site) ☐ Naturalized Native-Species Space (min 25%) ☐ SCPZ area (Stream Corridor Protection Zone) ☐ Active recreation area ☐ Stormwater management facilities area ☐ Offsite open space mitigation ratio (2:1 or 1.5x)

4. Applicant's Checklist: Required Elements (Q1–Q20)

Instructions: Complete the tables below. Information provided should demonstrate how your proposal complies with the goals and policies of the 2026 Big Darby Accord Amendment. Please identify and explain any variation from the Accord Plan.

Section 1: Process, Zoning, & Policy Alignment

Requirement (2026 BDAA Reference & Question)	Recommended Submittal & Guidance	Details / Comments
Q1. Process Alignment Has the proposal completed preliminary local jurisdictional reviews and prepared for the BDAAP review process within established timelines? Reference Plan Pages: 8–9	Local Coordination Package (PDF): Documentation of support or initial supportive comments from local planning/zoning department, and summary narrative.	☐ Complies Notes:
Q2. Policy & Design Alignment Is the proposal consistent with Columbus Growth Strategy (CGS) design guidelines, and does the applicant agree to apply the more restrictive standard where municipal manuals conflict? Reference Plan Pages: 83, 104	CGS Design Consistency Statement (PDF): Narrative statement and annotated architectural/site layout exhibit demonstrating consistency with CGS design guidelines and confirming adoption of more restrictive standards.	☐ Complies Notes:
Q3. Accord Amendment Standards Commitment Does the applicant formally commit to adhering to all environmental, hydrological, land use, and design standards set forth in the BDAA (2026)?	Accord Compliance Commitment Statement (PDF): A signed Developer Commitment Statement explicitly acknowledging adoption of all BDAA (2026) requirements, confirming that all subsequent site engineering, drawings, and data align with BDAA (2026) standards.	☐ Complies Notes:

Section 2: Water Quality Monitoring & Assessment (WQM&A)

Requirement (2026 BDAA Reference & Question)	Recommended Submittal & Guidance	Details / Comments
Q4. Enhanced Monitoring Buffer If located within 500m (1,640') of a receiving stream, does the applicant commit to enhanced water quality monitoring protocols? Reference Plan Page: 28	Proximity Buffer Map (PDF): GIS map layer showing site relative to receiving streams highlighting 500m (1,640') threshold, plus Enhanced Monitoring Protocol narrative if triggered.	☐ Complies ☐ N/A (>500m) Notes:
Q5. Baseline Monitoring Fees Have required site-level water quality monitoring fees been committed, and does the developer commit to water quality monitoring requirements? Reference Plan Page: 28	Water Quality Monitoring Agreement Package: Financial commitment documentation, plus 3-year post-construction monitoring framework map and testing protocol (PDF).	☐ Complies Notes:

Section 3: Open Space Allocation, Layout, & Ratios

Requirement (2026 BDAA Reference & Question)	Recommended Submittal & Guidance	Details / Comments
Q6. Open Space Minimums Does proposed open space meet minimum gross site percentage thresholds? Reference Pages: 32, 34	Open Space Calculations Sheet (Excel/PDF): Site data table breaking down total gross acreage vs. designated Conservation Open Space acreage and native species allocations.	☐ Complies Notes:
Q7. Onsite Open Space Layout & Buffers Does the onsite open space layout prioritize accessibility, native perimeter buffers, contiguity, and transportation exclusions? Reference Plan Pages: 32, 34, 38, 42	Open Space Layout & Connectivity Plan (PDF): Site plan showing non-vehicular areas, public access, annotated 25-foot perimeter buffer, and contiguous greenway linkages to offsite networks.	☐ Complies Notes:
Q8. Offsite Open Space & Parkland If offsite open space or parkland credits are proposed, do they comply with jurisdictional rules and Chapter 3318? Reference Pages: 34–35	Offsite Mitigation & Parkland Package: Draft land dedication proposal, calculation table verifying 2:1 or 1.5x acreage requirements, and Chapter 3318 compliance paperwork.	☐ Complies ☐ N/A (Onsite Only) Notes:
Q9. Mitigation & Restoration Credits If offsite open space or ecological restoration is proposed to satisfy open space or mitigation obligations, does the proposal utilized approved credit mechanisms, such as the 2:1 ratio for restoring offsite farm fields, vacant land, or underutilized sites to a naturalized state with native vegetation (Section 3.5), or eligible credits outlined in Section 6.6 and are all credit ratio calculations fully documented? Reference Plan Pages: 34-35, 88-91	Mitigation Credit & Restoration Plan Package (PDF / Excel): A consolidated credit accounting spreadsheet and narrative detailing: - Credit Pathways Applied: Itemized list of credit types claimed (e.g., 2:1 offsite land naturalization, stream/wetland restoration, riparian forest expansion, etc.) - Baseline & Post-Restoration Conditions: Site mapping and vegetation plans demonstrating restoration to a naturalized native state. - Verification & Legal Instruments: Land acreage calculations, sub watershed verification (same HUC-12), and draft conservation easements or agreements securing the restored sites in perpetuity.	☐ Complies ☐ N/A (Onsite Only / No Credits Used) Notes:

Section 4: Conservation Area Protection, Ownership, & Management

Requirement (2026 BDAA Reference & Question)	Recommended Submittal & Guidance	Details / Comments
Q10. Primary/Secondary Area Preservation Are Primary and Secondary Conservation Areas preserved, and does the developer commit to field demarcation prior to	Conservation Areas Map (PDF): Site plan delineating Primary and Secondary boundaries with annotations defining permitted passive uses vs. prohibited impacts, plus Field Demarcation Plan.	☐ Complies Notes:

construction? Reference Plan Pages: 37, 38, 40		
Q11. Permanent Legal Protection Does the developer commit to preferred ownership structures and permanent legal protection mechanisms for open spaces? Reference Plan Page: 41	Legal Protection Framework: Draft conservation easements, deed restrictions, or HOA covenants, plus Letter of Intent from receiving public jurisdiction or accredited land trust.	☐ Complies Notes:
Q12. Long-Term Management & Baseline Inspection Has a long-term management framework been prepared, and does the developer agree to a baseline site inspection prior to ownership transfer? References Plan Page: 42	Long-Term Management Plan (PDF): Narrative management strategy detailing invasive species controls, baseline environmental inspection framework, and pre-transfer Site Photographs.	☐ Complies Notes:

Section 5: Streams, Headwaters, SCPZ, & Wetland Protections

Requirement (2026 BDAA Reference & Question)	Recommended Submittal & Guidance	Details / Comments
Q13. Stream & Headwater Verification Have all applicable stream channels, headwater features, and non-jurisdictional ephemeral elements been field-verified? Reference Plan Pages: 45–46	Stream & Hydrology Delineation Report (PDF): Field verification data sheets, mapping of hydrologic features, and coordination documentation with USACE or Ohio EPA.	☐ Complies ☐ N/A (No Streams) Notes:
Q14. SCPZ Setbacks & Riparian Cover Does the site plan protect the Stream Corridor Protection Zone (SCPZ) and establish at least 150 feet of contiguous native riparian forest cover? Reference Plan Pages: 46–47	SCPZ Delineation & Riparian Forest Plan (PDF Map Set): Engineering layout demonstrating chosen Section 4.15.4 calculation method and measuring required 150-foot native riparian forest expansion.	☐ Complies Notes:
Q15. Wetland Buffers & Permanent Signage Have wetlands been formally delineated with BDAA category-based buffers, and does the developer commit to permanent buffer signage? Reference Plan Pages: 48–50	Certified Wetland Delineation & Buffer Exhibit: Copy of wetland report (with OEPA category assignments), plans indicating BDAA category-specific buffers, and details for permanent boundary signage.	☐ Complies ☐ N/A (No Wetlands) Notes:
Q16. Wetland Hydrology & Alternatives Does the site design maintain wetland hydrology, and prove that all feasible design alternatives were exhausted prior to disturbing non-jurisdictional wetlands? Reference Plan Pages: 48–50	Wetland Hydrology & Protection Narrative (PDF): Engineering statement and localized drainage maps verifying predevelopment stormwater feeds, plus Alternatives Analysis exhibit.	☐ Complies Notes:
Q17. Degraded Streams & Wetlands Ecological Restoration If the subject site contains channelized streams, degraded stream corridors, or impacted/degraded wetlands, does the proposed development incorporate ecological restoration practices, such as natural channel design, re-establishing hydrologic connectivity, bioengineering, and native riparian vegetation planting, and commit to required post-restoration monitoring standards? Plan Pages 28, 46-47, 87-88	Stream & Wetland Ecological Restoration Plan (PDF): A detailed engineering and ecological restoration package including: 1. Degradation Baseline Assessment: Existing conditions narrative and photographic exhibit identifying stream channelization, bank instability, erosion, or wetland degradation. 2. Restoration Design Set: Engineering cross-sections, natural channel design details, bioengineering techniques, and a comprehensive native planting schedule. 3. Monitoring & Performance Plan: A 3 to 5 year post construction monitoring framework and maintenance agreement to verify successful hydrologic and vegetative reestablishment.	☐ Complies ☐ N/A (No Degraded Streams/Wetlands) Notes:

Section 6: Infrastructure, Density, & Water Quality Modeling

Requirement (2026 BDAA Reference & Question)	Recommended Submittal & Guidance	Details / Comments
Q18. Centralized Utilities & Gross Density Does the proposal connect entirely to centralized utilities, and calculate gross site density across the entire site acreage? Reference Plan Pages: 62, 81	Utility Infrastructure Availability Document: MOU, Letter of Intent, or capacity allocation letter from regional utility provider (e.g., Columbus Water & Power), plus Gross Density Calculations Spreadsheet.	☐ Complies Notes/Ref:
Q19. Pollution Modeling & Impervious Setbacks Have water quality modeling targets been met, and are strict impervious setbacks maintained from streams and the SCPZ? Reference Plan Pages: 84–85	Water Quality & DCIA Modeling Package (PDF): 1. Engineering exhibit verifying zero SCPZ encroachment and strict 300-ft stream setback. 2. Modeling results confirming DCIA $\leq$ 10%.	☐ Complies Notes:
Q20. Groundwater Recharge & Peak-Flow BMPs Does the site plan maintain or improve baseline shallow groundwater recharge rates onsite, and utilize alternative BMPs where needed? Reference Plan Pages: 86, 92	Groundwater Recharge Analysis & BMP Plan: Hydrogeologic report/spreadsheet showing comparative pre- and post-development infiltration rates, plus engineering plans for alternative BMPs if needed.	☐ Complies Notes:
Q21. Regional Trail & Multi-Use Greenway Connectivity Does the proposed development incorporate dedicated multi-use trails, bikeways, or public access easements that connect with adjacent local and regional trail plans, regional greenway networks, and neighboring parklands? Plan Pages 52-55	Trail & Pedestrian Connectivity Plan (PDF): An annotated site plan exhibit and narrative detailing: 1. Internal & External Alignment: Map showing internal multi-use paths, sidewalks, and external tie-ins to surrounding regional greenways, parks, or planned bikeways 2. Design Specifications: Engineering cross-sections, path width (minimum 10-foot paved/crushed aggregate multi-use trail standards), surfacing materials, and ADA compliance details. 3. Easements & Public Access: Delineation of dedicated public access easements or rights-of-way securing perpetual public trail connectivity across the site.	☐ Complies ☐ NA (No Adjacent Trails) Notes:

Section 7: Mitigations, Variances, & Revenue Program Contributions

Requirement (2026 BDAA Reference & Question)	Recommended Submittal & Guidance	Details / Comments
Q22. Ecological Mitigations & Variances Are required ecological mitigations, tree replacements, and alternative variance site plans fully documented? Reference Plan Pages: 37, 39, 87, 88–91, 99	Mitigation, Fee, & Variance Compliance Package (PDF): Consolidated package with tree replacement tables, ecological mitigation documentation, developer fee math, and Alternative Site Design exhibits.	☐ Complies Notes:
Q23. Darby Revenue Program & Fees Does the developer commit to mandatory per-unit revenue contributions, dedicated stormwater maintenance fees, and legal access? Reference Plan Pages: 96, 104	Darby Revenue Program Statement / Fiscal Agreement: Signed developer agreement copy detailing TIF, NCA millage, or per-unit fee structures, plus agency MOUs for legal access and service capacity.	☐ Complies Notes:

Section 8: Supplemental Operational Requirements

Requirement (2026 BDAA Reference & Question)	Recommended Submittal & Guidance	Details / Comments
Q24. Operational Compliance & Protocols Does the applicant commit to reporting protocols for unplanned environmental impacts, compliance with Appendix 3-3? Reference Plan Pages: 11-13, 91	Operational Continuity & Compliance Package (PDF): Signed agreement outlining reporting protocols for unplanned site impacts, verification of Appendix 3-3 compliance..	☐ Complies Notes:

