

**CITY OF CHARLOTTE  
SUBDIVISION GATEWAY CHECKLIST**

**Subdivision Name:** \_\_\_\_\_  
**Design Professional:** \_\_\_\_\_ **Firm Name:** \_\_\_\_\_  
**Design Professional Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

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**INSTRUCTIONS FOR COMPLETING THIS FORM:**

- **ALL sections of the Gateway Checklist must be completed (checked or marked N/A).**
- The Gateway Checklist is to be completed and submitted by the designer of record.
- A copy of the completed checklist must be included with **all first submittals** of a subdivision application for approval of a Preliminary Plan, Planned Multi Family, Mixed Use Development, Commercial Subdivisions **and first submittals of revisions to previously approved subdivisions.**

**GENERAL REQUIREMENTS:**

Site Location:

- Site in the City Limits
- Site is in E.T.J. Limits (*Designer to also forward (2) Sets of Plans & Calculations to NCDOT District Office*)
- Site is located on a State Maintained Roadway (*Designer to also forward (2) Sets of Plans & Calculations to NCDOT District Office*)
- A stamped "received" copy of the NCDOT transmittal for projects adjacent to a State Maintained R/W And/or within the limits of the ETJ has been included in the submittal package.

***The following must be included - indicate with a check you have included each:***

*Included*

- Site Plan sheet
- Plans are sealed, signed and dated.
- Vicinity map is clear enough to locate the project and includes the proposed site with the surrounding road network and includes a north arrow.
- Property lines, right-of-way lines, setback lines, proposed and existing underground easements, and utilities (i.e. water, sewer, electric, gas, etc.) of record locations including existing and known proposed.
- Clearly distinguish between existing and proposed conditions (i.e. contours, pavement, structures, etc.)
- Plans and calculations must be legible.

**EROSION CONTROL REQUIREMENTS to be shown on plans:**

*Included N/A*

- Erosion control measures are shown and erosion control details are included in plan set.
- Delineated drainage area map for each sediment basin design; if erosion control plan is phased, show areas for each phase.
- Two sets of erosion control calculations (sealed by P.E. P.L.S. or R.L.A.)
- Show utility locations in plan view and related erosion control measures (Complete utility plans are not required).

**DESIGNER COMMENTS:** \_\_\_\_\_

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**STORM WATER DRAINAGE/DETENTION REQUIREMENTS to be shown on plans:**

*Included N/A*

- Stormwater Management Plan sheet(s) in plan set (see section 6 of PCCO Admin. Manual)
- BMP design calculations (in hardcopy and digital format)
- Completed Design Procedure Form/Worksheet for each storm water BMP (see sec. 4, BMP Design Manual)

- Delineation of drainage areas (on and off-site). Topo for drainage areas must extend to a point where ridgelines can be clearly identified.
- Show site boundary on off-site drainage area map.
- Show proposed improvements on site drainage area map.
- Storm drainage data/schedule included in plans.
- Tc paths shown for pre and post development on a drainage area map.
- Drainage area map must have clearly labeled contours at 4' intervals or less.
- Two sets of storm drainage/detention calculations (sealed by a registered professional).
- Detention Worksheet ([Click here - City of Charlotte Development Services Pages Resources](#) and under **Resources click Stormwater & PCCO click on Detention Worksheet Rev 2010** for a copy of form).
- Flood Study
  - Two sets of calculations (sealed by PE).
  - Provide digital copy of channel analysis input file (CD or email copy acceptable).
    - CD     Email
  - Existing channel, bridge/culvert, roadway geometry sealed by PLS.
  - Show 100+1 SWEL and SWPE's on site plan and grading plan.

DESIGNER COMMENTS: \_\_\_\_\_

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**CDOT/NCDOT TRANSPORTATION REQUIREMENTS to be included on plans:**

*Included N/A*

- Intersection Sight Distance Plan & Profile for each proposed street connection to an existing public street.
- Improvements to Existing Roadway/Turn Lane:
  - Construction Plans – maximum scale of 1" = 40'
  - Cross sections every 50 feet at 1" = 5' (vertical and horizontal)
  - Pavement Marking Plans (separate) - maximum scale of 1" = 40'
  - Traffic Control Plans (separate) - maximum scale of 1" = 40'
- Horizontal and Vertical alignments with curve data
- Architectural Parking Deck Plans (multifamily reviews)
- NCDOT Documents:
  - A stamped "received" copy of the NCDOT transmittal
  - NCDOT Street and Driveway Access Permit Application, signed by applicant and witness.

DESIGNER COMMENTS: \_\_\_\_\_

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**PLANNING REQUIREMENTS to be shown on plans:**

*Included N/A*

- Zoning Classification of Property
- Overlay Zoning Districts
- Rezoning Petition Number
- A stamped approved copy of the Conditional Zoning Site Plan with the Conditional Notes
- Architectural building elevations (if shown or noted as part of a Conditional Zoning Site Plan)
- Development Table/Chart (Minimum Lot Area, Setbacks, Rear and Side Yard Requirements)
- Tax Parcel Number(s)
- Density Calculations (Total Area/# of Lots/Units)
- Common open space (COS) calculations (Total COS Area / % of Total Area)
- Density Bonus (Calculations)
- Tree Save calculations (Total Tree Save Area / % provided)
- Adjoining Property Owners/Zoning of Property
- Streams/Watercourses (Applicable SWIM/Watershed Buffers Delineated) Overlay Zoning Districts

DESIGNER COMMENTS: \_\_\_\_\_

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**FLOODPLAIN DEVELOPMENT PERMITS REQUIREMENTS:**

To be completed if Floodplain exists within the project area:

(Click here - [Individual Floodplain Development Permit Application](#) and under **Floodplain Development** click on the **Individual Floodplain Development** link for a copy of form)

Included *N/A*

- FEMA and Community Floodplain are shown on project area.
- Floodplain Development Permit Application Package attached, if grading or other development is proposed in FEMA and/or Community Floodplain.

DESIGNER COMMENTS: \_\_\_\_\_

**URBAN FORESTRY REQUIREMENTS to be included with plans:**

Included *N/A*

- Aerial photo with the subdivision layout superimposed on it indicating that trees exist in proposed tree save areas, for Single Family development.
- Survey of trees in ROW and setbacks for Multi Family and Commercial Development
- Calculations for tree save/tree planting
- Tree preservation/tree planting notes and details CLDSM
- Tree protection fence location(s) shown
- Location of trees to be planted and schedule of tree species

Detailed information regarding single-family and commercial tree ordinance compliance can be found in the City of Charlotte Tree Ordinance, Sections 21-95 and 21-96, at [City of Charlotte Tree Ordinance and Guidelines](#).

DESIGNER COMMENTS: \_\_\_\_\_

**FIRE DEPARTMENT REQUIREMENTS to be included with plans:**

Included *N/A*

- Minimum 20' wide clear zone for roads
- No 'dead end' travel in excess of 150'
- Minimum turning radius (30' inside, 42' outside)
- Building Access / Hydrant location shall not exceed 750' in distance from most remote point to the building
- On-street parking may not be any closer than 10' from a hydrant

Detailed information regarding City Fire plan review can be found at the [City Fire Prevention Bureau](#).

DESIGNER COMMENTS: \_\_\_\_\_

COMMENTS (for staff use only): \_\_\_\_\_