

Charlotte-Mecklenburg Planning Commission

Plat Checklist

(REVISED February 2016)

Project Name: _____ Date: _____

Project Number: _____ Status: _____

* Does not apply to a "not subject to" plat

SUBMITTAL REQUIREMENTS:

_____ Complete Application Forms with owner's signature (See application form, 20-17(D))

Signed by: _____

Owner according to Polaris: _____

_____ Review Fee Paid

_____ North Arrow with reference to true, magnetic, deed, or grid (20-16 & 20-18.5)

_____ Revision Note with Clear Purpose Statement (**if Required**)

_____ Zoning

_____ (CD) Plan Conditions Met

_____ Area (ac) of Plat

_____ Number of Lots to be platted *

_____ Density

_____ Map Date (20-18.5)

_____ Scale $\leq 1"=100'$ (20-18)

_____ Vicinity Map (20-18.5)

_____ Complete Property boundary with metes and bounds (20-18.1)

_____ Adjacent Property owners & Deed references (NC § 47-30.f.7)

_____ Intersecting Property Lines (NC § 47-30.f.7)

_____ Subdivision Name Correct (20-16.6) (The name of the Subdivision/Project must be the same as provided at time of approval of the Preliminary Plan. New names may be changed with approval of Planning Staff at time of platting, but should reference the approved plan name in the title block (i.e. "Formerly Known As"))

_____ Existing streets, railroads, water courses, etc. (20-18.2 & .3)

_____ Sanitary Sewer Easements (20-18.2)

_____ Jurisdiction (City or City ETJ) (20-18.5)

_____ **ETJ Note** (if necessary) (20-18.5)

Review Officer Requirements

_____ Size Requirements: (18"x 24", 21"x 30", 24"x 36")

_____ Border (1½" on left side and a minimum of ½" border on the other sides)

_____ Reproducible: Mylar

_____ Title Block (1. Title of map, 2. Owner, 3. Township, County, State, 4. Date of Survey, 5. Scale or ratio, 6. Name & address of Surveyor or Firm preparing Plat)

_____ Surveyor's Certificate as to Land Use Regulations (ex. This survey creates a subdivision of land...)

_____ Surveyor's Original Signature, Seal, & Registration Number

_____ Control Corners (2 concrete monuments with grid coordinates 20-18.6; NC § 39-32.1) * *

_____ Iron Pin Note

_____ Planning Agency Approval Note

- _____ Review Officer Note/Certificate
- _____ NCDOT Approval Note (required for all new streets located in the ETJ & for new street access onto a state maintained road and/or dedication on a state maintained road)

Lots:

- _____ Lot Layout generally matches preliminary plan (20-25(A)(B)) *
- _____ Lot & Block Numbers matches preliminary plan *
- _____ Minimum Lot size
- _____ Minimum Lot width *measured at required setback*
- _____ Maximum Building Coverage (9.205.1.i of Zoning Ordinance) Building Coverage is defined in Ch. 2 of ZO as “The portion(s) of a lot developed with principal and accessory buildings.”
- _____ Setbacks (20-25(D), 20-18.2, Zoning Ordinance)
- _____ Garage Setback
- _____ Side yard and/or Building Separation (Chapter 9, parts 1-11 of Zoning Ordinance)
- _____ Rear yard (Chapter 9, parts 1-11 of Zoning Ordinance)
- _____ Rear yard Buffer (Reverse Fronting on thoroughfare)
- _____ Cluster Note *developed as cluster* (Chapter 9, parts 1-11 of Zoning Ordinance) (if applicable)
- _____ Common Open Space multiple Phases/ Plats at least 10% **(if Required) ***
- _____ Common Open Space Statement **(if Required) ***
- _____ Greenway Dedication with Note **(if Required)**
- _____ Setbacks/ Side yards / External Rear yard boundaries
- _____ Tree Save Areas (City of Charlotte Tree Ordinance) **(if Required) ***
- _____ Tree Save Areas (in lots must have metes and bounds) (City of Charlotte Tree Ordinance) **(if Required)**
- _____ **Natural Areas (PCCO)**
- _____ **Built Upon Area (PCCO or Watershed)**

Streets: *

- _____ Street Names checked (20-14(J))
- _____ Street R/W's labeled (Public/ Private and width) (20-22)
- _____ Private Street Maintenance Note **(if Required)**
- _____ Median Maintenance Note **(if Required)**
- _____ Intersection Radius
- _____ Sight triangles (internal & external with size reference) (12.109 of Zoning Ordinance)
- _____ Tie line identified between new and existing street(s) (12.109 of Zoning Ordinance for exceptions)

Thoroughfares:

- _____ Additional R/W Reserved / Dedicated (20-52, 20-22)
- _____ Arterial / Thoroughfare Setback/ Side Yard/ Rear Yard & Buffer area OK (20-25(D), Zoning Ordinance 12.308)
- _____ Note direct vehicular access to thoroughfare prohibited (20-25(E), 20-52.3(B) & .5(B))
- _____ Transitional Setbacks (Zoning Ordinance 12.103)

Watershed (if applicable):

- _____ Located in Regulated Watershed?
- _____ Built Upon Area (Impervious Area) calculations (maximum built upon area per lot) (20-25(H) & Ch 10 of Zoning Ordinance)
- _____ Watershed Averaging Note (Average & Minimum Built Upon Area Per Lot)
- _____ Buffer areas delineated with labels (20-25(H) & Chapter 10 of Zoning Ordinance)
- _____ Low Density / High Density Option (20-25(H) & Chapter 10 of Zoning Ordinance)

Swim/PCCO Buffers:

- _____ Major Creek Name (if applicable)
- _____ Top of bank labeled (Chapter 12, part 8 of Zoning Ordinance)
- _____ Buffer delineation (35 ft., 50 ft., 100+) (Chapter 12, part 8 of Zoning Ordinance)
- _____ Zones labeled correctly (Stream side, Managed Use, and Upland Zone)
- _____ Stream Side Zone labeled undisturbed

Regulated Floodway:

- _____ Community Flood Fringe Line
- _____ FEMA Flood Fringe Line
- _____ Community Encroachment Line
- _____ FEMA Floodway Line
- _____ FPE per lot (Flood Protection Elevation)
- _____ Lots Subject to Flooding Note (If Required) (20-18.2)
- _____ Floodway Regulation Applicability Note (If Required) (20-18.2)

Storm Water Elevation Line (SWEL) (20-25(F)):

- _____ SWEL location per preliminary plan (if Required)
- _____ SWPE elevation (all lots affected by SWEL labeled appropriately)

Miscellaneous Information:

- _____ Easements- R/W's (SDE, Utility, Landscape, Sidewalk - *if outside R/W*, etc) Check Preliminary Plan
- _____ Demolition Landfill Note (20-16.12, 20-18.2) (if Required)
- _____ Addresses on Plat (if Required; not required on Commercial Plats)
- _____ Buffers Class and Maintenance (if Required)
- _____ Screening Maintenance Note (if screening is located on private property; i.e. not in COS) (if Required)
- _____ 400 SQ. FT. private open space note (Townhouses only, does not apply in MUDD Zone) (if Required) *
- _____ Existing Buildings on site shown
- _____ Water Access Lot (20-25(G)) (if Required) *
- _____ Airport Noise Overlay (20-18.8, Chapter 10, part 3B of Zoning Ordinance) (if Required, add "Noise Warning")

"Noise Warning - This property, either partially or wholly, is zoned Airport Noise Disclosure Overlay District and lies within or near the Noise Exposure Map Areas of Charlotte-Douglas International Airport and may be subject to noise that may be objectionable."

MINOR SUBDIVISION ONLY:

- _____ Zoning verified
- _____ (CD) Plan Conditions Met
- _____ Lot numbers
- _____ Street improvement to existing streets required (20-58)
- _____ Within City of Charlotte or ETJ; Curb, Gutter & Sidewalk Required (20-54)
- _____ Proposed Thoroughfares or Outer-belt Corridor Reserved/Dedicated (20-52, 20-22)
- _____ Screening/Buffers/Noise Abatement required (Chapter 12 of Zoning Ordinance)

** Only 1 control corner is required for a MINOR subdivision (no concrete monument required)

NOT SUBJECT TO THE SUBDIVISION ORDINANCE ONLY:

This map is "not subject to" because: _____

- _____ Zoning verified
- _____ (CD) Plan Conditions Met
- _____ Lot numbers

_____ Maps attached to Deeds:

_____ Surveyor's Original Signature, Seal

_____ Be a copy of a map, already on file in the public record, that is certified by the custodian of the public record to be a true and accurate copy of a map bearing an original personal signature and original seal. (The presence of the original personal signature and seal shall constitute a certification that the map conforms to the standards of practice for land surveying in North Carolina, as defined in the rules of the North Carolina State Board of Registration for professional Engineers and Land Surveyors.

_____ A map does **not** meet the requirements in 1 or 2 above, may be attached to a deed or other instrument submitted for inclusion in the public record only for illustrative purposes and only if the map is conspicuously labeled **'This map is not a certified survey and has not been reviewed by a local government agency for compliance with any applicable land development regulations.'**

** Only 1 control corner is required for a NOT SUBJECT TO subdivision (no concrete monument required; not required to have coordinates)

NOTE: Condo vs. Townhome: While not a requirement of the Subdivision Ordinance, it is advisable to let the Applicant know that on plats creating a Condo or Townhome the ownership structure of the unit impacts building code requirements and how the property should be platted.