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 ≤ 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
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.