

The Planning Department Announces Electronic Plan Submittal and Review for Administrative Amendment Requests for Conditional Rezoning Plans

Effective July 1, 2015, the Charlotte-Mecklenburg Planning Department will implement electronic plans (EPLANS) for the submission of a request for an Administrative Amendment to a conditional rezoning plan.

Customers will complete an electronic application and attach the associated site plans along with any other documentation by accessing Accela Citizen Access at the following URL: <https://aca.accela.com/charlotte/default.aspx>. Customers will no longer submit paper plans or plans via email.

Reviewers of the Administrative Amendment process will utilize Electronic Document Review (EDR) for the analysis of EPLAN submittals. Electronic Document Review (EDR) is a feature within Accela Automation that uses Adobe Acrobat X Pro to provide markups of documents in a PDF format.

Planning staff invites rezoning agents, design professionals, and other interested parties to attend one of the upcoming customer training sessions in June. The training will be held at the Charlotte Mecklenburg Government Center in Room 280 on the following dates:

June 23, 2015 from 9:30 am to 11:00 am

June 25, 2015 from 2:00 pm to 3:30 pm

Additional information and details will be available on our website www.rezoning.org. If you have any questions regarding this information, please contact one of the project managers listed below:

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