

**CITY OF CHARLOTTE  
SUBDIVISION GATEWAY CHECKLIST**

**Subdivision Name:** \_\_\_\_\_  
**Design Professional:** \_\_\_\_\_ **Firm Name:** \_\_\_\_\_  
**Email (print legibly):** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

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**INSTRUCTIONS FOR COMPLETING THIS FORM:**

- **ALL sections of the Gateway Checklist must be completed (checked or marked N/A).**
- Refer to internal department checklists for specific, more detailed requirements.
- The Gateway Checklist is to be completed and submitted by the designer of record.
- **5 copies** 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 or Commercial Subdivision.

**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 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*

- ☐ ☐ 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 (Go to <http://landpermits.charmeck.org> for 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: \_\_\_\_\_

## 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).

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

## 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.
- ☐ ☐ 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: \_\_\_\_\_

## FLOODPLAIN DEVELOPMENT + PERMIT REQUIREMENTS:

To be completed if Floodplain exists within the project area:

<http://www.charmeck.org/Departments/StormWater/Contractors/Floodplain+Development+Permits.htm>

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

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

*Full detailed checklists for single-family and commercial tree ordinance compliance can be found at <http://landpermits.charmeck.org> under Tree Ordinance.*

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