

Charlotte-Mecklenburg Planning Department Review Fees

**(Rezoning / Zoning Administration /
Historic District Commission)**

(July 1, 2018 – June 30, 2019)

FEES EFFECTIVE

JULY 1, 2018

SERVICE:**REZONING APPLICATION, CONDITIONAL ZONING (Major / Minor)****DESCRIPTION:**

Parallel conditional zoning and conditional zoning districts are established to address those situations when a particular use may be acceptable but the general classification which would allow that use would not be acceptable. It allows the City Council or Board of County Commissioners to approve a proposal for a specific use(s) with reasonable conditions to ensure the compatibility of the use(s) with surrounding properties. Any such zoning amendment will be adopted only after public notice and public hearing as required by general law.

For the purposes of fee schedules, there are two types of parallel conditional zoning and conditional zoning applications: major and minor. **Major** parallel conditional zoning and conditional zoning district rezonings are for properties which are 10 acres or larger or generate more than 2,500 vehicle trips per day. All other parallel conditional zoning and conditional zoning districts rezonings will be considered **Minor**.

COORDINATING AGENCY:

Planning, Design & Development
600 East Fourth Street
Charlotte, North Carolina 28202-2853
(704) 336-2205

CONTACT PERSON:

Richard Hobbs or Solomon Fortune

**REQUIRED DOCUMENTATION/
APPLICATION:**

2 applications, 2 site plans, & a PDF formatted version of the site plan on R-CD. If the property to be rezoned is not an existing parcel of record, a survey is required.

If only a portion of a lot is being rezoned, and/or if the rezoning boundaries do not follow property lines, and/or if there is more than one requested zoning classification; submit a survey map delineating the property or area in question.

PRE-MEETING REQUIREMENT:

A pre-meeting with Rezoning Team staff is required prior to the submission of an application. To schedule an appointment, [click here](#)

REFERENCE DOCUMENT:

City of Charlotte Zoning Ordinance

SPECIAL REQUIREMENTS:

Site plans folded to approximately 8½" x 11". One narrative description of property by metes and bounds and 2 copies of boundary survey if not on site plans. Any potential applicant for rezoning should discuss proposal with the Planning Staff prior to submission of application. All potential applicants must get all property owners signatures on the application or submit a signed joinder agreements with the applications.

APPROXIMATE REVIEW PERIOD:

Approximately 4-5 months from submittal deadline to decision, some exceptions may apply.

FEE AMOUNT:

EFFECTIVE JULY 1, 2018

<u>Type of Rezoning</u>	<u>Planning Department</u>	<u>Engineering Department</u>	<u>City Dept. Transportation</u>	<u>City Fire</u>	<u>City Clerk*</u>	<u>TOTAL FEE</u>
Minor	\$ 3,530	\$ 440	\$ 870	\$ 35	\$270*	\$ 5,145
Major	6,800	440	4,500	70	270*	\$ 12,080

** If the petitioner defers their Rezoning Petition more than once after the initial public hearing has been advertised by the City Clerk's Office, there will be a \$270 fee for each additional advertisement.*

SERVICE: **REZONING APPLICATION, CONVENTIONAL (By Right)**

DESCRIPTION: The City Council or Board of County Commissioners on its own motion or by petition may amend, supplement, change or repeal the zoning district boundaries or regulations established by ordinance. Any such amendments will be adopted only after public notice and public hearing as required by general law.

COORDINATING AGENCY: Planning, Design & Development
600 East Fourth Street
Charlotte, North Carolina 28202-2853
(704) 336-2205

CONTACT PERSON: Richard Hobbs or Solomon Fortune

REQUIRED DOCUMENTATION/ APPLICATION: 2 applications. If the property to be rezoned is not an existing parcel of record, a survey is required.

PRE-MEETING REQUIREMENT: A pre-meeting with Rezoning Team staff is required prior to the submission of an application. To schedule an appointment, [click here](#)

REFERENCE DOCUMENT: City of Charlotte Zoning Ordinance

APPROXIMATE REVIEW PERIOD: Approximately 3-4 months from submittal deadline to decision, some exceptions may apply.

FEE AMOUNT: EFFECTIVE JULY 1, 2018

<u>Type of Rezoning</u>	<u>Planning Department</u>	<u>Engineering Department</u>	<u>City Dept. Transportation</u>	<u>City Fire</u>	<u>City Clerk*</u>	<u>TOTAL FEE</u>
Conventional By Right (All Districts)	\$ 2,110	\$ 440	\$ 870	\$ 35	\$270*	\$ 3,725

** If the petitioner defers their Rezoning Petition more than once after the initial public hearing has been advertised by the City Clerk's Office, there will be a \$270 fee for each additional advertisement.*

SERVICE:**REZONING - ADMINISTRATIVE ADMENDMENTS
(With or Without Notification)****DESCRIPTION:**

Changes in detail to previously approved Conditional Plan can be approved by the Planning Director. These proposed changes cannot alter the basic relationship of the proposed development to the surrounding properties or the standards and requirements of the zoning regulations or to any conditions attached to the approval. Notification will be required after the Administrative Amendment if the Rezoning was protested

COORDINATING AGENCY:

Planning, Design & Development
600 East Fourth Street
Charlotte, North Carolina 28202-2853
(704) 336-2205

CONTACT PERSON:

Solomon Fortune

**REQUIRED DOCUMENTATION/
APPLICATION:**

City of Charlotte, Planning Department will require electronic Plans (EPLANS) for the submission of Administrative Amendment applications EFFECTIVE JULY 1, 2018.

PRE-MEETING REQUIREMENT:

Customers will complete an electronic applications and attach the 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.
A pre-meeting with is recommended prior to the submission of an application.
Please contact 704-336-2205 to schedule an appointment.

REFERENCE DOCUMENT:

City of Charlotte Zoning Ordinance – Section 6.207

APPROXIMATE REVIEW PERIOD:

Approximately 5-15 days for Approval
(If Notification is required, Additional 21 Days)

FEE AMOUNT:

EFFECTIVE JULY 1, 2018

\$525.00

SERVICE:	ZONING ORDINANCE TEXT AMENDMENT
DESCRIPTION:	To change the existing wording or propose new wording to the written text of the City of Charlotte Zoning Ordinance or Mecklenburg County Zoning Ordinance.
COORDINATING AGENCY:	Planning, Design & Development 600 East Fourth Street Charlotte, North Carolina 28202-2853 (704) 336-2205
CONTACT PERSON:	Sandy Montgomery or Solomon Fortune
REQUIRED DOCUMENTATION/ APPLICATION:	2 applications, 2 copies of prepared text amendment.
PRE-MEETING REQUIREMENT:	A pre-meeting with is recommended prior to the submission of an application. Please contact 704-336-2205 to schedule an appointment.
REFERENCE DOCUMENT:	City of Charlotte Zoning Ordinance
APPROXIMATE REVIEW PERIOD:	Approximately 3-4 months for decision, hearings held monthly, some exceptions may apply.
FEE AMOUNT:	EFFECTIVE JULY 1, 2018 \$1,500.00

SERVICE:**ADMINISTRATIVE ZONING SERVICES****DESCRIPTION:**

Services Shall Include:

- Sign Flex Options (Section 13.110(2))
- Alternate Buffers (Section 12.304)
- Parking Reductions (Section 12.202(2))
- Innovative Site Plan Review (Section 11.208)
- Streetscape Modifications (Multiple Sections)

For the purpose of providing flexibility for development, special provisions varying the regulations as described in the above sections, may be approved by the Planning, Design & Development staff.

COORDINATING AGENCY:

Planning, Design & Development
600 East Fourth Street
Charlotte, North Carolina 28202-2853
(704) 336-2205

CONTACT PERSON:

- Sign Flex Options - Solomon Fortune
- Alternate Buffers - Barry Mosley
- Parking Reductions - John Kinley
- Innovative Site Plan Review - Solomon Fortune
- Streetscape Modifications - Barry Mosley

**REQUIRED DOCUMENTATION/
APPLICATION:**

Letter with property owner or authorized agents signature specifying the requesting administrative service. Four copies of the proposed site plan indicating the requested change. Supplemental information may be required.

PRE-MEETING REQUIREMENT:

A pre-meeting with is recommended prior to the submission of an application. Please contact 704-336-2205 to schedule an appointment.

REFERENCE DOCUMENT:

City of Charlotte Zoning Ordinance

APPROXIMATE REVIEW PERIOD:

Review and Approval vary depending type of review

FEE AMOUNT:

EFFECTIVE JULY 1, 2018

\$250.00

SERVICE:	ZONING ADMINISTRATION APPEALS (Residential & Commercial)
DESCRIPTION:	A review of a decision, interpretation, order, requirement or determination made by the Zoning Administrator per Chapter 5 of the City of Charlotte Zoning Ordinance.
COORDINATING AGENCY:	Planning, Design & Development 600 East Fourth Street Charlotte, North Carolina 28202-2853 (704) 336-2205
CONTACT PERSON:	Barry Mosley
REQUIRED DOCUMENTATION/ APPLICATION:	Application signed and dated. (15 copies including original) See application and procedure packet for instructions.
PRE-MEETING REQUIREMENT:	A pre-meeting with Zoning Administration staff is required prior to the submission of any type of application. Please contact 704-336-3818 to schedule an appointment.
REFERENCE DOCUMENT:	City of Charlotte Zoning Ordinance
SPECIAL REQUIREMENTS:	Written facts/evidence to lead the Board to conclude that the decision, interpretation, etc. of the Zoning Administrator is erroneous.
APPROXIMATE REVIEW PERIOD:	2 months

FEE AMOUNT:	EFFECTIVE JULY 1, 2018	
	<u>RESIDENTIAL</u>	\$260.00
	<u>COMMERCIAL</u>	\$510.00

SERVICE:	ZONING ADMINISTRATION VARIANCES (Residential & Commercial)
DESCRIPTION:	A request for a variance from the requirements of the Zoning Ordinance which relate to uses of land or the establishment, extension, or use of structures per Chapter 5 of the City of Charlotte Zoning Ordinance.
COORDINATING AGENCY:	Planning, Design & Development 600 East Fourth Street Charlotte, North Carolina 28202-2853 (704) 336-2205
CONTACT PERSON:	Barry Mosley
REQUIRED DOCUMENTATION/ APPLICATION:	Application signed and dated. (15 copies including original) See application and procedure packet for instructions.
PRE-MEETING REQUIREMENT:	A pre-meeting with Zoning Administration staff is required prior to the submission of any type of application. Please contact 704-336-3818 to schedule an appointment.
REFERENCE DOCUMENT:	City of Charlotte Zoning Ordinance
SPECIAL REQUIREMENTS:	Physical survey (not to exceed 8 1/2" X 11") or scaled drawing describing the property and providing dimensions and distances.
APPROXIMATE REVIEW PERIOD:	2 months

FEE AMOUNT:	EFFECTIVE JULY 1, 2018	
	<u>RESIDENTIAL</u>	\$735.00
	<u>COMMERCIAL</u>	\$1,650.00

SERVICE:	ZONING ADMINISTRATION - ADMINISTRATIVE DEVIATIONS (Residential & Commercial)
DESCRIPTION:	A request for a minor deviation from the requirements of the Zoning Ordinance which relate to uses of land or the establishment, extension, or use of structures per Chapter 5 of the City of Charlotte Zoning Ordinance.
COORDINATING AGENCY:	Planning, Design & Development 600 East Fourth Street Charlotte, North Carolina 28202-2853 (704) 336-2205
CONTACT PERSON:	Barry Mosley
REQUIRED DOCUMENTATION/ PERMIT APPLICATION: PRE-MEETING REQUIREMENT:	One (1) application signed and dated. See application and procedure packet for instructions. A pre-meeting with Zoning Administration staff is required prior to the submission of any type of application. Please contact 704-336-3818 to schedule an appointment.
REFERENCE DOCUMENT:	City of Charlotte Zoning Ordinance
SPECIAL REQUIREMENTS:	Physical survey (not to exceed 8 1/2" X 11") or scaled drawing describing the property and providing dimensions and distances.
APPROXIMATE REVIEW PERIOD:	1-2 weeks

FEE AMOUNT:	EFFECTIVE JULY 1, 2018	
	<u>RESIDENTIAL:</u>	\$255.00
	<u>COMMERCIAL:</u>	\$465.00

SERVICE:**ZONING ADMINISTRATION - Permitting**

(Single Family Review, Sign Permits, Sign Permits,
Verification Letters and Zoning Use Permits)

DESCRIPTION:**COORDINATING AGENCY:**

Planning, Design & Development
2145 Suttle Ave
Charlotte, North Carolina 28208
(704)

CONTACT PERSON:

Donald Moore

FEE AMOUNT:

EFFECTIVE JULY 1, 2018

RESIDENTIAL SINGLE FAMILY REVIEWS: \$ 50.00

SIGN PERMITS \$ 110.00

VERIFICATIONS LETTERS \$ 65.00

ZONING USE PERMITS \$ 175.00

SERVICE:**HISTORIC DISTRICT COMMISSION – MINOR REVIEW****DESCRIPTION:**

A Minor Review is defined as new construction projects visible from the public rights of way such as garages, accessory dwelling units and minor additions. A 'minor addition' is hereby defined as work that increases the square footage of the original structure less than 50%. The Historic District staff review plans for these projects which require a high level of detail. Commission staff meets with applicants and processes their applications for review by the Commission.

COORDINATING AGENCY:

Planning, Design & Development
600 East Fourth Street
Charlotte, North Carolina 28202-2853
(704) 336-2205

CONTACT PERSON:

John Howard, Wanda Birmingham and Kristi Harpst.

**REQUIRED DOCUMENTATION/
APPLICATION:**

Application, survey, site plan, elevations, wall sections, photographs and in some cases material samples. Drawings may be submitted digitally as a PDF, on a CD, or as hardcopies in full sheet sets. Floor plans may be submitted but are not required.

PRE-MEETING REQUIREMENT:

Applicants are required to meet with HDC staff before the application process.

REFERENCE DOCUMENT:

City of Charlotte Historic District Guidelines, City of Charlotte Historic District Application Guide (Accela), City of Charlotte Zoning Ordinance.

APPROXIMATE REVIEW PERIOD:

Between one month and six months. Commission meetings are held monthly.

FEE AMOUNT:

EFFECTIVE JULY 1, 2018

\$ 555.00

SERVICE:**HISTORIC DISTRICT COMMISSION – MAJOR****DESCRIPTION:**

Major Work is defined as new construction, major additions, full demolition and the painting of unpainted masonry of a principal structure. A 'major addition' is hereby defined as work that increases the square footage of the original structure by more than 50%. The Historic District Commission (HDC) and HDC staff review plans for Major Work which require a high level of detail. Commission staff meets with applicants and processes their applications for review by the Commission.

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600 East Fourth Street
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(704) 336-2205

CONTACT PERSON:

John Howard, Wanda Birmingham and Kristi Harpst.

**REQUIRED DOCUMENTATION/
APPLICATION:**

Application, survey, site plan, elevations, wall sections, photographs and in some cases material samples. Drawings may be submitted digitally as a PDF, on a CD, or as hardcopies in full sheet sets. Floor plans may be submitted but are not required.

PRE-MEETING REQUIREMENT:

Applicants are required to meet with HDC staff before the application process.

REFERENCE DOCUMENT:

City of Charlotte Historic District Guidelines, City of Charlotte Historic District Application Guide (Accela), City of Charlotte Zoning Ordinance.

APPROXIMATE REVIEW PERIOD:

Between one month and six months. Commission meetings are held monthly.

FEE AMOUNT:

EFFECTIVE JULY 1, 2018

\$1,125.00 or

\$2,200.00 If a height survey is required for new construction projects, additions taller than the original structure and full demolition projects.