

# **Charlotte-Mecklenburg Planning Department Review Fees**

**(Rezoning / Zoning Administration)**

*(July 1, 2014 – June 30, 2015)*

**FEES EFFECTIVE**

**JULY 1, 2014**

**SERVICE:****REZONING APPLICATION, CONDITIONAL ZONING****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.

**COORDINATING AGENCY:**

Charlotte-Mecklenburg Planning Department  
600 East Fourth Street  
Charlotte, North Carolina 28202-2853  
(704) 336-2205

**CONTACT PERSON:**

John Kinley

**REQUIRED DOCUMENTATION/  
APPLICATION:**

2 applications, 10 site plans, & a PDF formatted version of the site plan on Compact Disc-R. 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. Please contact 704-336-2205 to schedule an appointment.

**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. 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 3-4 months for decision, hearings held monthly, some exceptions may apply.

**FEE AMOUNT:**

EFFECTIVE JULY 1, 2014

<u>District Requested</u>	<u>Planning Department</u>	<u>Engineering Department</u>	<u>City Dept. Transportation</u>	<u>City Fire</u>	<u>City Clerk</u>	<b><u>TOTAL FEE</u></b>
Single Family Residential	\$ 1,250	\$ 265	\$ 1,400	\$ 125	\$200	<b>\$ 3,240</b>
Multi-Family Residential & Institutional	1,850	265	1,400	125	200	<b>3,840</b>
All Other Districts	3,100	265	1,400	125	200	<b>5,090</b>

**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:** Charlotte-Mecklenburg Planning Department  
600 East Fourth Street  
Charlotte, North Carolina 28202-2853  
(704) 336-2205

**CONTACT PERSON:** John Kinely

**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. 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, 2014

<u>District Requested</u>	<u>Planning Department</u>	<u>Engineering Department</u>	<u>City Dept. Transportation</u>	<u>City Fire</u>	<u>City Clerk</u>	<b><u>TOTAL FEE</u></b>
Single Family Residential	\$ 925	\$ 265	\$ 1,400	\$ 125	\$200	<b>\$ 2,915</b>
Multi-Family Residential & Institutional	1,350	265	1,400	125	200	<b>3,340</b>
All Other Districts	2,300	265	1,400	125	200	<b>4,290</b>

**SERVICE:****REZONING - ADMINISTRATIVE SITE PLAN APPROVAL  
(With or Without Notification)****DESCRIPTION:**

Changes in detail to previously approved Conditional Plan may be approved by the Planning Director as per Section 6.207 of the City of Charlotte Zoning Ordinance. 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 Approval if the Rezoning was Protested

**COORDINATING AGENCY:**

Charlotte-Mecklenburg Planning Department  
600 East Fourth Street  
Charlotte, North Carolina 28202-2853  
(704) 336-2205

**CONTACT PERSON:**

Solomon Fortune

**REQUIRED DOCUMENTATION/  
APPLICATION:**

Four copies of the application along with four copies of the approved Conditional Plan modified to show the proposed changes and a PDF version of the site plan on a Compact Disc-R

**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 – Section 6.207

**APPROXIMATE REVIEW PERIOD:**

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

**FEE AMOUNT:****\$500.00**

EFFECTIVE JULY 1, 2014

**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:**

Charlotte-Mecklenburg Planning Department  
600 East Fourth Street  
Charlotte, North Carolina 28202-2853  
(704) 336-2205

**CONTACT PERSON:**

Sandy Montgomery

**REQUIRED DOCUMENTATION/  
APPLICATION:  
PRE-MEETING REQUIREMENT:**

2 applications, 2 copies of prepared text amendment.

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:****\$1,000.00****EFFECTIVE JULY 1, 2014**

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

<b>FEE AMOUNT:</b>	EFFECTIVE JULY 1, 2014	
	<b><u>RESIDENTIAL</u></b>	<b>\$175.00</b>
	<b><u>COMMERCIAL</u></b>	<b>\$400.00</b>

**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.

**COORDINATING AGENCY:** Charlotte-Mecklenburg Planning Department  
600 East Fourth Street  
Charlotte, North Carolina 28202-2853  
(704) 336-2205

**CONTACT PERSON:** Sonda Kennedy, Board of Adjustment Clerk

**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

<b>FEE AMOUNT:</b>	EFFECTIVE JULY 1, 2014
	<b><u>RESIDENTIAL</u></b> <b>\$675.00</b>
	<b><u>COMMERCIAL</u></b> <b>\$1,600.00</b>

<b>SERVICE:</b>	<b>ZONING ADMINISTRATION - ADMINISTRATIVE DEVIATIONS (Residential &amp; Commercial)</b>
<b>DESCRIPTION:</b>	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.
<b>COORDINATING AGENCY:</b>	Charlotte-Mecklenburg Planning Department 600 East Fourth Street Charlotte, North Carolina 28202-2853 (704) 336-2205
<b>CONTACT PERSON:</b>	Sonda Kennedy, Board of Adjustment Clerk
<b>REQUIRED DOCUMENTATION/ PERMIT APPLICATION: PRE-MEETING REQUIREMENT:</b>	One (1) application signed and dated. See <a href="#">application and procedure packet</a> for instructions. A pre-meeting with Zoning Administration staff is <b>required</b> prior to the submission of any type of application. Please contact 704-336-3818 to schedule an appointment.
<b>REFERENCE DOCUMENT:</b>	City of Charlotte Zoning Ordinance
<b>SPECIAL REQUIREMENTS:</b>	Physical survey (not to exceed 8 1/2" X 11") or scaled drawing describing the property and providing dimensions and distances.
<b>APPROXIMATE REVIEW PERIOD:</b>	1-2 weeks

<b>FEE AMOUNT:</b>	EFFECTIVE JULY 1, 2014
	<b><u>RESIDENTIAL</u></b> <b>\$200.00</b>
	<b><u>COMMERCIAL</u></b> <b>\$425.00</b>



<b>SERVICE:</b>	<b>SIGN FLEXIBILITY OPTIONS FOR PLANNED DEVELOPMENT</b>
<b>DESCRIPTION:</b>	For the purpose of providing flexibility and incentives for coordinated, well designed signs systems for large scale development, special provisions varying the standards of these regulations may be approved by the Charlotte-Mecklenburg Planning Department staff subject to the regulations of Section 13.110(2) of the City of Charlotte and Mecklenburg Zoning Ordinances.
<b>COORDINATING AGENCY:</b>	Charlotte-Mecklenburg Planning Department 600 East Fourth Street Charlotte, North Carolina 28202-2853 (704) 336-2205
<b>CONTACT PERSON:</b>	Solomon Fortune or Claire Lyte-Graham
<b>REQUIRED DOCUMENTATION/ APPLICATION:</b>	Four copies of the master sign program that includes the following information in booklet form is submitted with a letter from the property owner requesting the changes: <ul style="list-style-type: none"> <li>▪ Detailed designs of all proposed signs including the size, height, copy, material, and colors of such signs.</li> <li>▪ Proposed locations and number of proposed signs.</li> <li>▪ Sign illumination plans.</li> <li>▪ Plans for landscaping or architectural features to be used in conjunction with such plans.</li> </ul>
<b>PRE-MEETING REQUIREMENT:</b>	A pre-meeting with is recommended prior to the submission of an application. Please contact 704-336-2205 to schedule an appointment.
<b>REFERENCE DOCUMENT:</b>	City of Charlotte Zoning Ordinance
<b>APPROXIMATE REVIEW PERIOD:</b>	Approximately 2-10 days for Approval
<b>FEE AMOUNT:</b>	<b>\$250.00</b> EFFECTIVE JULY 1, 2014