

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

**(Rezoning / Subdivision / Zoning Administration)**  
*(July 1, 2008 – June 30, 2009)*

**FEES EFFECTIVE  
JULY 1, 2008**

**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 Board of County Commissioners or City Council to approve a proposal for a specific use with reasonable conditions to ensure the compatibility of the use with surrounding properties. Any such 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:**

Solomon Fortune, Tammie Keplinger or Tim Manes

**REQUIRED DOCUMENTATION/  
APPLICATION:**

2 applications, 30 site plans

**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.

**APPROXIMATE REVIEW PERIOD:**

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

**FEE AMOUNT:**

EFFECTIVE JULY 1, 2008

**CITY OF CHARLOTTE**

<u>District Requested</u>	<u>Planning Department</u>	<u>Engineering Department</u>	<u>Department of Transportation</u>	<u>City Fire</u>	<u>City Clerk</u>	<b><u>Total Fee</u></b>
Single Family Residential	\$ 1,050.00	\$240.00	\$2,000.00	\$165.00	\$120.00	<b>\$3,575.00</b>
Multi-Family Residential & Institutional	1,575.00	240.00	2,000.00	165.00	120.00	<b>4,100.00</b>
All Other Districts	2,650.00	240.00	2,000.00	165.00	120.00	<b>5,175.00</b>

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

The Board of County Commissioners or City Council 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:**

Solomon Fortune, Tammie Keplinger or Tim Manes

**REQUIRED DOCUMENTATION/  
APPLICATION:**

2 applications, survey, property description, owner's signature

**REFERENCE DOCUMENT:**

City of Charlotte Zoning Ordinance

**SPECIAL REQUIREMENTS:**

One narrative description of property by metes and bounds and two copies of boundary survey. Any potential applicant for rezoning should discuss proposal with the Planning Staff prior to submission of application.

**APPROXIMATE REVIEW PERIOD:**

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

**FEE AMOUNT:**

EFFECTIVE JULY 1, 2008

**CITY OF CHARLOTTE**

<u>District Requested</u>	<u>Planning Department</u>	<u>Engineering Department</u>	<u>Department of Transportation</u>	<u>City Fire</u>	<u>City Clerk</u>	<b><u>Total Fee</u></b>
Single Family Residential	\$ 800.00	\$240.00	\$2,000.00	\$165.00	\$120.00	<b>\$3,325.00</b>
Multi-Family Residential & Institutional	1,200.00	240.00	2,000.00	165.00	120.00	<b>3,725.00</b>
All Other Districts	2,000.00	240.00	2,000.00	165.00	120.00	<b>4,525.00</b>

Fee due upon submittal of application, payable by check or money order to the City of Charlotte..

To download Applications Visit our Web Site: <http://www.charmeck.org/Departments/Planning/Subdivision/Subdivision+Applications/Home.htm>

**SERVICE:**

**REZONING - ADMINISTRATIVE SITE PLAN APPROVAL  
(With 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 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:**

Tim Manes

**REQUIRED DOCUMENTATION/  
APPLICATION:**

Four copies of the approved Conditional Plan modified to show the proposed changes. Accompanied by a letter from the property owner requesting that the proposed changes be done administratively and the reason the changes are needed. Upon request, the applicant must provide any additional information that is requested.

**REFERENCE DOCUMENT:**

City of Charlotte Zoning Ordinance - Section 6.207

**SPECIAL REQUIREMENTS:**

Strongly recommend discussing proposed changes with Planning staff before submitting revised plans.

**APPROXIMATE REVIEW PERIOD:**

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

**FEE AMOUNT:**

EFFECTIVE JULY 1, 2008

**CITY OF CHARLOTTE**

**Administrative Site Plan Approval with Notification**

Planning Department. . . .	<u>\$425.00</u>
<b>Total:</b>	<b>\$425.00</b>

Fee due upon submittal of application, payable by check or money order to the City of Charlotte..

To download Applications Visit our Web Site: <http://www.charmeck.org/Departments/Planning/Subdivision/Subdivision+Applications/Home.htm>

**SERVICE:**

**REZONING - ADMINISTRATIVE SITE PLAN APPROVAL**

**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.

**COORDINATING AGENCY:**

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

**CONTACT PERSON:**

Tim Manes

**REQUIRED DOCUMENTATION/  
APPLICATION:**

Four copies of the approved Conditional Plan modified to show the proposed changes. Accompanied by a letter from the property owner requesting that the proposed changes be done administratively and the reason the changes are needed. Upon request, the applicant must provide any additional information that is requested.

**REFERENCE DOCUMENT:**

City of Charlotte Zoning Ordinance - Section 6.207

**SPECIAL REQUIREMENTS:**

Strongly recommend discussing proposed changes with Planning staff before submitting revised plans.

**APPROXIMATE REVIEW PERIOD:**

Approximately 5-15 days

**FEE AMOUNT:**

EFFECTIVE JULY 1, 2008

**CITY OF CHARLOTTE**

**Administrative Site Plan Approval**

Planning Department. . . . \$425.00

**Total:** **\$425.00**

Fee due upon submittal of application, payable by check or money order to the City of Charlotte..

To download Applications Visit our Web Site: <http://www.charmeck.org/Departments/Planning/Subdivision/Subdivision+Applications/Home.htm>

**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, Tim Manes, Solomon Fortune, Tammie Keplinger

**REQUIRED DOCUMENTATION/  
APPLICATION:**

2 applications, 2 copies of prepared text amendment.

**REFERENCE DOCUMENT:**

City of Charlotte Zoning Ordinance

**SPECIAL REQUIREMENTS:**

Written explanation explaining the purpose of the proposed amendment. Any potential applicant for a Text Amendment should discuss proposal with the Planning Staff prior to submission of application

**APPROXIMATE REVIEW PERIOD:**

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

**FEE AMOUNT:**

EFFECTIVE JULY 1, 2008

**CITY OF CHARLOTTE**

Planning Department .....	<u>\$900.00</u>
<b>Total:</b>	<b>\$900.00</b>

Fee due upon submittal of application, payable by check or money order to the City of Charlotte..

To download Applications Visit our Web Site: <http://www.charmeck.org/Departments/Planning/Subdivision/Subdivision+Applications/Home.htm>

**SERVICE:** **ZONING ADMINISTRATION APPEALS (Residential & Commercial)**

**DESCRIPTION:** A review of a decision, interpretation, order, requirement or determination made by the Zoning Administrator

**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:** 1 Application, signed and dated, with appealed, written decision, interpretation, order or requirement, or determination attached.

**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.

A small scale vicinity map (8 1/2" X 11") indicating the adjoining properties and properties directly across the street, with the property in question highlighted.

Names and addresses of property owners, adjoining property owners, and property owners directly across the street.

**APPROXIMATE REVIEW PERIOD:** 2 months

**FEE AMOUNT:** EFFECTIVE JULY 1, 2008

**RESIDENTIAL**

Planning Department .....	<u>\$150.00</u>
<b>Total:</b>	<b>\$150.00</b>

**COMMERCIAL**

Planning Department .....	<u>\$350.00</u>
<b>Total:</b>	<b>\$350.00</b>

Fee due upon submittal of application, payable by check or money order to the City of Charlotte..

To download Applications Visit our Web Site: <http://www.charmeck.org/Departments/Planning/Subdivision/Subdivision+Applications/Home.htm>

**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:**

1 Application, signed and dated, describing the property, the variance request, and the factors relevant to the issuance of an administrative variance. The property must have a valid property address assigned before a variance application can be processed.

**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.

A small scale vicinity map (8 1/2" X 11") indicating the adjoining properties and properties directly across the street, with the property in question highlighted.

Names and addresses of property owners, adjoining property owners, and property owners directly across the street.

**APPROXIMATE REVIEW PERIOD:**

2 months

**FEE AMOUNT:**

EFFECTIVE JULY 1, 2008

**RESIDENTIAL**

Planning Department . . . . . \$415.00

**Total: \$415.00**

**COMMERCIAL**

Planning Department . . . . . \$1,035.00

**Total: \$1,035.00**

Fee due upon submittal of application, payable by check or money order to the City of Charlotte..

To download Applications Visit our Web Site: <http://www.charmeck.org/Departments/Planning/Subdivision/Subdivision+Applications/Home.htm>

**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.

**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:**

1 Application, signed and dated. An address verification form and a permit application or a copy of a validated permit shall be submitted with the application.

**REFERENCE DOCUMENT:**

City of Charlotte Zoning Ordinance

**SPECIAL REQUIREMENTS:**

A physical survey (not to exceed 8 ½" X 14"), or a scaled drawing describing the property and providing dimensions and distances.

A small scale vicinity map (8 ½" X 11") indicating the adjoining properties and properties directly across the street, with the property in question highlighted.

Names and addresses of property owners, adjoining property owners, and property owners directly across the street.

**APPROXIMATE REVIEW PERIOD:**

1-2 weeks

**FEE AMOUNT:**

EFFECTIVE JULY 1, 2008

**RESIDENTIAL**

Planning Department . . . . .	<u>\$150.00</u>
<b>Total:</b>	<b>\$150.00</b>

**COMMERCIAL**

Planning Department . . . . .	<u>\$350.00</u>
<b>Total:</b>	<b>\$350.00</b>

Fee due upon submittal of application, payable by check or money order to the City of Charlotte..

To download Applications Visit our Web Site: <http://www.charmeck.org/Departments/Planning/Subdivision/Subdivision+Applications/Home.htm>

**SERVICE:**

**SIGN FLEXIBILITY OPTION FOR PLANNED DEVELOPMENT**

**DESCRIPTION:**

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.

**COORDINATING AGENCY:**

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

**CONTACT PERSON:**

Tammie Keplinger, Tim Manes

**REQUIRED DOCUMENTATION/  
APPLICATION:**

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:

- Detailed designs of all proposed signs including the size, height, copy, material, and colors of such signs.
- Proposed locations and number of proposed signs.
- Sign illumination plans.
- Plans for landscaping or architectural features to be used in conjunction with such plans.

**REFERENCE DOCUMENT:**

City of Charlotte Zoning Ordinance  
Mecklenburg County Zoning Ordinance

**SPECIAL REQUIREMENTS:**

Strongly recommend discussing proposed changes with Planning staff before submitting revised plans.

**APPROXIMATE REVIEW PERIOD:**

Approximately 2-10 days

**FEE AMOUNT:**

EFFECTIVE JULY 1, 2008

**CITY OF CHARLOTTE**

**Pre Submittal Building Permit Review**

Planning Department. . . .	<u>\$250.00</u>
<b>Total:</b>	<b>\$250.00</b>

Fee due upon submittal of application, payable by check or money order to the City of Charlotte..

To download Applications Visit our Web Site: <http://www.charmeck.org/Departments/Planning/Subdivision/Subdivision+Applications/Home.htm>

**SERVICE:** **SUBDIVISION REVIEW, PRELIMINARY PLANS RESIDENTIAL  
(WITH NEW STREETS)**

**DESCRIPTION:** The subdivision of land for single-family lots with the development of new streets.

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

**CONTACT PERSON:** Linda Beverly, Shannon Frye, or Shad Spencer

**REQUIRED DOCUMENTATION/  
APPLICATION:** 2 applications (along with the other appropriate forms), 8 site plans, and 8 complete sets.

**REFERENCE DOCUMENT:** City of Charlotte Subdivision Ordinance

**SPECIAL REQUIREMENTS:** All plans folded to approximately 8½" x 11". Strongly recommend submitting a sketch plan for Staff review prior to submitting detailed plans.

**APPROXIMATE REVIEW PERIOD:** First Submittal 30 working days/ Resubmittals 20 working days.

**CITY OF CHARLOTTE**

<u>Planning Department</u>		<u>Engineering Department*</u>	<u>Grading/Detention/ Tree Preservation/ Residential Tree Ord.**</u>		<u>Transportation Department</u>		<b><u>Total Fee</u></b>
\$1,225.00	+	\$3,670.00 plus \$ 100.00 per acre	Varies		\$ 2,320.00	=	Varies

\*Includes review and inspection and does not include the grading permit.

\*\*If applicable, the fees for the Grading Review, Detention Review, Tree Preservation and the Residential Tree Ordinance Permit will be assessed by City Engineering **AFTER** the first review. Fees will need to be paid before the plans are accepted for re-submittal. Fees are paid directly to City Engineering/Land Development, 14th floor of the Charlotte Mecklenburg Government Center. Fees payable to the City of Charlotte.

Fee due upon submittal of application, payable by check or money order to the City of Charlotte..

To download Applications Visit our Web Site: <http://www.charmeck.org/Departments/Planning/Subdivision/Subdivision+Applications/Home.htm>

<b>SERVICE:</b>	<b>SUBDIVISION REVIEW, PRELIMINARY PLANS "NON-RESIDENTIAL" (WITH NEW STREETS)</b>
<b>DESCRIPTION:</b>	The subdivision of land into tracts or lots for non-residential development with new streets.
<b>COORDINATING AGENCY:</b>	Charlotte-Mecklenburg Planning Department 600 East Fourth Street Charlotte, North Carolina 28202-2853 (704) 336-2205
<b>CONTACT PERSON:</b>	Linda Beverly, Shannon Frye or Shad Spencer
<b>REQUIRED DOCUMENTATION/ APPLICATION</b>	2 applications (along with the other appropriate forms), 8 site plans, and 8 complete sets.
<b>REFERENCE DOCUMENT:</b>	City of Charlotte Subdivision Ordinance
<b>SPECIAL REQUIREMENTS:</b>	All plans folded to approximately 8½" x 11". Strongly recommend submitting a sketch plan for Staff review prior to submitting detailed plans.
<b>APPROXIMATE REVIEW PERIOD:</b>	First Submittal 30 working days/ Resubmittals 20 working days.
<b>FEE AMOUNT:</b>	EFFECTIVE JULY 1, 2008

**CITY OF CHARLOTTE**

<u>Planning Department</u>		<u>Engineering Department*</u>	<u>Grading/Detention/ Tree Preservation/ Residential Tree Ord.**</u>		<u>Transportation Department</u>		<b><u>Total Fee</u></b>
\$975.00	+	\$3,495.00 plus \$ 50.00 per acre	Varies		\$ 2,320.00	=	Varies

Acreage Based on Denuded Area

\*Includes review and inspection and does not include the grading permit.

\*\*If applicable, the fees for the Grading Review, Detention Review, Tree Preservation and the Residential Tree Ordinance Permit will be assessed by City Engineering **AFTER** the first review. Fees will need to be paid before the plans are accepted for re-submittal. Fees are paid directly to City Engineering/Land Development, 14th floor of the Charlotte Mecklenburg Government Center. Fees payable to the City of Charlotte.

Fee due upon submittal of application, payable by check or money order to the City of Charlotte..

To download Applications Visit our Web Site: <http://www.charmeck.org/Departments/Planning/Subdivision/Subdivision+Applications/Home.htm>

**SERVICE:** **SUBDIVISION REVIEW, PRELIMINARY PLAN “REVISIONS”  
(Including Planned Multi-Family)**

**DESCRIPTION:** The developer applies for a revision to a preliminary plan that has had previous approval by the Planning staff.

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

**CONTACT PERSON:** Linda Beverly, Shannon Frye or Shad Spencer

**REQUIRED DOCUMENTATION/  
APPLICATION:** 2 applications, 8 site plans and 8 complete sets or 10 site plans\*  
(\*to be determined by Planning Department staff)

**REFERENCE DOCUMENT:** City of Charlotte Subdivision Ordinance

**SPECIAL REQUIREMENTS:** All plans folded to approximately 8½” x 11”. Detailed explanation of revision(s) must be stated on each applicable sheet of the plans and in a separate transmittal.

**APPROXIMATE REVIEW PERIOD:** First Submittal 30 working days/ Resubmittals 20 working days.

**FEE AMOUNT:** EFFECTIVE JULY 1, 2008

**CITY OF CHARLOTTE**

Planning Department. . .	\$ 1,100.00
# Engineering Department	\$ 1,020.00
## Fire Dept.	<u>\$ 300.00</u>
<b>Total:</b>	<b>\$ Varies</b>

# Only if the Revision requires Engineering review  
## Only if the Revision is to a Multi-Family or Mixed Use project

Fee due upon submittal of application, payable by check or money order to the City of Charlotte..

To download Applications Visit our Web Site: <http://www.charmeck.org/Departments/Planning/Subdivision/Subdivision+Applications/Home.htm>

**SERVICE:****PLANNED MULTI-FAMILY REVIEW****DESCRIPTION:**

A group of two or more attached, duplex, triplex, quadraplex, or multi-family buildings, or a single building of more than 12 units constructed on the same lot or parcel of land under single ownership, and planned and developed with a unified design of buildings and coordinated common open space and service areas in accordance with the requirements of Chapter 9 for the zoning district in which it is located.

**COORDINATING AGENCY:**

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

**CONTACT PERSON:**

Shad Spencer, Shannon Frye or Linda Beverly

**REQUIRED DOCUMENTATION/  
APPLICATION:**

2 applications (along with the other appropriate forms), 8 complete sets and 8 site plans, 3 utility plans and 4 landscape plans

**REFERENCE DOCUMENT:**

City of Charlotte Zoning and Subdivision Ordinances

**SPECIAL REQUIREMENTS:**

All plans folded to approximately 8½" x 11". Strongly recommend submitting a sketch plan for Staff review prior to submitting detailed plans.  
Sketch Plan application available

**APPROXIMATE REVIEW PERIOD:**

First Submittal 30 working days/ Resubmittals 20 working days.

**FEE AMOUNT:**

EFFECTIVE JULY 1, 2008

**CITY OF CHARLOTTE**

<u>Planning Department</u>		<u>Engineering Department*</u>	<u>Grading/Detention/ Tree Preservation/ Residential Tree Ord.**</u>	<u>Fire Dept.</u>	<u>Transportation Department</u>		<u>Total Fee</u>
\$1,675.00	+	\$3,670.00 plus \$ 100.00 per acre	Varies	300.00	\$ 2,320.00	=	<b>Varies</b>

\*This portion of the review fee includes review and inspection.

\*\*If applicable, the fees for the Grading Review, Detention Review, Tree Preservation and the Residential Tree Ordinance Permit will be assessed by City Engineering **AFTER** the first review. Fees will need to be paid before the plans are accepted for re-submittal. Fees are paid directly to City Engineering/Land Development, 14th floor of the Charlotte Mecklenburg Government Center. Fees payable to the City of Charlotte.

Fee due upon submittal of application, payable by check or money order to the City of Charlotte..

To download Applications Visit our Web Site: <http://www.charmeck.org/Departments/Planning/Subdivision/Subdivision+Applications/Home.htm>

**SERVICE:****CONDITIONALLY ZONED MIXED-USED (MX) DEVELOPMENT REVIEW****DESCRIPTION:**

Mixed use development is a conditionally zoned (MX-1, MX-2, MX-3) development that may incorporate a full range of housing types, including single family and multi family, and in some instances, compatible nonresidential uses. Should not be confused with MUDD zoned projects.

**COORDINATING AGENCY:**

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

**CONTACT PERSON:**

Linda Beverly, Shad Spencer or Shannon Frye

**REQUIRED DOCUMENTATION/  
APPLICATION:**

2 applications (along with the other appropriate forms), 8 complete sets, and 8 site plans  
(If multi-family, include 4 landscape plans, and 3 utility plans)

**REFERENCE DOCUMENT:**

City of Charlotte Zoning and Subdivision Ordinances

**SPECIAL REQUIREMENTS:**

Site plans folded to approximately 8½" x 11". Strongly recommend discussing sketch plan with Planning Staff before submitting detailed plans.

**APPROXIMATE REVIEW PERIOD:**

First Submittal 30 working days/ Resubmittals 20 working days.

**FEE AMOUNT:**

EFFECTIVE JULY 1, 2008

**CITY OF CHARLOTTE**

*If the site is being developed with ALL Single Family Lots on Public Streets, the filing fee will be:*

<u>Planning Department</u>		<u>Engineering Department*</u>	<u>Grading/Detention/ Tree Preservation/ Residential Tree Ord.**</u>		<u>Transportation Department</u>		<u>Total Fee</u>
\$1,225.00	+	\$3,670.00 plus \$ 100.00 per acre	Varies		\$ 2,320.00	=	<b>Varies</b>

*Otherwise, calculate as follows:*

<u>Planning Department</u>		<u>Engineering Department*</u>	<u>Grading/Detention/ Tree Preservation/ Residential Tree Ord.**</u>	<u>Fire Dept.</u>	<u>Transportation Department</u>		<u>Total Fee</u>
\$1,675.00	+	\$3,670.00 plus \$ 100.00 per acre	Varies	235.00	\$ 2,320.00	=	<b>Varies</b>

\*This portion of the review fee includes review and inspection. .

\*\*If applicable, the fees for the Grading Review, Detention Review, Tree Preservation and the Residential Tree Ordinance Permit will be assessed by City Engineering **AFTER** the first review. Fees will need to be paid before the plans are accepted for re-submittal. Fees are paid directly to City Engineering/Land Development, 14th floor of the Charlotte Mecklenburg Government Center. Fees payable to the City of Charlotte.

Fee due upon submittal of application, payable by check or money order to the City of Charlotte..

To download Applications Visit our Web Site: <http://www.charmeck.org/Departments/Planning/Subdivision/Subdivision+Applications/Home.htm>

**SERVICE:**

**SUBDIVISION VARIANCES & APPEALS**

**DESCRIPTION:**

Variance: Relief from a standard in the Subdivision Ordinance  
Appeal: Review of the decision for approval or denial of a Subdivision Plan or to appeal an interpretation by the Subdivision Administrator. Both are Quasi-judicial procedures.

**COORDINATING AGENCY:**

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

**CONTACT PERSON:**

Linda Beverly or Shannon Frye

**REQUIRED DOCUMENTATION/  
APPLICATION:**

1 Application

**REFERENCE DOCUMENT:**

City of Charlotte Subdivision Ordinance

**SPECIAL REQUIREMENTS:**

Strongly recommend discussing the application with Planning staff prior to submission.

**APPROXIMATE REVIEW PERIOD:**

n/a

**FEE AMOUNT:**

EFFECTIVE JULY 1, 2008

**CITY OF CHARLOTTE**

Planning Department. ....	<u>\$2,500.00</u>
<b>Total:</b>	<b>\$2,500.00</b>

Fee due upon submittal of application, payable by check or money order to the City of Charlotte..

To download Applications Visit our Web Site: <http://www.charmeck.org/Departments/Planning/Subdivision/Subdivision+Applications/Home.htm>

<b>SERVICE:</b>	<b>SUBDIVISION FINAL PLAT</b> (For Those Which Have Had Preliminary Plan Approval)
<b>DESCRIPTION:</b>	Plats for recording in Register of Deeds Office showing surveyed dimensions and alignments of lots and street.
<b>COORDINATING AGENCY:</b>	Charlotte-Mecklenburg Planning Department 600 East Fourth Street Charlotte, North Carolina 28202-2853 (704) 336-2205
<b>CONTACT PERSON:</b>	Josh Weaver or Shannon Frye
<b>REQUIRED DOCUMENTATION/ APPLICATION:</b>	2 applications, Bond Preference form and 10 prints
<b>REFERENCE DOCUMENT:</b>	City of Charlotte Subdivision Ordinance
<b>SPECIAL REQUIREMENTS:</b>	10 copies of plat folded to approximately 8½" x 11"
<b>APPROXIMATE REVIEW PERIOD:</b>	First Submittal 30 working days/ Resubmittals 20 working days.
<b>FEE AMOUNT:</b>	EFFECTIVE JULY 1, 2008

**CITY OF CHARLOTTE**

Planning Department. . . . .	\$ 275.00
Engineering Department . . . . .	<u>\$1,100.00</u>
<b>Total:</b>	<b>\$ 1,375.00</b>

Fee due upon submittal of application, payable by check or money order to the City of Charlotte..

To download Applications Visit our Web Site: <http://www.charmeck.org/Departments/Planning/Subdivision/Subdivision+Applications/Home.htm>

**SERVICE:**

**“MINOR” SUBDIVISION FINAL PLAT**

**DESCRIPTION:**

Plats for recording in Register of Deeds Office showing surveyed dimensions and alignments of lots for subdividing property that fronts along existing public rights-of-way.

A “Minor” subdivision as defined by the Subdivision Ordinance does NOT involve:

- 1. The creation of any new public streets or street right-of-way, or any improvements to an existing street.
- 2. The extension of any needed rights-of-way or easements for the water or sewer system operated by Charlotte-Mecklenburg Utility Department.
- 3. The installation of drainage improvements through one or more lots to serve one or more other lots.
- 4. The installation of a private waste water treatment plant or a private water supply system for more than one lot or building site.

**COORDINATING AGENCY:**

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

**CONTACT PERSON:**

Josh Weaver or Shannon Frye

**REQUIRED DOCUMENTATION/  
APPLICATION:**

2 minor plat applications and 10 prints

**REFERENCE DOCUMENT:**

City of Charlotte Subdivision Ordinance

**SPECIAL REQUIREMENTS:**

10 copies of plat folded to approximately 8½” x 11”

**APPROXIMATE REVIEW PERIOD:**

First Submittal 30 working days/ Resubmittals 20 working days.

**FEE AMOUNT:**

EFFECTIVE JULY 1, 2008

**CITY OF CHARLOTTE**

Planning Department . . . . .	\$ 275.00
Engineering Department . . . . .	<u>\$ 1,355.00</u>
<b>Total:</b>	<b>\$ 1,630.00</b>

Fee due upon submittal of application, payable by check or money order to the City of Charlotte..  
To download Applications Visit our Web Site: <http://www.charmeck.org/Departments/Planning/Subdivision/Subdivision+Applications/Home.htm>

<b>SERVICE:</b>	<b>REVISION TO SUBDIVISION FINAL PLAT</b>
<b>DESCRIPTION:</b>	A plat that is a revision to a final plat that has previously been approved by Planning Staff.
<b>COORDINATING AGENCY:</b>	Charlotte-Mecklenburg Planning Department 600 East Fourth Street Charlotte, North Carolina 28202-2853 (704) 336-2205
<b>CONTACT PERSON:</b>	Josh Weaver or Shannon Frye
<b>REQUIRED DOCUMENTATION/ APPLICATION:</b>	2 applications and 10 prints
<b>REFERENCE DOCUMENT:</b>	City of Charlotte Subdivision Ordinance
<b>SPECIAL REQUIREMENTS:</b>	10 copies of plat folded to approximately 8½" x 11"
<b>APPROXIMATE REVIEW PERIOD:</b>	First Submittal 30 working days/ Resubmittals 20 working days.
<b>FEE AMOUNT:</b>	EFFECTIVE JULY 1, 2008

**CITY OF CHARLOTTE**

Planning Department. . . .	<u>\$ 225.00</u>
<b>Total:</b>	<b>\$225.00</b>

Fee due upon submittal of application, payable by check or money order to the City of Charlotte..

To download Applications Visit our Web Site: <http://www.charmeck.org/Departments/Planning/Subdivision/Subdivision+Applications/Home.htm>

**SERVICE:** **FINAL CONDOMINIUM PLATS**  
(For Those Which Have Had Planned Multi-Family Approval)

**DESCRIPTION:** As built site plans for selling units and recording in Register of Deeds Office.

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

**CONTACT PERSON:** Josh Weaver, Linda Beverly or Shannon Frye

**REQUIRED DOCUMENTATION/  
APPLICATION:** 2 applications and 10 prints

**REFERENCE DOCUMENT:** City of Charlotte Subdivision Ordinance

**SPECIAL REQUIREMENTS:** 10 copies of the plat folded to 8½" x 11".

**APPROXIMATE REVIEW PERIOD:** First Submittal 30 working days/ Resubmittals 20 working days.

**FEE AMOUNT:** EFFECTIVE JULY 1, 2008

**CITY OF CHARLOTTE**

Planning Department . . . . .	<u>\$ 200.00</u>
<b>Total:</b>	<b>\$ 200.00</b>

Fee due upon submittal of application, payable by check or money order to the City of Charlotte..

To download Applications Visit our Web Site: <http://www.charmeck.org/Departments/Planning/Subdivision/Subdivision+Applications/Home.htm>