

Charlotte-Mecklenburg Planning Department Review Fees

(Rezoning / Subdivision / Zoning Administration)
(July 1, 2010 – June 30, 2011)

**FEES EFFECTIVE
JULY 1, 2010**

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:

Michael Cataldo, Solomon Fortune, Sonja Sanders or Claire Lyte-Graham

**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, 2010

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>	<u>Total Fee</u>
Single Family Residential	\$ 1,050.00	\$240.00	\$2,000.00	\$165.00	\$120.00	\$3,575.00
Multi-Family Residential & Institutional	1,575.00	240.00	2,000.00	165.00	120.00	4,100.00
All Other Districts	2,650.00	240.00	2,000.00	165.00	120.00	5,175.00

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

To download Applications Visit our Web Site: www.CharlottePlanning.org

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:

Michael Cataldo, Solomon Fortune, Sonja Sanders or Claire Lyte-Graham

**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, 2010

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>	<u>Total Fee</u>
Single Family Residential	\$ 800.00	\$240.00	\$2,000.00	\$165.00	\$120.00	\$3,325.00
Multi-Family Residential & Institutional	1,200.00	240.00	2,000.00	165.00	120.00	3,725.00
All Other Districts	2,000.00	240.00	2,000.00	165.00	120.00	4,525.00

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

To download Applications Visit our Web Site: www.CharlottePlanning.org

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:

Solomon Fortune

**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, 2010

CITY OF CHARLOTTE

Administrative Site Plan Approval with Notification

Planning Department. . . .	<u>\$425.00</u>
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: www.CharlottePlanning.org

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:

Solomon Fortune

**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, 2010

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: www.CharlottePlanning.org

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, 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, 2010

CITY OF CHARLOTTE

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

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

To download Applications Visit our Web Site: www.CharlottePlanning.org

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 signed and dated. (15 copies including original) 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: 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 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: 2 months

FEE AMOUNT: EFFECTIVE JULY 1, 2010

RESIDENTIAL

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

COMMERCIAL

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

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

To download Applications Visit our Web Site: www.CharlottePlanning.org

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 DOCUMENTS:

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.

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, 2010

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: www.CharlottePlanning.org

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.

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:

A physical survey (not to exceed 8 1/2" X 14"), or a 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:

1-2 weeks

FEE AMOUNT:

EFFECTIVE JULY 1, 2010

RESIDENTIAL

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

COMMERCIAL

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

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

To download Applications Visit our Web Site: www.CharlottePlanning.org

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:

Solomon Fortune, Claire Lyte-Graham

**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, 2010

CITY OF CHARLOTTE

Pre Submittal Building Permit Review

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

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

To download Applications Visit our Web Site: www.CharlottePlanning.org

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 signed subdivision applications, 5 subdivision gateway checklists, 8 complete sets, and 8 site plans, tentative approval form. (*See section "F" of the subdivision application for all submittal requirements*)

REFERENCE DOCUMENT: City of Charlotte Subdivision Ordinance

SPECIAL REQUIREMENTS: The Preliminary Plan submittal requirements are to be delivered to the 14th floor Land Development Permitting Center within the Charlotte-Mecklenburg Government Center at 600 East Fourth Street.

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.

Shapefile of the outer bounding polygon of overall project boundary with associated index files (.dbf, .prj, .sbn, .sbx, .shp, .shx) in NAD 1983 (feet) NC Grid, **required at plan submittal**. A DWG file of the CAD layers associated with approved site plan model in NAD 1983 (feet) NC Grid will be **required at plan approval**. As part of the plan approval process an e-mail will be sent requesting the DWG file of the approved site plan. The initial submittal of the shapefile and the DWG file of the approved site plan must both be e-mailed to Subdivision_GIS@ci.charlotte.nc.us (please note there is an underscore between the words Subdivision and GIS).

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

FEE AMOUNT: EFFECTIVE JULY 1, 2010

CITY OF CHARLOTTE

All review and permitting fees are required at initial plan submittal

Planning	CDOT	City Eng. Plan Review	City Eng. Subdivision Grading	City Eng. * Residential Tree Ordinance/Inspection and Residential Tree Preservation	City Eng. Detention	TOTAL
\$1,225	\$2,320	\$3,670 per Project + \$100 per acre	\$4,190 + \$150 per denuded acre	Res. Trees & Tree Preservation \$1620 + \$15 per denuded acre	\$2,240 + \$100 per denuded acre	Varies

*Additional fees may be required and assessed during the plan review. 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: www.CharlottePlanning.org

SERVICE:**SUBDIVISION REVIEW, PRELIMINARY PLANS
"NON-RESIDENTIAL" (WITH NEW STREETS)****DESCRIPTION:**

The subdivision of land into tracts or lots for non-residential development with 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 signed subdivision applications, 5 subdivision gateway checklists, 8 complete sets, and 8 site plans, tentative approval form. (*See section "F" of the subdivision application for all submittal requirements*)

REFERENCE DOCUMENT:

City of Charlotte Subdivision Ordinance

SPECIAL REQUIREMENTS:

The Preliminary Plan submittal requirements are to be delivered to the 14th floor Land Development Permitting Center within the Charlotte-Mecklenburg Government Center at 600 East Fourth Street.

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.

Shapefile of the outer bounding polygon of overall project boundary with associated index files (.dbf, .prj, .sbn, .sbx, .shp, .shx) in NAD 1983 (feet) NC Grid, **required at plan submittal**. A DWG file of the CAD layers associated with approved site plan model in NAD 1983 (feet) NC Grid will be **required at plan approval**. As part of the plan approval process an e-mail will be sent requesting the DWG file of the approved site plan. The initial submittal of the shapefile and the DWG file of the approved site plan must both be e-mailed to Subdivision_GIS@ci.charlotte.nc.us (please note there is an underscore between the words Subdivision and GIS).

APPROXIMATE REVIEW PERIOD:

First Submittal 30 working days/ Resubmittals 20 working days.

FEE AMOUNT:

EFFECTIVE JULY 1, 2010

CITY OF CHARLOTTE

All review and permitting fees are required at initial plan submittal

Planning	CDOT	City Eng. Plan Review	City Eng. Subdivision Grading	City Eng.* Residential Tree Ordinance/Inspection and Residential Tree Preservation	City Eng. Detention	TOTAL
\$975	\$2,320	\$3495 per Project + \$50 per denuded acre	\$4,190 + \$150 per denuded acre	Commercial Trees \$1565 + \$10 per tree Tree Preservation \$1230	\$2,240 + \$100 per denuded acre	Varies

Acreage Based on Denuded Area

*Additional fees may be required and assessed during the plan review. 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: www.CharlottePlanning.org

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 signed subdivision applications, 5 subdivision gateway checklists, 8 complete sets, and 8 site plans, tentative approval form. (<i>See section “F” of the subdivision application for all submittal requirements</i>)
REFERENCE DOCUMENT:	City of Charlotte Subdivision Ordinance
SPECIAL REQUIREMENTS:	<p>The Preliminary Plan submittal requirements are to be delivered to the 14th floor Land Development Permitting Center within the Charlotte-Mecklenburg Government Center at 600 East Fourth Street.</p> <p>All plans folded to approximately 8½” x 11”.</p> <p>Detailed explanation of revision(s) must be stated on each applicable sheet of the plans and in a separate transmittal.</p> <p>Shapefile of the outer bounding polygon of overall project boundary with associated index files (.dbf, .prj, .sbn, .sbx, .shp, .shx) in NAD 1983 (feet) NC Grid, required at plan submittal. A DWG file of the CAD layers associated with approved site plan model in NAD 1983 (feet) NC Grid will be required at plan approval. As part of the plan approval process an e-mail will be sent requesting the DWG file of the approved site plan. The initial submittal of the shapefile and the DWG file of the approved site plan must both be e-mailed to Subdivision_GIS@ci.charlotte.nc.us (please note there is an underscore between the words Subdivision and GIS).</p>
APPROXIMATE REVIEW PERIOD:	First Submittal 30 working days/ Resubmittals 20 working days.
FEE AMOUNT:	EFFECTIVE JULY 1, 2010

CITY OF CHARLOTTE
All review and permitting fees are required at initial plan submittal

	Planning	Fire	City Eng. Plan Review	TOTAL
PRELIMINARY PLAN REVISION	\$1,100	---	\$1,020*	Varies
PRELIMINARY PLAN PLANNED MULTI-FAMILY REVISION	\$1,100	\$300*	\$1,020*	Varies

*Only if the “Revision” is applicable for that Department to Review

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

To download Applications Visit our Web Site: www.CharlottePlanning.org

SERVICE:**PRELIMINARY 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, Brent Wilkinson or Linda Beverly

**REQUIRED DOCUMENTATION/
APPLICATION:**

2 signed subdivision applications, 5 subdivision gateway checklists, 8 complete sets, and 8 site plans, 2 utility plans, tentative approval form. (*See section "F" of the subdivision application for all submittal requirements*)

REFERENCE DOCUMENT:

City of Charlotte Zoning and Subdivision Ordinances

SPECIAL REQUIREMENTS:

The Preliminary Plan submittal requirements are to be delivered to the 14th floor Land Development Permitting Center within the Charlotte-Mecklenburg Government Center at 600 East Fourth Street.

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.

Shapefile of the outer bounding polygon of overall project boundary with associated index files (.dbf, .prj, .sbn, .sbx, .shp, .shx) in NAD 1983 (feet) NC Grid, **required at plan submittal**. A DWG file of the CAD layers associated with approved site plan model in NAD 1983 (feet) NC Grid will be **required at plan approval**. As part of the plan approval process an e-mail will be sent requesting the DWG file of the approved site plan. The initial submittal of the shapefile and the DWG file of the approved site plan must both be e-mailed to Subdivision_GIS@ci.charlotte.nc.us (please note there is an underscore between the words Subdivision and GIS).

APPROXIMATE REVIEW PERIOD:

First Submittal 30 working days/ Resubmittals 20 working days.

FEE AMOUNT:

EFFECTIVE JULY 1, 2010

CITY OF CHARLOTTE

All review and permitting fees are required at initial plan submittal

Planning	CDOT	Fire	City Eng. Plan Review	City Eng. Subdivision Grading	City Eng.* Residential Tree Ordinance/Inspection and Residential Tree Preservation	City Eng. Detention	TOTAL
\$1,675	\$2,320	\$300	\$3670 per Project + \$100 per acre	\$4,190 + \$150 per denuded acre	Commercial Trees \$1565 + \$10 per tree Tree Preservation \$1230	\$2,240 + \$100 per denuded acre	Varies

*Additional fees may be required and assessed during the plan review. 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: www.CharlottePlanning.org

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
(704) 336-2205

CONTACT PERSON:

Linda Beverly, Shad Spencer or Shannon Frye

**REQUIRED DOCUMENTATION/
APPLICATION:**

2 signed subdivision applications, 5 subdivision gateway checklists, 8 complete sets, and 8 site plans, tentative approval form (if multi-family, include 2 utility plans). (*See section "F" of the subdivision application for all submittal requirements*)

REFERENCE DOCUMENT:

City of Charlotte Zoning and Subdivision Ordinances

SPECIAL REQUIREMENTS:

The Preliminary Plan submittal requirements are to be delivered to the 14th floor Land Development Permitting Center within the Charlotte-Mecklenburg Government Center at 600 East Fourth Street.

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.

Shapefile of the outer bounding polygon of overall project boundary with associated index files (.dbf, .prj, .sbn, .sbx, .shp, .shx) in NAD 1983 (feet) NC Grid, **required at plan submittal**. A DWG file of the CAD layers associated with approved site plan model in NAD 1983 (feet) NC Grid will be **required at plan approval**. As part of the plan approval process an e-mail will be sent requesting the DWG file of the approved site plan. The initial submittal of the shapefile and the DWG file of the approved site plan must both be e-mailed to Subdivision_GIS@ci.charlotte.nc.us (please note there is an underscore between the words Subdivision and GIS).

APPROXIMATE REVIEW PERIOD:

First Submittal 30 working days/ Resubmittals 20 working days.

FEE AMOUNT:

EFFECTIVE JULY 1, 2010

CITY OF CHARLOTTE

All review and permitting fees are required at initial plan submittal

If the site is being developed with ALL Single Family Lots on Public Street(s), the filing fee will be:

Planning	CDOT	City Eng. Plan Review	City Eng. Subdivision Grading	City Eng.* Residential Tree Ordinance/Inspection and Residential Tree Preservation	City Eng. Detention	TOTAL
\$1,225	\$2,320	\$3670 per Project + \$100 per acre	\$4,190 + \$150 per denuded acre	Commercial Trees \$1565 + \$10 per tree Tree Preservation \$1230	\$2,240 + \$100 per denuded acre	Varies

SEE NEXT Page

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

To download Applications Visit our Web Site: www.CharlottePlanning.org

Otherwise, calculate as follows;

Planning	CDOT	Fire	City Eng. Plan Review	City Eng. Subdivision Grading	City Eng.* Residential Tree Ordinance/Inspection and Residential Tree Preservation	City Eng. Detention	TOTAL
\$1,675	\$2,320	\$300	\$3670 per Project + \$100 per acre	\$4,190.00 + \$150 per denuded acre	Commercial Trees \$1565 + \$10 per tree Tree Preservation \$1,230	\$2,240 + \$100 per denuded acre	Varies

*Additional fees may be required and assessed during the plan review. 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: www.CharlottePlanning.org

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, 2010

CITY OF CHARLOTTE

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

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

To download Applications Visit our Web Site: www.CharlottePlanning.org

SERVICE:**SUBDIVISION FINAL PLAT**

(For Those Which Have Had Preliminary Plan Approval)

DESCRIPTION:

Plats for recording in Register of Deeds Office showing surveyed dimensions and alignments of lots and street.

COORDINATING AGENCY:

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

CONTACT PERSON:

Josh Weaver or Brent Wilkinson

**REQUIRED DOCUMENTATION/
APPLICATION:**

2 signed subdivision applications, 8 copies of the final plat, and bond preference form. (*See section "G" of the subdivision application for all submittal requirements*)

REFERENCE DOCUMENT:

City of Charlotte Subdivision Ordinance

SPECIAL REQUIREMENTS:

8 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, 2010

CITY OF CHARLOTTE

All fees are required at initial submittal

Planning		City Engineering		Total
\$275	+	\$1,100	=	\$1,375

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

To download Applications Visit our Web Site: www.CharlottePlanning.org

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 Brent Wilkinson

**REQUIRED DOCUMENTATION/
APPLICATION:**

2 signed subdivision applications, 8 copies of the final plat, and bond preference form. (*See section “G” of the subdivision application for all submittal requirements*)

REFERENCE DOCUMENT:

City of Charlotte Subdivision Ordinance

SPECIAL REQUIREMENTS:

8 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, 2010

CITY OF CHARLOTTE
All fees are required at initial submittal

Planning		City Engineering		Total*
\$275	+	\$1,355	=	\$1,630

*Minor Subdivision Plats may require additional fees if grading and/or construction plans are requested. Fees are paid directly to City Engineering/Land Development, 14th floor of the Charlotte Mecklenburg Government Center. Fees payable to the City of Charlotte.

SERVICE:

REVISION TO SUBDIVISION FINAL PLAT

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

To download Applications Visit our Web Site: www.CharlottePlanning.org

DESCRIPTION: A plat that is a revision to a final plat that has previously been approved by Planning Staff.

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

CONTACT PERSON: Josh Weaver or Brent Wilkinson

**REQUIRED DOCUMENTATION/
APPLICATION:** 2 signed subdivision applications, 8 copies of the final plat, and bond preference form. (*See section "G" of the subdivision application for all submittal requirements*)

REFERENCE DOCUMENT: City of Charlotte Subdivision Ordinance

SPECIAL REQUIREMENTS: 8 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, 2010

CITY OF CHARLOTTE
All fees are required at initial submittal

Planning		City Engineering		Total
\$225	+	---	=	\$225

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

To download Applications Visit our Web Site: www.CharlottePlanning.org

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 Brent Wilkinson

**REQUIRED DOCUMENTATION/
APPLICATION:**

2 signed subdivision applications, 8 copies of the final plat.
(See section "G" of the subdivision application for all submittal requirements)

REFERENCE DOCUMENT:

City of Charlotte Subdivision Ordinance

SPECIAL REQUIREMENTS:

8 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, 2010

CITY OF CHARLOTTE

All fees are required at initial submittal

Planning		City Engineering		Total
\$200	+	---	=	\$200

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

To download Applications Visit our Web Site: www.CharlottePlanning.org