

DIGITAL PRELIMINARY PLAN SUBMITTAL CHECKLIST

Submit **Digital Preliminary Plans** to the Land Development inbox at: ldplans@charlottenc.gov. All **required paper copies** and fee payments are to be delivered to the One Stop Permitting Center, located on the first floor of the Charlotte Mecklenburg Government Center, 600 East Fourth Street. Please check the appropriate boxes to note that the required information has been included in the submittal packet. Please mark N/A when the requirement does not apply.

<u>PRELIMINARY PLAN SUBMITTAL</u>	Signed Subdivision Application (Required with first submittal)	Subdivision Gateway Checklist (Required with first submittal)	When submitting a Digital Plan Provide 2 Paper copies of Complete Sets & 2 Site Plan copies. ALL plans MUST be folded to 8 ½ x 11 (Required) **See Note 1	Floodplain Development Permit Application (If applicable)	NCDOT Transmittal for Project in ETJ or Located on State Maintained Roadway (If applicable)	Tentative Approval Form (Required with first submittal)	Shapefile of the Outer Bounding Polygon of Overall Project Boundary (Required) ***See note 2 below	Filing Fee (Required with Initial Application Per Subdivision Ordinance Section 20-27) SEE PRELIMINARY PLAN FEE SCHEDULE
RESIDENTIAL SUBDIVISION								
NON-RESIDENTIAL SUBDIVISION								
SUBDIVISION REVISION (Non Residential or Residential)								
PLANNED MULTI-FAMILY								
MULTI-FAMILY REVISION								
MIXED DEVELOPMENT <i>All Single Family Lots On Public Street(s)</i>								
MIXED DEVELOPMENT <i>(If Being Developed With Any Multi-Family Units)</i>								

** (Note 1) Two utility plans are required for all plan submittals with Planned Multi-Family units.

*** (Note 2) Shapefile 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).

SUBDIVISION PLAN APPROVAL REQUIREMENTS

- Explanation of revision(s) to approved plans must be stated on the revised plans.
- Changes made (*Including Subdivision Name, Street Names, Layouts, etc.*) to a Preliminary Plan after the submittal of a completed application may delay plan review beyond the time limits in Section 20-17 of the Subdivision Ordinance.
- The applicant shall be aware of the procedures for approval in Section 20-17 of the Subdivision Ordinance.
- The applicant shall be aware that in accordance with Sections 20-87 and 20-88 of the Subdivision Ordinance, an appeal may be filed with the Planning Director within ten days of the day a preliminary plan approval is issued or denied by the Planning staff. This appeal may be initiated by any person aggrieved or by any officer, department, board, or bureau of the City of Charlotte or Mecklenburg County.