

PAPER PRELIMINARY PLAN SUBMITTAL CHECKLIST

Preliminary Plan submittal requirements are to be delivered to the One Stop Permitting Center located on the first floor of the Charlotte-Mecklenburg Government Center at 600 East Fourth Street. Please check the appropriate boxes next to the plan submittal type 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>	2 Copies of the Signed Subdivision Application (Required with first submittal)	5 Copies of Subdivision Gateway Checklist (Required with first submittal)	8 Complete Sets & 8 Site Plans. ALL plans MUST be folded to 8 ½ x 11 (Required) **See note 1 below	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
PRELIMINARY PLAN RESIDENTIAL SUBDIVISION								
PRELIMINARY PLAN NON-RESIDENTIAL SUBDIVISION								
PRELIMINARY PLAN REVISION								
PRELIMINARY PLAN PLANNED MULTI- FAMILY								
PRELIMINARY PLAN PLANNED MULTI- FAMILY REVISION								
PRELIMINARY PLAN FOR MIXED DEVELOPMENT All Single Family Lots On Public Street(s)								
PRELIMINARY PLAN FOR MIXED DEVELOPMENT (If Being Developed With Any Multi-Family Units)								

** (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

1. Explanation of revision(s) to approved plans must be stated on the revised plans.
2. 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.
3. The applicant shall be aware of the procedures for approval in Section 20-17 of the Subdivision Ordinance.
4. 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.