

**Administrative Amendment Application**  
**City of Charlotte**

**Application for an Administrative Amendment to a previously approved conditional zoning district as per Section 6.207 of the City of Charlotte Zoning Ordinance.**

**ZONING INFORMATION:**

Associated rezoning petition Number: \_\_\_\_\_ Zoning: \_\_\_\_\_

Purpose of Administrative Amendment: *(Indicate all proposed changes):*

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**GENERAL INFORMATION:**

Property Owner: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Tax Parcel Number(s): \_\_\_\_\_

Location of Property: \_\_\_\_\_

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\_\_\_\_\_  
Property Owner Signature  
(or person(s) authorized to sign on behalf of the property owner)

**CONTACT INFORMATION:**

\_\_\_\_\_  
Name of Contact

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
E-Mail Address

## Instructions

Prior to the filing of an Administrative Amendment, it is strongly encouraged that a preliminary site plan be submitted to the Planning Staff for review and recommendation. There is no fee for preliminary plan review.

### FILING REQUIREMENTS

1. Official application;
2. A Filing Fee of \$500.00 (as of July 1, 2014) fee due upon submittal of application to the Planning Department by check or money order made payable to the Charlotte-Mecklenburg Planning Department;
3. **Four (4) copies, folded 8½" x 11"**, of a schematic site plan, drawn to scale and at a **maximum of 24" x 36"** which includes the following items:
  - a) A boundary survey showing the total acreage, present Zoning classification(s), date, north arrow, and vicinity map;
  - b) All existing easements, reservations, and rights-of-way, and all yards required for the Zoning district requested (show setback, side and rear yard requirements for proposed Zoning district);
  - c) Proposed use of land and structures: for residential uses, this shall include the number of units and an outline for the area within which the structures will be located; for non-residential uses, this shall include approximate square footage of structures and an outline of the area within which the structure will be located;
  - d) Traffic, parking and circulation plan, showing proposed locations and arrangements of parking spaces and entrance and exit to adjacent streets (show existing drives opposite proposed project);
  - e) Proposed screening, including walls, fences, or planting areas, as well as treatment of any existing natural features and any proposed buffers or landscaped yards at the project boundary;
  - f) Generalized information as to the number, height, size, and location of structures;
  - g) Proposed phasing;
  - h) Delineation of areas within the regulatory floodplain as shown on the official Charlotte flood areas map and delineation of SWIM buffers;
  - i) Topography at four foot contour intervals or less (existing and proposed);
  - j) Site plan must be titled with project plan and proposed use;
  - k) List of all conditions approved as a part of the last conditional rezoning for the subject property.