

CITY OF CHARLOTTE-PLANNING DEPARTMENT

SKETCH PLAN APPLICATION

*No processing or review of a sketch plan will proceed without the following information. The sketch plan submittal requirements are to be delivered to the Land Development Permitting Center located on the lobby level of the Charlotte-Mecklenburg Government Center at 600 East Fourth Street.
Fees are not required for sketch plan review*

PLAN SUBMITTAL TYPE: *(Submittal Requirements Listed Below)*

☐ Preliminary Subdivision

☐ Planned Multi-Family

☐ Commercial Subdivision

Name of Project: _____

Property Address: _____

Tax Parcel Number(s): _____

Zoning: _____ **Rezoning Petition #:** _____
(If applicable)

Total Acreage: _____ **# of Lots Proposed:** _____

of Units Proposed: _____ **Type:** _____
(If applicable) *(Multi-Family)*
(Apts, Condo, Townhouse)

Denuded Acreage: _____ *(Commercial Subdivisions)*

Owner: _____ **Phone Number:** (____) _____

Address: _____ **Fax Number:** (____) _____

(City, State, Zip) **E-Mail Address:** _____

Designer: _____ **Phone Number:** (____) _____

Address: _____ **Fax Number:** (____) _____

(City, State, Zip) **E-Mail Address:** _____

Professional License #: _____

Submit eight (8) copies of a sketch plan folded to 8 ½ x 11. The plans must have a scale less than or equal to 1"=100'. The following items MUST be provided on the sketch plan:

- Vicinity map
- Survey of the property proposed for development
- Existing easements located on the property
- Existing right-of-way width and location of centerline
- The locations of all property lines which intersect the property boundaries
- Adjacent properties zoning and current use (used to determine buffer requirements)
- Proposed area for detention if applicable
- Any existing driveways adjacent to site
- All creeks located within close proximity to the site
- Tree save areas indicated
- Tree survey for setback area **(Multi-Family Only)** (Urban Forestry cannot review until this info is submitted)
- SWIM buffers & floodplain