

CITY OF CHARLOTTE-PLANNING DEPARTMENT

SKETCH PLAN APPLICATION

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:** _____ *(Multi-Family)*
(If applicable) *(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