

SKETCH PLAN APPLICATION CHECKLIST

Deliver the Sketch Plan Application Checklist to the One Stop Permitting Center located on the first floor of the Charlotte-Mecklenburg Government Center at 600 East Fourth Street.

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