

# CITY OF CHARLOTTE – PLANNING DEPARTMENT SUBDIVISION APPLICATION

ALL FEES WILL BE COLLECTED AT THE TIME OF INITIAL APPLICATION

## A.) PLAN SUBMITTAL TYPE *(Check Appropriate Box):*

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Preliminary Subdivision (SDRSF)    | <input type="checkbox"/> Revised Preliminary (SDRSFR)           | <input type="checkbox"/> Final Plat (SDFPMA)             |
| <input type="checkbox"/> Planned Multi-Family (SDRMF)       | <input type="checkbox"/> Revised Planned Multi-Family (SDRMFR)  | <input type="checkbox"/> Minor Plat (SDFPMI)             |
| <input type="checkbox"/> Mixed Use (MX) Development (SDRMU) | <input type="checkbox"/> Revised MX (SDRMUR)                    | <input type="checkbox"/> Revised Final Plat (SDFPMAR)    |
| <input type="checkbox"/> Commercial Subdivision (SDRC)      | <input type="checkbox"/> Revised Commercial Subdivision (SDRCR) | <input type="checkbox"/> Final Condominium Plat (SDFPMA) |
|   |   | <input type="checkbox"/> Not Subject To Plat (N/A)       |

## B.) SITE INFORMATION:

**Subdivision Name:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Tax Parcel(s) #:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_ **Rezoning Petition #:** \_\_\_\_\_

*(If applicable)*

<b>Single Family</b> (Detached) or <b>Single Family</b> (Attached) <i>Duplex, Triplex, Quadrplex</i>	<b>Multi-Family</b> (Type: _____ ) <i>(Apts, Townhome, Condo)</i>	<b>Non-Residential</b>
Acreage: _____	Acreage: _____	Acreage: _____
# of Lots: _____ # of Units <i>(if applicable)</i> : _____	# of Units: _____	# of Lots: _____ Denuded Acreage: _____

- Check if requesting City Solid Waste collection off an alley within a proposed Single Family Development.

## C.) APPLICANT INFORMATION: *(Owner of Record or Owner's Duly Authorized Agent)*

**Property Owner of Record:** \_\_\_\_\_  
(Printed)

**\*Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_  
(Printed) (Printed)

**Address:** \_\_\_\_\_  
(Street Address) (City, State, Zip)

**Email Address:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

*\* If applicant signature is not property owner of record, documentation must be attached to application for an authorized agent signature.*

## D.) LICENSE PROFESSIONAL (Architect, Engineer, Surveyor):

**Firm Name:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_  
(Printed) (Printed)

**Address:** \_\_\_\_\_  
(Street Address) (City, State, Zip)

**Phone #:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Professional License #** \_\_\_\_\_

**E.) CHARLOTTE-MECKLENBURG UTILITIES (CMUD):**

Section E is not required for plat submittals. See section G for plat submittal information.

**SEWER**

- CMUD Public System
- Private System Connecting to CMUD
- Septic Tank, Private "Package" System
- Other \_\_\_\_\_

**WATER**

- CMUD Public System
- Private System Connecting to CMUD
- Private Community / Individual Well
- Other \_\_\_\_\_

**F.) PRELIMINARY PLAN SUBMITTAL CHECKLIST:**

Section F is not required for plat submittals. See section G for plat submittal information.

The below Preliminary 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. 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.

<b><u>PRELIMINARY PLAN SUBMITTAL</u></b>	<b>2 Copies of the Signed Subdivision Application (Required with first submittal)</b>	<b>5 Copies of Subdivision Gateway Checklist (Required with first submittal)</b>	<b>8 Complete Sets &amp; 8 Site Plans. ALL plans MUST be folded to 8 1/2 x 11 (Required) **See note 1 below</b>	<b>Floodplain Development Permit Application (If applicable)</b>	<b>NC DOT Transmittal for Project in ETJ or Located on State Maintained Roadway (If applicable)</b>	<b>Tentative Approval Form (Required with first submittal)</b>	<b>Shapefile of the Outer Bounding Polygon of Overall Project Boundary (Required) ***See note 2 below</b>	<b>Filing Fee (Required with Initial Application Per Subdivision Ordinance Section 10.000 )  <a href="#">SEE PRELIMINARY PLAN FEE SCHEDULE</a></b>
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, .sbn, .shp, .shx) in NAD 1983 (feet) NC Grid, required at plan submittal.

- o 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.
- o 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 6.510.
3. The applicant shall be aware of the procedures for approval in Section 6.500 of the Subdivision Ordinance.
4. The applicant shall be aware that in accordance with Sections 4.102 and 4.103 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.

## Charlotte-Mecklenburg Planning Department Preliminary Plan Fee Schedule

The filing fee is based on the **TOTAL SITE ACREAGE** and is as follows: *(As of July 1, 2010).*  
*Fee due upon initial submittal of application, payable by check or money order to the City of Charlotte.*

	Planning	CDOT	Fire	City Eng.* Plan Review	City Eng. Subdivision Grading	City Eng. Residential Tree Ordinance/Inspection and Residential Tree Preservation	City Eng. Detention	TOTAL
<b>PRELIMINARY PLAN RESIDENTIAL SUBDIVISION</b>	\$1,225	\$2,320	---	\$3,670 per Project + \$100 per acre	\$4,190 + \$150 per denuded acre	Res. Trees & Tree Preserv. \$1620 + \$15 per denuded acre	\$2,240 + \$100 per denuded acre	Varies
<b>PRELIMINARY PLAN NON-RESIDENTIAL SUBDIVISION</b>	\$975	\$2,320	---	\$3495 per Project + \$50 per denuded acre	\$4,190 + \$150 per denuded acre	Commercial Trees \$1565 + \$10 per tree Tree Preservation \$1230	\$2,240 + \$100 per denuded acre	Varies
<b>PRELIMINARY PLAN PLANNED MULTI-FAMILY</b>	\$1,675	\$2,320	\$300	\$3670 per Project + \$100 per acre	\$4,190 + \$150 per denuded acre	Commercial Trees \$1565 + \$10 per tree Tree Preservation \$1230	\$2,240 + \$100 per denuded acre	Varies
<b>PRELIMINARY PLAN MIXED DEVELOPMENT</b> <i>All Single Family Lots On Public Street(S)</i>	\$1,225	\$2,320	---	\$3670 per Project + \$100 per acre	\$4,190 + \$150 per denuded acre	Commercial Trees \$1565 + \$10 per tree Tree Preservation \$1230	\$2,240 + \$100 per denuded acre	Varies
<b>PRELIMINARY PLAN MIXED USE DEVELOPMENT</b> <i>(If Being Developed With Any Multi-Family Units)</i>	\$1,675	\$2,320	\$300	\$3670 per Project + \$100 per acre	\$4,190.00 + \$150 per denuded acre	Commercial Trees \$1565 + \$10 per tree Tree Preservation \$1,230	\$2,240 + \$100 per denuded acre	Varies
<b>PRELIMINARY PLAN REVISION</b>	\$1,100	---	---	\$1,020 #	---	---	---	Varies
<b>PRELIMINARY PLAN PLANNED MULTI-FAMILY REVISION</b>	\$1,100	---	\$300	\$1,020 #	---	---	---	Varies

\* City of Charlotte Engineering Subdivision Review and Inspection.

# Only if the "Revision" is applicable for that Department to Review

**G.) FINAL PLAT CHECKLIST:**

The below Plat 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. Please check the appropriate boxes next to the plan submittal type to note that the required information has been included in the submittal packet.

<b><u>PLAT SUBMITTAL</u></b>	<b>2 Copies of the Signed Subdivision Application</b>	<b>8 Copies of the Final Plat ALL plans MUST be folded to 8 ½ x 11</b>	<b>Filing Fee (See plat fee schedule below)</b>	<b>Mylar Included (Please mark yes or no)</b>
FINAL PLAT				
MINOR SUBDIVISION PLAT			**** See Note 3 Below	
REVISED FINAL PLAT				
FINAL CONDOMINIUM PLAT				
NOT SUBJECT TO PLAT ***** See note 4 below	1 Application	2 prints (folded 8 ½ x11)	N/A	

\*\*\*\* (Note 3) Minor Subdivision Plats may require additional fees if grading and/or constructions plans are requested.

If applicable, additional fees will be paid to Engineering & Property Management (EPM). View EPM fees and payment methods at:

<http://charmeck.org/city/charlotte/epm/Services/LandDevelopment/Resources/Pages/User%20Fee%20Schedule.aspx>

\*\*\*\*\* (Note 4) For Exemptions/Not Subject To, See **City of Charlotte Subdivision Ordinance, Section 2.100.Definitions.SUBDIVISION**

**FINAL SUBDIVISION PLAT APPROVAL REQUIREMENTS**

1. The applicant shall be aware of the procedures for approval in Section 6.530 of the Subdivision Ordinance.
2. A copy of the sealed and recorded final plat must be delivered to the Planning staff within five days of recording.

## Plat Fee Schedule

	<b>Planning</b>		<b>City Engineering</b>		<b>Total</b>
<b>FINAL PLAT</b>	\$275	+	\$1,100	=	\$1,375
<b>MINOR SUBDIVISION</b>	\$275	+	\$1,355	=	\$1,630
<b>REVISED FINAL PLAT</b>	\$225	+	---	=	\$225
<b>FINAL CONDOMINIUM PLAT</b>	\$200	+	---	=	\$200