

**CITY OF CHARLOTTE
SUBDIVISION GATEWAY CHECKLIST**

Subdivision Name: _____

Design Professional: _____ **Firm Name:** _____

Email (print legibly): _____ **Telephone:** _____

INSTRUCTIONS FOR COMPLETING THIS FORM:

- **ALL sections of the Gateway Checklist must be completed (checked or marked N/A).**
- Refer to internal department checklists for specific, more detailed requirements.
- The Gateway Checklist is to be completed and submitted by the designer of record.
- **5 copies** of the completed checklist must be included with **all first submittals** of a subdivision application for approval of a Preliminary Plan, Planned Multi Family, Mixed Use Development, Commercial Subdivisions **and first submittals of revisions to previously approved subdivisions.**

GENERAL REQUIREMENTS:

Site Location:

- ☐ Site in the City Limits
- ☐ Site is in E.T.J. Limits (*Designer to also forward (2) Sets of Plans & Calculations to NCDOT District Office*)
- ☐ Site is located on a State Maintained Roadway (*Designer to also forward (2) Sets of Plans & Calculations to NCDOT District Office*)
- ☐ A stamped "received" copy of the NCDOT transmittal for projects adjacent to a State Maintained R/W and within the limits of the ETJ has been included in the submittal package.

The following must be included - indicate with a check you have included each:

Included

- ☐ Site Plan sheet
- ☐ Plans are sealed, signed and dated.
- ☐ Vicinity map is clear enough to locate the project and includes the proposed site with the surrounding road network and includes a north arrow.
- ☐ Property lines, right-of-way lines, setback lines, proposed and existing underground easements, and utilities (i.e. water, sewer, electric, gas, etc.) of record locations including existing and known proposed.
- ☐ Clearly distinguish between existing and proposed conditions (i.e. contours, pavement, structures, etc.)
- ☐ Plans and calculations must be legible.

EROSION CONTROL REQUIREMENTS to be shown on plans:

Included N/A

- ☐ ☐ Erosion control measures are shown and erosion control details are included in plan set.
- ☐ ☐ Delineated drainage area map for each sediment basin design; if erosion control plan is phased, show areas for each phase.
- ☐ ☐ Two sets of erosion control calculations (sealed by P.E. P.L.S. or R.L.A.)
- ☐ ☐ Show utility locations in plan view and related erosion control measures (Complete utility plans are not required).

DESIGNER COMMENTS: _____

STORM WATER DRAINAGE/DETENTION REQUIREMENTS to be shown on plans:

Included N/A

- ☐ ☐ Stormwater Management Plan sheet(s) in plan set (see section 6 of PCCO Admin. Manual)
- ☐ ☐ BMP design calculations (in hardcopy and digital format)

- ☐ ☐ Completed Design Procedure Form/Worksheet for each storm water BMP (see sec. 4, BMP Design Manual)

- ☐ ☐ Delineation of drainage areas (on and off-site). Topo for drainage areas must extend to a point where ridgelines can be clearly identified.
- ☐ ☐ Show site boundary on off-site drainage area map.
- ☐ ☐ Show proposed improvements on site drainage area map.
- ☐ ☐ Storm drainage data/schedule included in plans.
- ☐ ☐ Tc paths shown for pre and post development on a drainage area map.
- ☐ ☐ Drainage area map must have clearly labeled contours at 4' intervals or less.
- ☐ ☐ Two sets of storm drainage/detention calculations (sealed by a registered professional).
- ☐ ☐ Detention Worksheet ([Click here - City of Charlotte Development Services Pages Resources](#) and under **Resources** click **Stormwater & PCCO** click on **Detention Worksheet Rev 2010** for a copy of form).
- ☐ ☐ Flood Study
 - ☐ Two sets of calculations (sealed by PE).
 - ☐ Provide digital copy of channel analysis input file (CD or email copy acceptable).
 - ☐ CD ☐ Email
 - ☐ Existing channel, bridge/culvert, roadway geometry sealed by PLS.
 - ☐ Show 100+1 SWEL and SWPE's on site plan and grading plan.

DESIGNER COMMENTS: _____

CDOT/NCDOT TRANSPORTATION REQUIREMENTS to be included on plans:

Included N/A

- ☐ ☐ Intersection Sight Distance Plan & Profile for each proposed street connection to an existing public street.
- ☐ ☐ Improvements to Existing Roadway/Turn Lane:
 - ☐ Construction Plans – maximum scale of 1" = 40'
 - ☐ Cross sections every 50 feet at 1" = 5' (vertical and horizontal)
 - ☐ Pavement Marking Plans (separate) - maximum scale of 1" = 40'
 - ☐ Traffic Control Plans (separate) - maximum scale of 1" = 40'
- ☐ ☐ Horizontal and Vertical alignments with curve data
- ☐ ☐ Architectural Parking Deck Plans (multifamily reviews)

DESIGNER COMMENTS: _____

PLANNING REQUIREMENTS to be shown on plans:

Included N/A

- ☐ ☐ Zoning Classification of Property
- ☐ ☐ Overlay Zoning Districts
- ☐ ☐ Rezoning Petition Number
- ☐ ☐ A stamped approved copy of the Conditional Zoning Site Plan with the Conditional Notes
- ☐ ☐ Development Table/Chart (Minimum Lot Area, Setbacks, Rear and Side Yard Requirements)
- ☐ ☐ Tax Parcel Number(s)
- ☐ ☐ Density Calculations (Total Area/# of Lots/Units)
- ☐ ☐ Common open space (COS) calculations (Total COS Area / % of Total Area)
- ☐ ☐ Density Bonus (Calculations)
- ☐ ☐ Tree Save calculations (Total Tree Save Area / % provided)
- ☐ ☐ Adjoining Property Owners/Zoning of Property
- ☐ ☐ Streams/Watercourses (Applicable SWIM/Watershed Buffers Delineated) Overlay Zoning Districts

DESIGNER COMMENTS: _____

FLOODPLAIN DEVELOPMENT PERMITS REQUIREMENTS:

To be completed if Floodplain exists within the project area:

(Click here - [Individual Floodplain Development Permit Application](#) and under **Floodplain Development** click on the **Individual Floodplain Development** link for a copy of form)

Included N/A

- ☐ ☐ FEMA and Community Floodplain are shown on project area.
- ☐ ☐ Floodplain Development Permit Application Package attached, if grading or other development is proposed in FEMA and/or Community Floodplain.

DESIGNER COMMENTS: _____

URBAN FORESTRY REQUIREMENTS to be included with plans:

Included N/A

- ☐ ☐ Aerial photo with the subdivision layout superimposed on it indicating that trees exist in proposed tree save areas, for Single Family development.
- ☐ ☐ Survey of trees in ROW and setbacks for Multi Family and Commercial Development
- ☐ ☐ Calculations for tree save/tree planting
- ☐ ☐ Tree preservation/tree planting notes and details CLDSM
- ☐ ☐ Tree protection fence location(s) shown
- ☐ ☐ Location of trees to be planted and schedule of tree species

Full detailed checklists for single-family and commercial tree ordinance compliance can be found at [City of Charlotte Development Services Pages Resources](#) under **Resources click on Tree Information** and find the **Single Family Tree Ordinance Checklist** and the **Tree Planting Checklist Commercial information**).

DESIGNER COMMENTS: _____

COMMENTS (for staff use only): _____