

**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 or Commercial Subdivision.

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

- 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 (Go to <http://landpermits.charmeck.org> for 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 + PERMIT REQUIREMENTS:

To be completed if Floodplain exists within the project area:

<http://www.charmeck.org/Departments/StormWater/Contractors/Floodplain+Development+Permits.htm>

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 <http://landpermits.charmeck.org> under Tree Ordinance.

DESIGNER COMMENTS: _____

COMMENTS (for staff use only): _____

