



One Stop Permitting Center to Open October 1, 2008

In an effort to simplify the City permitting process and provide seamless customer service, the submittal, payment and pickup for all commercial and subdivision plan review will take place in one central location - the Land Development Customer Service Counter on the 14th floor of Charlotte-Mecklenburg Government Center - beginning Wednesday, October 1st.

Land Development will still oversee the commercial permitting process while the Planning Department will continue to administer the subdivision review process. However, our customers will benefit of having a single point of contact for their permitting needs. If you have any questions regarding this exciting initiative, please do not hesitate to contact Land Development Customer Service at 704-336-6692.

Please note, all functions regarding the rezoning process will continue to be provided through the Rezoning staff located on the 8th floor of the Government Center.

One Stop Permitting Guidelines for Subdivision Plan Submittals

Effective Wednesday, October 1st, 2008 all submittals for Subdivision approval, including Preliminary Plan, Final Plat and Sketch must be delivered to the Land Development Permitting Counter on the 14th floor of the Charlotte-Mecklenburg Government Center. As of this date, these plan submittals will no longer be accepted by the Planning Department on the 8th floor.

Submittals delivered to the 14th floor **must include** a completed *Subdivision Plan Approval Application* and all other submittal requirements applicable to Preliminary and Plat submittals, as specified on the application. To avoid any delay in processing, all first submittals must be complete with all required forms, review fees, correct number of plans, and the NCDOT transmittal, when applicable. Incomplete submittals will not be processed until all required information is received by the Land Development Permitting Counter. For all sketch plan submittals, please submit and include a completed *Sketch Plan Application*.

All Re-Submittals must include a transmittal specifying a contact name/number, an explanation of what is being submitted, redlines and requested number of revised plans.

Any questions regarding this information may be directed to Shannon Frye, Subdivision Program Area Coordinator, swfrye@ci.charlotte.nc.us or (704-336-8322)

To access applications and required forms go to the following URL for Subdivision Applications & User Fees:

<http://www.charmeck.org/Departments/Planning/Subdivision/Subdivision+Applications/Home.htm>

