CHARLOTTE ZONING ORDINANCE
SEALED SITE PLAN APPROVAL CHECKLIST

__✓___ Included
_N/A__ Not applicable
__X___ Not included (provide explanation)

Applications for sealed site plan approval for all projects shall consist of the following:

_____ Application form and appropriate fee as adopted by the City Council. (82-471 (C) (1))

_____ 15 full-size copies of the site plan and 1 reduced copy, no larger than 11 inches x 17 inches which can be photocopied. (82-471 (C) (2))

_____ A scale of not less than 1 inch = 50 feet if the subject property is less than 3 acres and 1 inch = 100 feet if 3 acres or more. (82-471 (C) (3))

_____ Date, north point, and written and graphic scale. (82-471 (C) (4))

_____ Legal description; lot line dimensions, tax parcel number(s), and the address of the site. (82-471 (C) (5))

_____ Name and address of the property owner of record, developer, and any architect, planner, designer, engineer or other licensed professional responsible for the preparation of the site plan. (82-471 (C) (6))

_____ Vicinity map, showing the location of the site, in relation to the nearest cross street and section corner. (82-471 (C) (7))

General information about the site:

_____ Zoning district of the site and all adjacent properties; (82-471 (C) (8) (a))

_____ Land use of the site and all adjacent properties and buildings within 100 feet of subject property; (82-471 (C) (8) (b))

_____ Proposed use of the site; (82-471 (C) (8) (c))

_____ Parcel area in acres or square feet, including property line dimensions; (82-471(C)(8)(d))

_____ The location of all existing structures on the subject property and within 100 feet of the subject property, including buildings, drives, parking areas, wells, septic tanks, drain fields, utilities, poles, ditches, underground storage tanks, above ground storage areas, and the like; (82-471 (C) (8) (e))

_____ Existing deed restriction, if any; (82-471 (C) (8) (f))

_____ Location, width and purpose of existing easements; (82-471 (C) (8) (g))

_____ Soil type information; (82-471 (C) (8) (h))

_____ Location and type of natural features on or adjacent to the site, such as woods, streams, marshes, wetlands, fence rows, individual trees of 6 inches or larger in caliper when not located in a woods, and the 100 year flood area; (82-471 (C) (8) (i))

_____ Existing topography on the site. (82-471 (C) (8) (j))

General information about the proposed development on the site:

_____ The location of all proposed structures on the subject property (length and width of all buildings must be labeled); (82-471 (C) (9) (a))

_____ Ground floor and total floor area to be constructed; (82-471 (C) (9) (b))

_____ Floor coverage ratio (ground floor area/ lot area); (82-471 (C) (9) (c))

_____ Floor area ratio (total floor area/ lot area); (82-471 (C) (9) (d))

_____ Number of buildings; (82-471 (C) (9) (e))

_____ Building height, in feet and number of floors; (82-471 (C) (9) (f))

_____ Required yards and setbacks and corner clearance (delineated on the plan); (82-471 (C) (9) (g))

_____ Number of parking and loading spaces required and supporting calculations, including provisions for barrier free spaces; (82-471 (C) (9) (h))

_____ Size of parking spaces, aisles, and angle of proposed parking spaces with a clear indication of all paved areas; (82-471 (C) (9) (i))

_____ Proposed fences or screens, location, height, type and typical details; (82-471 (C) (9) (j))

_____ Proposed site lighting location, type, height, intensity, direction, and other typical details; (82-471 (C) (9) (k))

_____ Proposed deed restriction, if any; (82-471 (C) (9) (l))

_____ Location and screening of trash storage areas (per 82-460(6)). If no outdoor trash areas are intended, the plan shall so state. (82-471 (C) (9) (m))

_____ Proposed identification and advertising signs location, dimensions, and area, height, illumination, typical copy; (82-471 (C) (9) (n))

_____ Proposed on-site traffic control signs location, type, height; (82-471 (C) (9) (o))

_____ Proposed building address number locations, typical copy, dimensions. (82-471 (C) (9) (p))

_____ Utilities plan demonstrating the general proposed utility layout for sanitary sewer, water, storm water, communication (i.e. telephone and cable TV), electricity, fire hydrants (both on and off site), fire lanes, and natural gas. (82-471 (C) (10))

Information about the proposed and existing transportation network:

_____ Surface type and right–of-way widths of all existing streets and alleys abutting the site; (82-471 (C) (11) (a))

_____ Surface type, right-of-way width, easements, location and type of curbing, length and width of turning lanes, and curve radii for all proposed drives, alleys and/or streets; (82-471 (C) (11) (b))

_____ The name of all proposed streets, alleys, and drives; (82-471 (C) (11) (c))

_____ Proposed sidewalk and pedestrian paths location, width, surface types, and typical cross section; (82-471 (C) (11) (d))

_____ Acceleration lanes and traffic pattern. (82-471 (C) (11) (e))

_____ Site grading, drainage, and retention plan, including on-site elevations for pavements, drives, parking lots, curbs, sidewalks, and finish grade at building except in the R-1, R-2, and RT districts. (82-471 (C) (12))

_____ Landscape plan showing plant materials to be used in accordance, with 82-460. (82-471 (C) (13))

In addition to the items listed above, residential development site plans must also indicate:

_____ Number and type of dwelling units; (82-471 (C) (14) (a))

_____ Individual lot dimensions and areas; (82-471 (C) (14) (b))

_____ Number and timing of phases; (82-471 (C) (14) (c)

_____ Proposed location of central mailboxes, if applicable; (82-471 (C) (14) (d))

_____ The location of open and/or recreation areas, if applicable. (82-471 (C) (14) (e))

In addition to the items listed above, multiple family developments must include the following additional items:

_____ Total number of rooms; (82-471 (C) (15) (a))

_____ Total number of dwelling units; (82-471 (C) (15) (b))

_____ Number of dwelling units and bedrooms in each building; (82-471 (C) (15) (c))

_____ Percent of 1 room apartments (efficiencies); (82-471 (C) (15) (d))

_____ Special site features (play areas, pools, and the like), if applicable; (82-471 (C) (15) (e))

_____ Number and timing of phases; (82-471 (C) (15) (f))

_____ The location of central mailboxes, if applicable. (82-471 (C) (15) (g))