

# City of Charlotte Engineering & Property Management Final Plat Checklist **4/1/2016**

Project Name: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_  
Reviewer: \_\_\_\_\_ Telephone: \_\_\_\_\_

The Land Development Division will review/approve plats within 15 business days upon receipt from the Charlotte-Mecklenburg Planning Commission. If a plat requires a bond, a bond estimate will be prepared upon plat approval by Land Development Division. General street layout must meet approved preliminary subdivision plan.

## GENERAL PLAT REQUIREMENTS

- \_\_\_\_\_ Completed Bond Preferences Form
- \_\_\_\_\_ Reference North Arrow oriented per State Statutes
- \_\_\_\_\_ Street classification (Public/Private)
- \_\_\_\_\_ Street names (spelled correctly) and Rights-of-Way widths
- \_\_\_\_\_ Addresses for all lots (Does not apply to Commercial plats)
- \_\_\_\_\_ Location of stumpholes if any; if yes, describe limits and note
- \_\_\_\_\_ Line (w/metres and bounds) indicating limits of streets to be included on plat
- \_\_\_\_\_ Curve information at R/W radii (radius, arc length, chord bearing and distance)
- \_\_\_\_\_ Metes and bounds closure of all street right-of-way (adjacent to existing right of way) to be dedicated as part of plat with note: *“Dedicated as Public Right of Way.”*
- \_\_\_\_\_ Minimum of two **concrete** monuments **per phase (Phase = approved preliminary subdivision plan)** tied to the NC Plane Rectangular Coordinate System (with coordinates listed on each) placed on a common rear property line (not on common phase line; **not on street right-of-way line**). Monument design and materials shall be in accordance with standard detail **#50.03** contained in CLDS Manual. Monuments not required for Minor Subdivisions (See Subdivision Ordinance for definition of “Minor Subdivision”).
- \_\_\_\_\_ All existing easements
- \_\_\_\_\_ Storm drainage easements shown with the width specified (refer to Std. #20.30 in the CLDSM for minimum widths) and with note as follows: *“The purpose of the storm drainage easement (SDE) is to provide storm water conveyance. Buildings are not permitted in the easement area. Any other objects which impede storm water flow or system maintenance are also prohibited.”*
- \_\_\_\_\_ Tree Save Area as shown on approved plans and with notes on plat as follows:  
*“Tree Save Area per City Tree Ordinance”*  
*“No structure will be allowed within ten (10) feet of the tree save area.”*
- \_\_\_\_\_ Metes and Bounds description of Tree Save Area located on lots.

## Floodplain Regulations (Chapter-9 of City Code)

*Floodplain lines shown on the plat must correspond to the mapped location of the lines per the effective Flood Insurance Rate Map (FIRM). At the discretion of the PLS, field located FEMA/Community Flood Fringe Lines may also be shown if clearly labeled and distinguished from the FIRM mapped lines. If the field located line is based on an approved LOMR/LOMA, the associated case number should be listed on the map.*

- \_\_\_\_\_ Creek name (label centerline)
- \_\_\_\_\_ **Community** Flood Fringe Line
- \_\_\_\_\_ FEMA Flood Fringe Line
- \_\_\_\_\_ Community Encroachment Line
- \_\_\_\_\_ FEMA Floodway Line
- \_\_\_\_\_ **FIRM** cross-section (label, stream station, location, **FEMA and Community Base Flood Elevations; these elevations are listed as “Existing” and “Future” Land Use Conditions respectively on the FIRM)**
- \_\_\_\_\_ Flood Protection Elevation (FPE) (**Equal to Community Base Flood Elevation + 1’/ FEMA Base Flood Elevation +2’ along Catawba River/for areas impacted by both, the higher elevation shall apply**)
- \_\_\_\_\_ Note on plat as follows: *“This plat contains lots located within a Special Flood Hazard Area as designated on FIRM Community Panel \_\_\_\_\_ dated \_\_\_\_\_.”*
- \_\_\_\_\_ Note on plat as follows: *“Any construction or use within any delineated Flood areas is subject to the restrictions imposed by the Floodplain Regulations.”*

**100 + 1 STORMWATER PROTECTION ELEVATION** (Subdivision Ordinance, Section 7.200)

\_\_\_\_\_ 100 + 1 Stormwater Elevation Line (SWEL)

\_\_\_\_\_ 100 + 1 cross-section numbers, locations and elevations

\_\_\_\_\_ Stormwater Protection Elevation (SWPE) on lots per approved subdivision plans.

\_\_\_\_\_ Note on plat as follows: *"The lots shown within the Stormwater Elevation Line are subject to flooding during heavy rainfall and the construction of building or structures below the Stormwater Protection Elevations, as shown, is prohibited, as further described by Section 20.25 of the Charlotte-Mecklenburg Subdivision Ordinance"*

\_\_\_\_\_ Note on plat as follows: *"The 100+1 Stormwater Elevation Line (SWEL) has been located from a field survey."*

\_\_\_\_\_ Benchmark (located on-site) description and elevation used to establish the Stormwater Elevation Line in the field with a label indicating it as the 100+1 benchmark. NAVD 88 reference (and adjustment factor if needed) shall be used for new projects and new projects adjacent to existing SWELs established using datum other than NAVD 88. Existing projects with continuing phases may continue with designated datum with NAVD 88 adjustment factor noted. Adequacy of benchmark shall be at PLS discretion.

\_\_\_\_\_ Minimum 1200 sq. ft. of buildable area per lot

\_\_\_\_\_ 100 year overland relief point identified.

\_\_\_\_\_ (Process note for plat reviewer: Provide plat to admin staff with highlighted addresses for placement of SWPE holds on applicable lots.)

**POST-CONSTRUCTION STORMWATER ORDINANCE REQUIREMENTS**

\_\_\_\_\_ Show all required Post Construction Controls Easements (PCCEs) corresponding to those shown on the approved storm water management plans.

\_\_\_\_\_ All Natural Areas drawn with closed boundaries labeled with bearings and distances and acreages labeled.

\_\_\_\_\_ All Natural Areas labeled clearly as "[Undisturbed, Mitigated or Re-vegetated] Natural Area per City of Charlotte Post-Construction Stormwater Ordinance"

\_\_\_\_\_ Show and label all required S.W.I.M. Buffers or Post-Construction Stream Buffer Lines.

\_\_\_\_\_ Include note: *"The purpose of the Post-Construction Controls Easement (PCCE) is to provide storm water conveyance and control and treatment of storm water runoff. Buildings or any other objects which impede storm water flow, system performance, or system maintenance are prohibited. This easement also provides for unrestricted access for inspection and maintenance purposes to be performed on the BMP as required by the City of Charlotte Post-Construction Stormwater Ordinance."*

\_\_\_\_\_ Include note if PCO Stream Buffers present: *"The purpose of the Post-Construction Stream Buffer Line is to restrict all Built-Upon Area and define uses as described in the City of Charlotte Post-Construction Stormwater Ordinance."*

\_\_\_\_\_ Label Maximum Built-Upon-Area allocated to each lot (also applicable to Water Supply Watershed Overlay Districts per Chap. 10 of City Zoning Ordinance).

**OFF-SITE DETENTION REQUIREMENTS**

**Regional Detention Basins:**

\_\_\_\_\_ A "Permanent Detention Easement" leading from the subject site to the off-site detention facility must be shown. This easement should be centered on the pipe or channel and must be at least 15 feet wide for pipes and 20 feet wide for channels. All pipes and channels must be sized to convey the 10-year storm. A metes and bounds description is not required for this portion of the easement.

\_\_\_\_\_ A "Permanent Detention Easement" which encompasses the detention facility must be shown. This easement must be described by metes and bounds.

\_\_\_\_\_ Note that clearly states who is responsible for maintenance of the detention basin, pipes, and/or channels located within the Permanent Detention Easements (not the City).

\_\_\_\_\_ Note as follows: *"The pipes and/or channels located within the Permanent Detention Easement and leading to the detention facility carry unrestricted storm water flow from the developed upstream Lot(s)\_\_\_\_\_"*

- For Previously Recorded Easements to Regional Basins:

\_\_\_\_\_ Note as follows: “*This map drains to a previously approved and recorded Permanent Detention Basin via a previously approved and recorded permanent detention easement on Map Book \_\_\_\_\_, Page \_\_\_\_\_*”

**Regulated Floodway:**

\_\_\_\_\_ A “Permanent Detention Easement” leading from the subject site to the Regulated Floodway must be shown. This easement should be centered on the pipe or channel and must be at least 15 feet wide for pipes and 20 feet wide for channels. A metes and bounds description is not required for this portion of the easement.

\_\_\_\_\_ Note that clearly states who is responsible for maintenance of the pipes and/or channels located within the Permanent Detention Easements (not the City of Charlotte).

\_\_\_\_\_ Note as follows: “*The purpose of the Permanent Detention Easement is to allow storm water release directly to Regulated Floodway in lieu of on-site storm water detention. The pipes and/or channels located within the Permanent Detention Easement and leading to the regulated Floodway carry unrestricted storm water flow from the developed upstream Lot(s)\_\_\_\_\_.*”

- **For Previously Recorded Easements to Floodway:**

\_\_\_\_\_ Note as follows: “*This map drains to Regulated Floodway via a previously approved and recorded permanent detention easement on Map Book \_\_\_\_\_, Page \_\_\_\_\_.*”

**MINOR SUBDIVISION ONLY**

\_\_\_\_\_ If minor subdivision requires tree plantings, roadway improvements, storm drainage, and/or flood protection analysis, construction drawings must be submitted for review/approval directly to Land Development. Plans must show improvements (sidewalk, curb & gutter, labeled contours and any associated drainage) along roadway.

\_\_\_\_\_ The site must comply with the Residential Tree Ordinance (Urban Forestry staff approval required).

\_\_\_\_\_ For minor plats, all pipes/channels leading from the subject site to the off-site storm water detention facility must be sized to carry the 10-year storm water runoff.

\_\_\_\_\_ If four (4) or more residential lots share a common driveway, then a City driveway permit is required.

**PRIOR TO PLAT RELEASE:**

- Requirements for offsite ROW acquisition must be met.
- Surety (in the form of a bond, letter of credit, or cash) shall be posted for a minimum of one year with a two-year maximum. The security shall remain in force until the construction is complete and found to be in conformance with the approved plans. A one-time reduction in security will be allowed if requested in writing by the principal party of the security. However, the security shall never be less than \$10,000.
- For plats not secured by surety, Storm drainage "As-Built" drawings that include all drainage features (including designed ditches) must be submitted, reviewed, and approved and conformance must be documented by the inspector's conformance memo.