



City of Charlotte - NCDOT Concurrent Subdivision Review Process

Purpose

All subdivisions within the City of Charlotte or its Extra Territorial Jurisdiction that propose access to a state maintained roadway and/or will require state maintenance of the internal subdivision streets, requires review/approval by both the City of Charlotte and the North Carolina DOT.

CDOT, Engineering & Property Management (EPM) and NCDOT will concurrently review subdivision plans for conformance with City Standards, the NCDOT Subdivision Manual, the NCDOT Access Policy, and the NCDOT Roadway Design Standards Manual.

NCDOT recognizes that the City's Subdivision Ordinance provides specific time periods for the review of initial and revised subdivision plans and commits to plan reviews within the following timeframes:

- 1st Review: 25 business days
- 2nd -Xth Review: 15 business days

NCDOT commits to at least 2 Engineers having office hours at CDOT for one day each week to concurrently review subdivision plans with CDOT and Engineering & Property Management staff.

The Concurrent Subdivision Review Process will be reviewed and monitored for performance on a quarterly basis.

Process

1. The City's Planning Commission Subdivision Administrator will require that 2 sets of each new or revised subdivision plans and drainage calculations be delivered by the developer/consultant for each subdivision project (sketch plans and full submittals) directly to the NCDOT District Offices. NCDOT to document the transmittal and fax (704.336.5964/ Attn: Simone Rucker) confirmation to the Subdivision Administrator within 1 business day of receipt of plans. Subdivision Administration staff will log plans into the tracking system and distribute plans upon receipt of the transmittal confirmation. ***This is a new requirement and will become effective October 2, 2006.***

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2. Upon receipt of the subdivision plans, CDOT, EPM, and NCDOT staffs are to independently conduct field investigations and site plan reviews for each subdivision. CDOT staff will schedule concurrent subdivision site plan review meetings each week based on required plan review schedules as listed in the City's computerized land development permit tracking system. NCDOT staff will have access to the system and be responsible for knowing current subdivision plan review schedules/deadlines.
3. Within 10 business days of receipt of the subdivision plans, the NCDOT will determine the need for a culvert/structures review by NCDOT/Raleigh and transmit plans/drainage calculations, as necessary. Within this time period, the NCDOT will also determine the need for a traffic analysis/study and notify the developer, as necessary.
4. CDOT, EPM, and NCDOT staffs are expected to complete detailed site plan reviews prior to the scheduled concurrent plan review meeting for each subdivision. At the meeting reviewers are to eliminate duplicate comments, resolve conflicting comments, and determine the more restrictive requirement, as necessary. CDOT will incorporate and identify NCDOT transportation review comments in their review comment memorandum to the Planning Commission. EPM will incorporate and identify NCDOT roadway/drainage review comments in their redlined plan submittal to the Planning Commission. Documentation of NCDOT redlined plans will be completed by CDOT or EPM as necessary.

Note: Any conflicting and/or more restrictive requirements that cannot be resolved by staff are to be brought to the attention of the CDOT/Development Services or EPM/Land Development Division Manager for resolution with the NCDOT District Engineer or NCDOT/Deputy Division Engineer.

5. CDOT and EPM staff will notify the Planning Commission/Subdivision Administrator in accordance with existing practice when all CDOT, EPM, and NCDOT subdivision plan review comments/issues have been resolved. NCDOT's sign-off will include resolution of all NCDOT/Raleigh issues concerning drainage/structural and traffic analysis/study reviews. CDOT, EPM, and NCDOT staffs will enter required review and approval information into the City's permit tracking system. Planning Commission/Subdivision Administrator will return 2 "stamped" (one set for NCDOT) set of site plans to CDOT following the Planning Commission's approval of Preliminary Subdivision Plans for Construction.
6. CDOT will request the developer/consultant to submit 5 NCDOT access permit applications to CDOT. CDOT will endorse the access permits and provide the developer/consultant a package for pick-up consisting of:
 - a. 5 endorsed NCDOT access permit applications
 - b. 1 set of final subdivision plans stamped "Approved for Construction" by the Planning Commission/Subdivision Administrator

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7. Developer/consultant to deliver 5 NCDOT access permit applications, 5 sets of the final plans (to include the 1 stamped “Approved For Construction”), and access permit fee to NCDOT District Offices. NCDOT to approve access permit application within 5 business days of receipt of complete permit package. NCDOT to stamp the plans “approved by NCDOT” and send 2 sets of plans and 2 copies of the approved permits to EPM in accordance with standard practice. EPM will transmit 1 set of plans/permit to CDOT.

8. EPM will require proof of receipt of an approved NCDOT Access Permit prior to holding a pre-construction meeting.

Additional Processes:

Culvert Review in Raleigh:

During the initial subdivision review (item 3 above) the NCDOT engineer will identify any culverts or other structures that require a review in Raleigh.

NCDOT Traffic Studies:

If a subdivision site requires a traffic study review by NCDOT the City will proceed with review of the subdivision plans but subdivision approval will not be granted until the traffic study is approved (item 5 above).