

Charlotte-Mecklenburg Planning Commission

Plat Checklist

(REVISED November 2024)

Project Name: _____

Date: _____

Status: _____

Project Number & Status: _____

* Does not apply to a “not subject to” plat

SUBMITTAL REQUIREMENTS (NC §47-30 in addition to UDO references or unless otherwise noted):

_____ Complete Application Forms with owner’s signature (**See application form**) (30.6A.6)

Signed by: _____

Owner according to Polaris: _____

_____ Review Fee Paid

_____ North Arrow with reference to true, magnetic, deed, or grid

_____ Revision Note with Clear Purpose Statement (**If Applicable**) (30.7A.5)

_____ Zoning /Split Zoning

_____ Zoning of Adjacent Properties if different than the lot

_____ Confirm Proposed Use (30.6A.11)

_____ (CD) Plan Conditions Met (**If Applicable**)

_____ (LDC) Plan Conditions Met (**If Applicable**)

_____ Area (ac) of Plat

_____ Number of Lots to be platted* (30.6A.11)

_____ Map Date

_____ Scale Bar with Scale $\leq 1"=100'$ (30.7A)

_____ Vicinity Map (30.6A.13)

_____ Complete Property boundary with metes and bounds (30.7A.1)

_____ Adjacent Property owners & Deed references (30.6A.6)

_____ Intersecting Property Lines (30.6A.1)

_____ Subdivision Name Correct (30.7A.8) (The name of the Subdivision/Project must be the same as provided at time of approval of the Preliminary Plan. New names may be changed with approval of Planning Staff at time of platting, but should reference the approved plan name in the title block (i.e. “Formerly Known As”))

_____ Existing streets, railroads, water courses, etc. (30.7A.2)

_____ Sanitary Sewer Easements (30.7A.6a.iii)

_____ Jurisdiction (City or City ETJ) (30.7A.8)

_____ ETJ Note (**If Applicable**) (30.7A.8)

_____ Tie line identified between new and existing street(s) (12.109 of Zoning Ordinance for exceptions)

_____ Annexation

_____ Deed/ Map book References

Review Officer Requirements (NC §47-30)

_____ Size Requirements: (18"x 24", 21"x 30", 24"x 36") (NC §47-30A)

_____ Border (1½" on left side and a minimum of ½" border on the other sides) (NC §47-30A)

_____ Reproducible: Mylar (NC §47-30B)

_____ Title Block (1. Title of map, 2. Owner, 3. Township, County, State, 4. Date of Survey, 5. Scale or ratio, 6. Name & address of Surveyor or Firm preparing Plat) (NC §47.30C)

_____ Surveyor's Certificate as to Land Use Regulations (ex. This survey creates a subdivision of land.) (NC §47-30F.11)

_____ Surveyor's Original Signature, Seal, & Registration Number (30.7A.10; NC § 47-30D)

_____ Control Corners (2 concrete monuments with grid coordinates 30.7A.9; NC §47.30, for final plats only)

_____ Reference Point with Coordinates (NC §47.30, for exempt plats): Where the plat is the result of a survey, one or more corners shall be labeled with coordinates on the plat, shown as "X" (easting) and "Y" (northing) coordinates, traceable to a published geodetic datum or the North Carolina State Plane Coordinate System, or both. The plat should include, at a minimum, the referenced horizontal datum and realization (i.e., "NAD 83 (2011)") as well as the data or method used to establish those coordinates, or both. If the bearings shown on the map are not referenced to the same datum as the grid coordinates shown, then either (i) the coordinates of a second point shall be labeled and the two labeled points tied together by a single azimuth or course and distance or (ii) the plat shall include, in written and graphical form, the conversion from plat bearings to reference bearings. Control monuments within a previously recorded subdivision may be used in lieu of grid control. In the interest of consistency with previously recorded plats, existing bearing control may be used where practical. Where no horizontal control monument of any United States or State agency survey system, such as the North Carolina Geodetic Survey, is located within 2,000 feet of the subject property, ties to other appropriate natural monuments or landmarks may be used in lieu of grid coordinates. In all cases, the tie lines shall be sufficient to reproduce the subject lands from the control or reference points used.(Copy/Paste)

_____ Iron Pin/Iron Rod/Rebar Note

_____ NCDEQ Signature (**Brownfields**) (30.8E.1)

_____ Planning Agency Approval Note (GS 153A-332;160A-373)

_____ NCDOT Approval (30.8E.1, GS 136-102.6) Note (Required for all new streets located in the ETJ & for new street access onto a state

maintained road and/or dedication on a state-maintained road, **If Applicable**)²

_____ Review Officer Note/Certificate³ (All applicable department signatures required prior to Review Officer Signature)(47-30.2B)

Lots (Part2-5):

_____ Lot Layout generally matches preliminary plan (30.7A.2)

_____ Lot & Block Numbers matches preliminary plan (30.7A.2)

_____ Minimum Lot size (Table 4-1 (N1 Districts))

_____ Minimum Lot width *measured at Required setback* (Table 4-1(N1 Districts))

_____ Maximum Building Coverage (Table 4-1 (N1 Districts))

_____ Minimum Open Space Requirement (excluding detached dwellings) (9.205.1.h or 9.305.1.h)

_____ Setbacks (Table 4-2 (N1 Districts))

_____ Duplex/Townhome Double Front Setback on Arterial Roads (Table 4-2)

_____ Side yard (Table 4-2 (N1 Districts))

_____ Corner Lot Side Yard (Table 4-2 (N1 Districts))

_____ Corner Lot Side Yard on Arterial Streets (Table 4-2 (N1 Districts))When the corner side setback is located along an arterial street, the corner side setback shall be subject to the minimum front setback dimension for the zoning district.))

_____ Building Separation (**If Applicable**) (30.7B.1)

_____ Minimum Development Requirements Note (**Final and Minor Plats Only**)

_____ Rezoning Petition (**If Applicable**)

_____ Rear yard (Table 4-2 (N1 Districts))

_____ Rear yard Buffer (Reverse Fronting on thoroughfare) (Table 4-2 (N1 Districts))

_____ 20 ft. Garage Setback from R/W or sidewalk; whichever is greater ((19.6.A.1.iii.D) only if front setback is less than 20 ft.)

_____ Neighborhood 2 Single Family, Duplex, Triplex, Quadraplex Zoning subject to N1-E standards (5.1)

_____ Lot Width cannot be less than 50% of the required minimum at certain parts (2.3 - Lot, Flag lot & 16.1.C)

_____ Minimum 30 ft. road R/W (2.3, "Street, Public")

Arterial Streets (Part 10):

- _____ Additional R/W Reserved / Dedicated (30.7A.6a.ii)
- _____ R/W Location (shown separately)
- _____ R/W Abandonment (proof required prior to approval)
- _____ Arterial / Side Yard/ Rear Yard & Buffer area OK (32.7, 20.9)
- _____ Note direct vehicular access to arterials prohibited (30.4 F)

Watershed (If Applicable) (Part 9 Article 23):

- _____ Located in Regulated Watershed?
- _____ Built Upon Area (Impervious Area) calculations (maximum built upon area per lot)
- _____ Watershed Averaging Note (Average & Minimum Built Upon Area Per Lot)
- _____ Buffer areas delineated with labels
- _____ Low Density / High Density Option

Swim/PCCE Buffers (Part 9 Article 26):

- _____ Major Creek Name (If Applicable)
- _____ Top of bank labeled (Chapter 12, part 8 of Zoning Ordinance)
- _____ Buffer delineation (35 ft., 50 ft., 100+)
- _____ Zones labeled correctly (Stream side, Managed Use, and Upland Zone)
- _____ Stream Side Zone labeled undisturbed

Regulated Floodway (Part 9 Article 27):

- _____ Community Flood Fringe Line (30.4 F)
- _____ FEMA Flood Fringe Line (30.4 F)
- _____ Community Encroachment Line
- _____ FEMA Floodway Line
- _____ FPE per lot (Flood Protection Elevation)
- _____ Lots Subject to Flooding Note (If Applicable) (30.7A.3)
- _____ Floodway Regulation Applicability Note (If Applicable) (30.7A.4)
- _____ Minimum of 1,200 sq ft of usable lot area (24.3.5)

Storm Water Elevation Line (SWEL) (P):

- _____ SWEL location per preliminary plan (If Applicable) (30.6A.5)
- _____ SWPE elevation (all lots affected by SWEL labeled appropriately) (30.6A.5)

Common Areas:

- _____ Common Open Space Multiple Phases/ Plats at least 10% (If Applicable) *
- _____ Common Open Space Statement (If Applicable) (30.6A.15)
- _____ Cell Tower Restrictions (15.7.JJJJ)
- _____ Greenway Dedication with Note (If Applicable) (30.6A.4, 30.4G)
- _____ Green Area (Tree save) Incentive (20.15, 30.3.A)
- _____ Green Area (Tree save) Areas (in lots must have metes and bounds) (If Applicable)* (20.15, 30.3.A)
- _____ Natural Areas (PCCE)
- _____ Built Upon Area (PCCE or Watershed) (9.23)
- _____ Cluster Note *developed as cluster* (4.5)

Streets (Part 10)*:

- _____ Street Names checked (30.4I)
- _____ Street R/W's labeled (Public/ Private and width) (30.7A.2; GS 136-102.6)
- _____ Private Street Maintenance Note (If Applicable) (30.7A.2)
- _____ Median Maintenance Note (If Applicable)
- _____ Intersection Radius (P)
- _____ Sight triangles (internal & external with size reference) (30.6A.2)
- _____ Minimum 30 ft. road R/W (2.3, "Street, Public")

Miscellaneous Information:

_____ **Check Preliminary Plan**

_____ Check that all reviewers that need to be added have been (Stormwater, Urban Forestry, NCDOT, Floodway CLT Water, CATS, Addressing)

_____ Check that the Accela Project Name matches the plat title

_____ Email the county for review if Duplex/Two Unit Townhome and leave comment on the plat

_____ Easements- R/W's (SDE, Utility, Landscape, Sidewalk - *if outside R/W*, etc) (30.7A.6a.iii)

_____ Legend

_____ **Demolition Landfill Note (If Applicable)**

_____ Addresses on Plat (**If Applicable**); not required on Commercial Plats)

_____ Landscape Yard/Buffers (**If Applicable**) (20.11)

_____ Screening Maintenance Note (if screening is located on private property, i.e. not in COS) (**If Applicable**) (20.11) (P)

_____ 400 SQ. FT. private open space note (Townhouses only, does not apply in MUDD/TODD/UR Zones) (**If Applicable**)*

_____ Existing Buildings to remain on site shown

_____ Existing Buildings to be demolished (proof required prior to approval)

_____ Water Access Lot (**20-25(G) (If Applicable)***)

_____ Airport Noise Overlay (**If Applicable**), add **“Noise Warning”**) (14.8, 30.7A.10)

_____ “Noise Warning - This property, either partially or wholly, is zoned Airport Noise Disclosure Overlay District and lies within or near the Noise Exposure Map Areas of Charlotte-Douglas International Airport and may be subject to noise that may be objectionable.”

_____ Stormwater Exempt Plat Note (only if BUA/Impervious Area or BMP is not shown)

_____ “Development of these lots may be subject to the Charlotte Unified Development Ordinance (UDO) stormwater regulations, Part IX (Articles 23-28). Unless otherwise exempted, any development proposing 5,000 SF or more Built Upon Area or disturbing an acre or more of land will be required to comply with Article 25, Post Construction Stormwater Regulations, including water quality stream buffers and on-site stormwater controls for high-density development. Please note the lots shown on this plat may be considered a common plan of development.”

MINOR SUBDIVISION ONLY:

_____ Street improvement to existing streets required (20-58)

_____ Within City of Charlotte or ETJ; Curb, Gutter & Sidewalk are required (20-54)

_____ Proposed Thoroughfares or Outer-belt Corridor Reserved/Dedicated (30.7A.2) (30.7A.6a.ii)

_____ R/W Location (shown separately)

_____ Screening/Buffers/Noise Abatement required (30.7A.11)

_____ ** 2 control corners or ties to existing control corners are required for a MINOR subdivision (no concrete monument required)

