

# City of Charlotte Enhanced Review Process

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## Pre-requisites

- **Enhanced Commercial/Residential Subdivision review:** A sketch plan submittal and review via Accela is mandatory prior to submitting detailed subdivision plans for review. After the review, a meeting will be held with the design team and staff to review comments.
- **Enhanced Urban review:** The standard Urban Conceptual Meeting is mandatory for any MUDD, UMUD, PED, TOD, TS, RE-3 zoned project prior to submitting detailed Urban plans for review. Prior to the Urban Conceptual Meeting, it is highly recommended that detailed, as possible, plans are submitted to staff in preparation for the meeting and an agenda be established from the Development team so that issues/concerns are addressed at the meeting.
- **Traffic study requirement:** if a traffic study is required, it must be approved prior to submitting plans for the formal review. Staff recommends a roadway engineer (firm), specializing on heavy roadway design (non-subdivision streets), design the offsite improvements. An engineer (firm) with vast NCDOT/City capital project experience, is preferred.
- **Charlotte Water's Willingness to Serve:** A willingness to serve has been granted from Charlotte Water
- **Historic/Landmark Sites:** Need to provide the certificate of appropriateness and the accompanying approved plans.

***Staff and the Development Team, together, may determine that the project is not suitable for the enhanced process due to the complexity of the project.***

## Exclusions

Projects Not Eligible for Enhanced Review Process:

- Projects in the ETJ
- Subdivisions requiring NCDOT reviews
- Projects with Interchange requirement
- Projects with Pump stations
- Projects with low-pressure sewers
- Projects requiring a flood study on a FEMA regulated floodway

## Conditions

- Urban Projects on NCDOT-maintained streets
  - A waiver statement on the gateway checklist will need to be signed by the applicant that states if an NCDOT review is required, it is at the applicant's risk. The typical City process would continue for Urban reviews, including tentative City approval and separate paper process to obtain NCDOT driveway permit.
- Projects still in Conditional Rezoning process (Conventional Rezoning would be ok, only after the public hearing)

## Gateway & Review Fees

Plans are submitted through Accela Citizen Access (ACA). Please contact staff at 704-336-6692 for assistance in selecting the correct Accela record type. Included in the submittal is a self-certified gateway checklist, signed by the design professional. All fees, including the \$30,000 enhanced fee, need to be paid within 3 days of the submittal.

## 1st Submittal

City staff performs detailed plan review within the following timeframes, marking up plans in ACA:

- **Subdivisions (Non-NCDOT):** 20 business days
- **Urban projects:** 15 business days

## Designer Comment Review / Meeting

Once the 1<sup>st</sup> review is complete the Admin team will schedule a *Comment Review Meeting* and send a meeting request for approximately one week out to the design professional, developer/owner, and City review staff. Comments are available via ACA to the Design Team for a 5-day period to review and digest City comments.

At approximately day 6, Comment Review Meeting is attended by Design Team (including developer and design professional) and Staff to review all comments and answer questions. The designer and developer may opt out of this meeting if it is determined that comments are clear and can be addressed during the next plan submittal. If a meeting is to take place, the Design Team will provide an agenda and time allocation for each reviewer needing to attend the meeting (up to 2 total hours for the entire meeting).

## 2<sup>nd</sup> Submittal

Plans are uploaded by Designer to ACA for the 2<sup>nd</sup> review. The Designer is required to include comment/response documentation along with the 2<sup>nd</sup> submittal plans and calculations.

Review timeframes:

- **Subdivisions (Non-NCDOT):** 10 business days
- **Urban projects:** 5 business days

Please note: If after 2<sup>nd</sup> submittal there are substantial new or unaddressed comments, City Staff will request a meeting with the Design Team to determine a path forward toward approval.

## **Approval**

Stamped approved plans will be made available on ACA after all reviews are complete and any required slip sheets/inserts are done.