

# Enhanced Review – Self Certification Gateway Checklist

City of Charlotte – Enhanced Review

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Project Name: \_\_\_\_\_

Date: \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING THIS FORM:

- ALL sections of the Self Certification Gateway Checklist must be completed (checked or marked N/A).
- The Self Certification Gateway Checklist is to be completed, signed and submitted by the designer of record.
- A copy of the completed checklist must be included with all first submittals for an Enhanced Review for a Subdivision or an Urban

## SUBDIVISION

### General Requirements:

- Complete Application Forms
- North Arrow
- Plan Date
- Scale < 1"=100'
- Vicinity Map
- Complete Property boundary
- Adjoining Property owners & Deed references
- Intersecting Property Lines
- Proposed Subdivision Name
- Existing streets, railroads, water courses, etc.
- Existing Storm Drains, Culverts, Sanitary Sewer Easements
- Contour interval ☑ 4' intervals
- Development Dwelling Unit Density Calculations
- The name of the engineer, surveyor or designer
- Conditional Zoning Notes ☑ Explanation of how proposal meets notes.
- Parking Requirements
- Solid Waste/Recycling Requirements
- Proposed Building Height

### Public Streets:

- Block Lengths
- Block Widths

- Cul-de-sac lengths:  $\geq 5$  d.u./acre – 650' max;  $< 5$  d.u./acre – 800' max
- Stub Streets
- Street Classification
- Street R/W's labeled
- Street improvement to existing streets required
- Proposed thoroughfares or collector streets / ROW areas.

### Layout:

- Lot layout
- Setbacks
- Sideyard
- Rearyard
- Cluster Provision Proposed
- Tree Save Areas
- Streams and SWIM / PCCO buffers / FEMA Floodways
- Watershed
- Impervious Area
- Landscape/Screening buffers
- Label all site dimensions (including but not limited to setbacks, buffers, improvements, sidewalk, street width, planting strip, ROW, parking)

## URBAN FORESTRY:

### Perimeter Tree Requirements

- Show linear feet of road frontage along public maintained right-of-way, including driveways.
- Calculate one large maturing tree every 40 linear feet or fraction thereof, or if overhead power is present, one small maturing trees every 30 feet or fraction thereof.

Street: \_\_\_\_\_ / \_\_\_\_\_ LFT = \_\_\_\_\_ trees required / \_\_\_\_\_ trees provided

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If overhead distribution power lines exist, only small maturing trees are allowed within 25ft. of lines.

### Internal Tree Requirements

- One tree per 10,000 sq.ft. of impervious area or fraction thereof. All parking spaces to be within 40 feet of a tree. Minimum landscape area as a percentage of entire site is 10% for new sites and 5% for renovated sites.

Calculations:

Total Site Area (Entire site) = \_\_\_\_\_ sq.ft

Impervious area = \_\_\_\_\_ sq.ft. (\*)

Landscape area = \_\_\_\_\_ sq.ft = \_\_\_\_\_ % of total imperv.

(\*) Internal tree requirement:  $\text{Impervious area} / 10,000 =$  \_\_\_\_\_ trees required / \_\_\_\_\_ trees provided.

### Tree save area (TSA) requirements

- A minimum 15 percent of the overall commercial site must be preserved as tree save area (Unless the site falls under one of the exceptions).

Site Zoning: \_\_\_\_\_; Wedge, Corridor (transit), Center: \_\_\_\_\_  
 Calculations: Total Site Area (Entire site) = \_\_\_\_\_ acres (sq.ft)  
 Total Tree Save Area = \_\_\_\_\_ acres (sq.ft)  
 Percentage Tree Save Area = \_\_\_\_\_ %  
 Option(s) if applicable = \_\_\_\_\_

## City Fire Dept.

### General Requirements:

- Number of floors
- Sq ft of each floor
- Construction type of each building to be included in the submittal of any plan

### For townhomes LFS:

- Number of floors
- Square footage of the largest unit for 3 story buildings
- Location of the FDC on the site utility plan to measure the travel distance to the hydrant serving it
- Show the turn radii of 30' inside and 42' outside on the site plan
- All roads shall have unobstructed width of 20'
- If alleys are to be apparatus access points (fire access) they require 20' unobstructed width

## CDOT

- Approved Rezoning Plan and Area Plan typical for those roads
- TIS improvements if applicable
- Show existing conditions 200' past development area (Traffic signals & associated utilities, other utilities, curb and gutter, curb ramps, driveways across and adjacent to development, etc.)
- [Reference City projects near site](https://charlottenc.gov/charlottefuture/CIP/Pages/default.aspx) (see <https://charlottenc.gov/charlottefuture/CIP/Pages/default.aspx>)
- Driveway types and widths
- Sight Distance & sight triangles
- Roadway improvements and associated turning movements (reference USDG appendix)
- Traffic control plans
- Striping plans
- Streetscape (planting strip, sidewalk, curb ramp alignments, not just a symbol, on-street parking where applicable)
- ROW and easements

## Engineering

- Plan sheet must be sealed, signed, and dated by the appropriate design professional(s)
- Title Block with site name and address
- Tax Parcel Number
- Zoning (and Rezoning Petition Number, if applicable)
- Watershed Overlay District
- Engineering scale on each plan sheet (plan information must be legible)
- Property lines shown
- Land Use Buffer(s) and/or Set Backs required by Zoning
- Label SWIM/PCSO Buffers and/or Floodplain boundaries
- Clearly distinguish between existing and proposed conditions (i.e., contours, structures, etc.)

- Existing Driveways shown and dimensioned.
- Chapter 19 requirements (roadway plan - max scale 1"=40', cross sections every 50' at 1"=5' scale & separate pavement marking and traffic control plans – max scale 1"=40' plan)
- Grading Plan
- Phased Erosion Control Plan
  - Calculations for erosion control measures (sealed/signed; in PDF format)
  - Construction Sequence and Erosion Control Notes and Seeding schedule
- PCSO Summary Table
- Impervious/Built-upon Area Calcs
- Separate drainage area maps for pre-developed and post-developed area for detention design
- Stormwater Control Measure (SCM) design calculations (sealed by a registered PE or RLA; in PDF Format)
- Tc Paths Shown for pre-developed and post-developed sub-basins on the drainage area maps
- Outlet Detail
- Completed detention worksheet
- Detention Plan/ Stormwater Management Plan sheet(s) in plan set (see section 6 of PCSO Admin. Manual)
- Inset table for each SCM on plans
- Completed Design Procedure Form/Worksheet for each SCM (sec. 4, BMP Design Manual)
- PCSO Natural Area Shown as Required
- Drainage Plan sealed
- Drainage area map for storm drainage
- Storm drainage design calculations (sealed by a registered PE or RLA)
- Storm Drainage Schedule included on drainage plan

## Commercial Zoning

- Zoning District and Overlay (if applicable) / Re-zoning Petition Number
- Administrative Approvals from Planning's Entitlements Team as required by Conditional Zoning plans
- Use as Defined by Zoning Ordinance
- Lot Acreage / Square Footage
- Lot Width
- Setback
- Side Yard
- Rear Yard
- Transitional Setback (if applicable)
- Floor Area Ratio
- Building Height
- Buffers
- Screening
- Parking and Bike Parking Data
- Required Loading Spaces
- Required Vehicle Stacking (if applicable)
- Dumpster / Recycling with screen enclosure
- Backflow Prevention location
- 5' Sidewalk from Building to All Abutting Streets
- Lighting Height
- Photometric plan (if adjacent to residential)
- Historic Landmark COA (if applicable)

- Historic District COA (if applicable)
- Zoning Board of Adjustment Case # (if applicable)
- Airport Overlays (if applicable)

## Charlotte Water Donated Projects

### Cover Sheet

- North arrow
- Scale (Must be 1:10, 1:20, 1:30, 1:40, 1:50, 1:60, 1:100, 1:200 scale) (1:150 is not acceptable)
- Vicinity Map (Should show all streets, project boundary, zoomed out to next major thoroughfare intersection)
- Developer and Engineer contact information
- PE Seal, signature, and date
- Lots numbered
- Index of sheets
- Bearings and length of sewer is labeled for all off-street sewer
- Linear Feet totals
- Topo Map with Elevations
- Existing As-Builts

### Permit Sheet

- Sewer permit
- Water permit
- Street cross section
- General Notes
- CDOT note (if inside City of Charlotte city limits)

### Water Distribution Sheet

- Water easements are clearly shown (shaded) and labeled
- Verify there are 2 valves at every tee and 3 at every cross
- Verify fire protection (i.e. fire hydrant spacing)
- No sewer laterals are shown on the water distribution sheet
- All storm pipe is labeled
- Water Meters Shown
- North arrow
- PE Seal, signature, and date

### Sewer Sheets

- Show parallel storm in profile
- Sewer easements are clearly shown (shaded) and labeled
- Verify MH stationing
- No water services (1" and below) are not shown on the sewer sheets
- North arrow
- PE Seal, signature, and date

## Charlotte Water Private Water Distribution

### Cover Sheet:

- Title block indicating the Charlotte Water Flow Tracking Number, size of pipe, LF of each size of pipe and number of private FH's included by the Engineer.

### Private Water Plan Review Requirements:

- Private water lines to be permitted consist of 2" or larger lines servicing more than one structure
  - Private FH's or FDC's are not considered structures.
  - FDC's shall not connect to domestic potable water lines.
- Backflow Preventer shall be indicated for each service line and meter.
- 2" Private Water Lines shall only serve a maximum of 20 units / lots on dead end lines.
- LF to be accounted for from the meter to the Blow Off or to the point the distribution line becomes a service line.
- LF of each private water distribution line to be labeled as "Private" including the line size and type (domestic / fire), referencing the LF limits (Ex.: Meter to Tee, Tee to Blow Off, Tee to Bldg C, etc.).
- Meters and Backflow Devices to be labeled with size and type.
- All applicable Tees, Reducers, Tapping Saddle and Corporation Stops, Valves, Blow Offs, Private FH's, and Bends (all to indicate size with exception of Private FH's) to be labeled.
- 2 GV's at distribution line tees required (not at service line tees) and 3 at distribution line crosses.
- Elevations of private water distribution lines, storm lines (40" and larger) and ground elevation where water crosses storm must be provided to confirm there is not a conflict.
- Size of All storm lines must be indicated.
- Total LF of each size of water distribution line on the plan sheet(s) must match the Title Block on Cover Sheet, Application and Engineer's Report.
- Verify that the private water distribution lines are not located under any permanent structure and if so, steel casing is indicated for the private water below the structure.
- Charlotte Water Flow Tracking Number to be indicated on each applicable plan sheet.
- Existing Charlotte Water public water mains shall reference size of main, job number and file number.
- Any applicable existing private water distribution systems to be referenced with size of main and existing NCDEQ permit number.
- Any applicable associated proposed Donated Project water lines to be referenced with size and job number.
- Confirm property limits and that proposed private water distribution system is not serving adjacent parcels owned by separate property owners if they have direct access to a public water main.

## Charlotte Water New Services

### General Comments

- Plan Sheet must be sealed, signed and dated by Professional Engineer
- Vicinity Map with Street names and North Arrow
- North Arrow
- The size, type, LF of service lines and location of proposed services and connections shall be clearly marked, including the connection points to our main  
Site Plan to reflect ALL surrounding existing water and sewer mains
- Verify there are no conflicting utilities, fences, etc. with proposed services

### General Service Comments

- Existing Utilities requiring soft digs are as follows:

- Anything inside the CBD and Major Thoroughfares where elevations may not be determined by referencing existing inverts.
    - Water Lines
    - Duct Banks
    - Major Gas Lines (4" and larger)
    - Power Conduits
    - Other significant utilities
    - Sewer Lines if inverts cannot be accessed to determine slope and elevation
    - Storm Lines if inverts cannot be accessed to determine slope and elevation
  - Soft Dig elevations shall be reflected on Site Plan and Report provided
- Site Plan shall indicate Installation Method of Services
  - Bore, Punch, Directional Drill or Open Cut
  - Applicable Trench, Street Cut, Bore Pit/Receiving Pit, Punching Pit,

### Water Service Comments

- Label size and material of all surrounding existing water mains
- Connections to existing water main shall be labeled with proper size TS & V or Tapping Saddle & Corp. Stop
- Site Plan shall include a profile of long side water services if being bored or crossing multiple existing underground utilities
- Split Water Services are **ONLY** allowed to split from long side single Fire Lines and are preferred when applicable. (Does not apply to redundant fire lines)
- Meter Vaults shall be shown to scale to assure conflicts will not be present with existing utilities or site constraints

### Sewer Service Comments

- Label size and material of all surrounding existing sewer mains
- Flow Direction of Existing Sewer Mains shall be provided
- Clean Out / Private MH shall always be located outside Road R/W
- Profile of sewer lateral required, regardless of size
- LF, Size, Material and Slope shall be indicated for all proposed sewer laterals in plan and profile
- 8" sewer laterals required when serving 2 or more structures (residential or commercial)

**DECLARATION AND SIGNATURE**

I declare that all information provided is complete per the checklist above to the best of my knowledge and belief. I understand if information has not been included as required by this checklist, staff reserves the right to request additional information which may result in delays in review and/or additional review cycles.

Signature of Licensed Design Professional: \_\_\_\_\_

Name of Design Professional (Print): \_\_\_\_\_

Date: \_\_\_\_\_

**For Urban Projects Requiring NCDOT Review**

I declare that I understand that this review will not include reviews by NCDOT and I submit these plans at our risk.

Signature of Licensed Design Professional: \_\_\_\_\_

Name of Design Professional (Print): \_\_\_\_\_

Date: \_\_\_\_\_