



YOUR GUIDE TO ZONING SERVICES IN CHARLOTTE-MECKLENBURG

EFFECTIVE JULY 1, 2005

Effective July 1, 2005 zoning administration, enforcement and plan review services will transfer from Mecklenburg County to the City of Charlotte. Consolidating these services will improve efficiencies by combining them with the related services the City of Charlotte already provides.

ZONING APPEALS, VARIANCES AND THE ZONING BOARD OF ADJUSTMENTS

The Charlotte-Mecklenburg Planning Commission already provides a wide range of planning services, including land use planning, rezoning process coordination, subdivision administration, capital needs assessment, and review of urban design development proposals. Effective July 1, the Commission will provide:

- **Requests for variances** from established regulations and **appeals of zoning interpretations**
- **Staffing for the Zoning Board of Adjustment.** Hearings for the Zoning Board of Adjustment will move to the offices of the Planning Commission at the Charlotte-Mecklenburg Government Center, 600 East Fourth Street.

The **Zoning Administrator**, responsible for establishing policy and interpreting the Zoning Ordinance, will become a member of the Planning Commission staff and be located on the 8th floor of the Charlotte-Mecklenburg Government Center.

FOR QUESTIONS ABOUT:

- Zoning
- Zoning enforcement
- New commercial construction
- Zoning appeals

Just call **704.336.3569**

COMMERCIAL PERMITTING AND INSPECTIONS

Review and inspection of private residential and commercial development sites to ensure compliance with City ordinances and standards is already a service the City provides through Engineering and Property Management (E&PM) Land Development Services. This department also is responsible for coordinating site-related City code requirements with the building permit process. Incorporating new commercial zoning inspections will provide a more streamlined process to ensure compliance with Zoning and other related ordinances.

Effective July 1, E&PM Land Development Services also will provide:

- **Zoning reviews associated with commercial projects** (multi-family, office, retail and industrial). This includes plan review and approval of commercial land development projects, signs and subsequent field inspections and monitoring through construction to ensure compliance with the Zoning Ordinance.
- **Zoning plan review services, which will remain in the Hal Marshall Center** at 700 N. Tryon Street until late 2005, when it will relocate to the Government Center.

Development plans may be submitted for zoning compliance review during business hours (8:00 a.m.-5:00 p.m. Monday-Friday) at the Hal Marshall Center through the current building permit process.

- **Zoning inspections** associated with commercial projects. These services will relocate to the Charlotte-Mecklenburg Government Center on July 1.

Over the next several months, City staff will meet with an industry-related stakeholders group to further streamline the zoning process.



RESIDENTIAL AND SIGN PERMITTING SERVICES AND NEIGHBORHOOD ZONING ENFORCEMENT

Through its Code Enforcement Division, the City's Neighborhood Development department enforces the City code pertaining to housing, health and sanitation. **Starting July 1**, Neighborhood Development also will provide residential and sign permitting services and enforce the Zoning Ordinance.



Zoning Inspectors will join Code Enforcement inspectors at existing field offices closer to the neighborhoods they serve. This will provide better customer service and cross training opportunities for future service improvements. Neighborhood Development also will provide:

- **Zoning validation or permitting** of single-family residential (after subdivision approval), Alcohol Beverage Control uses, Business Licenses, Change of Uses, Customary Home Occupations, signs and other miscellaneous zoning approvals, and
- **Comprehensive enforcement of the Zoning and Sign Ordinances** after a Certificate of Occupancy or other appropriate approvals are issued.

City staff will maintain the existing zoning counter in the Hal Marshall Center. Services offered at the counter include issuance of zoning permits, sign permits and zoning verification.

Citizens should report suspected zoning violations to 704.336.3569. Callers must provide the address and a detailed description of the nature of the violation. Information such as names, dates, times, license plate numbers is useful evidence of a suspected violation.