

## **Preconstruction Packet Cover Sheet**

This preconstruction packet contains information for single family subdivision and commercial projects. This cover sheet shows you the pages which pertain to the particular project you are starting. Please see the page numbers on the right, so that you can access the appropriate information.

### **Single Family Subdivision**

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## **Important Information for your Project**

Because of Project individuality, some of this information may not pertain to your current Construction Project. However, it is important that you familiarize yourself with this information for future reference.

You are required to have the **City of Charlotte Approved Plans (Green Stamp)** on site at all times. Mecklenburg County Building Standards Approved plans have a red stamp.

All work performed in NCDOT Right of Way or future Right of Way will be inspected by NCDOT. Approved plans do not grant permission to plant trees within NCDOT Right of Way, a Planting Permit from NCDOT must be obtained prior to construction.

All storm drain pipes will be Video Inspected, at the Developers expense, prior to as-built approval and acceptance.

There must be more than 12" from the bottom of the storm drain frame and grate to the top of the precast storm drain structure. Per City Standard 20.00c. Shop drawings are required for all round storm drain structures prior to installation.

### **Sidewalk / Accessible Ramp form Inspection**

There will be only one form inspection per intersection. If the forms are not 100% set at time of inspection or if the inspection fails due to incorrect slopes, there will not be a re-inspection until final CO request.

All sidewalk and curb ramps must follow the grades and elevations set forth in the Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way, July 26, 2011. <https://charlottenc.gov/ld/Pages/Resources.aspx> Once you click on this link, go to Accessibility & PROWAG. You will also find a ADA Field Guide.

In addition, your Approved Plans may not contain all appropriate Details. The Charlotte Land Development Standards can be found online at: <http://charlottenc.gov/ld/cldsm>.

### **City of Charlotte Land Development Services**

<http://charlottenc.gov/ld>

### **CDOT Work Area Traffic Control Handbook (WATCH)**

[http://charlottenc.gov/Transportation/Permits/Documents/2014%20Work%20Area%20Traffic%20Control%20Handbook%20\(WATCH\).pdf](http://charlottenc.gov/Transportation/Permits/Documents/2014%20Work%20Area%20Traffic%20Control%20Handbook%20(WATCH).pdf)

### **CDOT Right Way Use Permits (Lane Closures, Sidewalk Closures, and Street Closures)**

**Approved Plans do not grant permission to close lanes, sidewalks or streets.**

<http://charlottenc.gov/Transportation/Permits/Pages/RightofWayUse.aspx>

Or you can call Eric Weidemann, 704-432-1562

### **Right of Way Lease Agreements (closures lasting more than 30 days)**

[Casey Mashburn](mailto:casey.mashburn@charlottenc.gov) – [casey.mashburn@charlottenc.gov](mailto:casey.mashburn@charlottenc.gov)

Utility Installations in City Right of Way – <https://charlottenc.gov/Transportation/Permits/Pages/Utilities.aspx>

### **CDOT Street Cut Permits**

704-336-4025

### **CDOT Right of Way Encroachment Agreements for non-standard items within the Right of Way**

Krystal Bright 704-336-3888

### **NCDOT Roadway Standard Drawings**

<https://connect.ncdot.gov/resources/Specifications/Pages/2012-Roadway-Drawings.aspx>

### **NCDOT Standard Specifications and Provisions**

<https://connect.ncdot.gov/resources/Specifications/Pages/Specifications-and-Special-Provisions.aspx>

### **NCDOT Division 10 District 2 Office**

980-523-0000

## **Home Builder's Guidelines for Inspections/Certificate of Occupancy Holds**

**Prior to construction of houses, schedule a meeting with your Construction Site Inspector, Erosion Control Coordinator and Urban Forster/Zoning Inspector:**

- The Home Builder's Superintendent/Project Manager and the Subdivision's Developer must be present at this meeting.
- At the meeting, each Inspector will discuss what will be inspected per building lot and identify who (Builder and/or Developer) is responsible for these requirements.

### **General:**

- Builder is responsible for a concrete wash out area surrounded with silt fence and marked as concrete wash out.
- Emergency vehicles must have proper access at ALL times. Parking is allowed ONLY on one side of the street.
- Stop signs and street name with block number signs are installed.
- No trailers, dumpsters or any other nonconformance items allowed in right-of-way.

**When ALL these requirements are met, enter online at (<http://charlottenc.gov/ld>) for the Hold Release inspection.**

**Final Lot Inspection – see <http://cldsm.charmeck.org> for city standards**

### **Sidewalk:**

- All sidewalks are sloped 2% Max cross-slope; sidewalks are backfilled and graded for safe use.
- Concrete in City ROW is minimum 3,600 PSI
- Sidewalk depth at driveway is 6" with expansion joints at each side.
- Driveway Apron does not exceed 10% at driveway.
- Accessible ramps have truncated domes installed in ramp per City standard.
- No silt fence, construction equipment/ materials, or dumpsters in road or sidewalk.

### **Curb and Gutter/Asphalt:**

- On City maintained streets, all damaged curb and gutter and asphalt, including in driveway areas, must be replaced prior to Hold Release.

### **Grading/Drainage:**

- Builder is responsible to follow drainage area per approved plan, or not to change any existing drainage flow.
- If you do not have an approved grading plan, water is to drain on and off lot as before building home.
- When using a driveway pipe, pipe is to be a minimum of 15", in NCDOT right of way 18" minimum. Pipe may need to be engineered for proper size. Need a safe slope from edge of driveway to top of pipe. If this cannot be obtained, a 1'- 6" curb is to be built on driveway over pipe. See City Standard 10.25F under driveway in the Land Development Standards Manual.
- All driveways are minimum 15' of solid surface, asphalt or concrete from edge of pavement.
- A copy of the approved grading and drainage area plan must be on site at all times.
- All silt fence/tree protection must be removed and area stabilized or seed and straw.

### **Driveway, Frame, and Grates:**

- No frame and grates or accessible ramps allowed in driveway. If conflict arises, call your site inspector.
- See city std. 10.25A, 10.25C and 10.27A for residential driveway details.

### **Zoning/Tree Save:**

- All zoning buffers adjacent to lot need to be planted as per approved plan.
- All tree save areas adjacent to lot need to be left undisturbed, unless otherwise noted in approved plans.
- Ordinance tree – plant every 40' or per approved plan. See City Std. 40.01.

### **Inspection Requests:**

- Fill out the online form: Subdivision Single Family Hold Release Request (<http://charlottenc.gov/ld>)
- Please allow up to three (3) business days, starting next day, for the inspection/release.

# City of Charlotte Land Development Services

## Commercial Certificate of Occupancy Checklist

Building and site must be ready for **SAFE USE**.

City does NOT issue any TCO's, but Mecklenburg County does if certain conditions are met. The City does issue a Letter of Intent (LOI). Letter of Intent is a written agreement between the City of Charlotte Planning Land Development, that the developer will complete certain items agreed upon in a limited number of days. In that letter the outstanding items to be completed are listed. There can be no safety items included in that list, example being any ADA requirements. The developer signs this document, and pays a fee. We then release the Hold.

ALL work is to be COMPLETE per approved plan.

- ☐ **Building Number/Address** – Must have address so it can be read from street. Can be temporary numbers.
- ☐ **Grading/Drainage Complete** – Site should drain according to the approved grading and drainage plan. Stabilize per plan.
- ☐ **BMP/Detention As-builts** - Pond is to be completely constructed per approved plan. For the last CO as-builts are required for all BMP/Detention facilities, and must be approved by City Engineering. Visit the [As-built Surveys](#) page for more information.
- ☐ **Natural Area and PCO or Detention Easements** – matching those shown on approved site development plans. Must be recorded at Mecklenburg County Register of Deeds as required by the [Post Construction Ordinance](#) (PCO).
- ☐ **BMP Operations and Maintenance Agreement** - must be recorded at the Mecklenburg County Register of Deeds. See the [PCO page](#) for more information, or view a sample O&M agreement in Appendix G1 of the [PCO Administrative Manual](#).
- ☐ **BMP Plantings** - All required water quality B.M.P. plant material must be installed per plan or a signed planting delay request issued.
- ☐ **Street Storm Drainage Complete**– construct per approved plan and standards. As-builts are to be submitted and approved in any City ROW.
- ☐ **Street Sidewalk Complete** – Sidewalk must be backfilled and forms removed, per building. Need a copy of the recorded plat showing the sidewalk easement being dedicated to the City of Charlotte.
- ☐ **Street Curb and Gutter Complete** – Curb must be backfilled and planting strip stabilized. NO silt fence in City ROW.
- ☐ **Interior Sidewalk Complete** – Sidewalk must be backfilled and forms removed (or temporary sidewalk for safe access to building including handicap).
- ☐ **Driveway(s) Complete** – Driveways to be constructed per driveway permit standard and have safe use (sight triangles, signs, etc.)
- ☐ **Erosion Control measures in Good Condition** – **CANNOT HAVE ANY OUTSTANDING NOTICE OF VIOLATIONS OR FINES**. Get with erosion and site inspector.
- ☐ **ROW Improvements** – Need written confirmation from NCDOT if on State maintained road.
- ☐ **Parking** – All spaces are to be defined: striping or wheel stops. Accessible spaces on solid surface with striping and signs in place. Public parking and construction traffic must be separated with a semi-permanent barricade.
- ☐ **CDOT Encroachment Agreement** – Need written confirmation from CDOT concerning the execution of the Encroachment Agreement for nonstandard items within the Right of Way.

## Urban Forestry Items

1. Call Urban Forestry Specialist **PRIOR** to tree planting. Minimum tree size at planting is 2" caliper and 8' tall for single-stem trees. All multi-stem plants must be tree form, maximum 3 to 5 trunks, and minimum 10' tall. Where 3" single-stem caliper trees are specified/required the minimum height shall be 10' tall, if multi-stem trees are specified then they shall be a minimum of 12' tall. **See CLDS 40.01 and 40.09 for planting specifications. Also review Charlotte Urban Forestry notes on Approved Landscape Plan for detailed tree planting requirements.**
2. All new trees must have **straight trunks with strong central leaders intact to the top of the crown** unless multi-stem trees are specified. All required trees shall be typical of their species and variety, have normal growth habits, have well-developed branches, be vigorous and have fibrous root systems. Trees with co-dominant branching will NOT be accepted. Trees that have been sheared, topped or cut back to multiply the branching structure will NOT be accepted. Trees shall be free of abrasions, damage, disease, pests and cracks. All pruning cuts greater than ½ inch diameter shall have callus tissue formed prior to planting. No pruning cut on the trunk shall be more than one-half the diameter of the central leader at the height where the cut was made. Root flares shall be located at grade. Trees with more than 2" of soil covering the root ball/flare from will NOT be accepted (CLDS.40.09).
3. All required trees of a particular species and variety shall be uniform in size and configuration.
4. For new planting areas, remove all pavement, gravel sub-base and construction debris; remove compacted soil and add 24" new topsoil, or till and amend the top 24" of existing soil to meet topsoil/planting mix standards for trees (within entire minimum area of 274 square feet per large mature tree and 200 square feet per small mature tree).
5. Large maturing trees may not be planted within 25' of overhead power distribution or transmission lines. If trees conflict with power lines or signs, call Urban Forester to resolve **BEFORE** planting.
6. Adjust tree planting locations to avoid underground utilities. Plant 15' from all underground utilities.
7. **No light poles, utility poles or transformers can be installed in tree islands.**
8. Commercial scale lighting (> 15' in height) must be a minimum distance of 30' from a tree. Pedestrian scale lighting (≤ 15' in height) must be a minimum distance of 15' from a tree. **Show site lighting on landscape plan.**
9. Tree protection for tree save areas, must be installed and verified by Urban Forestry prior to starting **ANY** construction activity.
10. Commercial tree save areas must be recorded on a final plat with the Mecklenburg County Register of Deeds before Urban Forestry holds can be released. A 10' no build zone around tree save areas must be referenced on the plat.
11. Any alterations to tree save areas must be accomplished without mechanized equipment.

Prior to commercial zoning hold release, all commercial zoning requirements must be in place including but not limited to, bicycle parking, car parking striped, screening and buffer planting, sidewalk(s) to all public street frontage, dumpster enclosures, and back flow preventer assembly placed outside of the building setback and city maintained right of way.

**Note:** Please **give 4 day minimum notice before need of Certificate of Occupancy**. There may be other site conditions that will need to be addressed for the safe use of site. This is for the Engineering Certificate of Occupancy only and does not address any Tree Ordinance issues. Multi-building sites – It is okay to give Certificate of Occupancy if you have another building to place a hold on and the building has safe use. Contact site inspector on this method and what will be required.

# City of Charlotte

## Land Development Services

### Roadway Construction Inspection Guidelines <sup>2019</sup>

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Upon receipt of approved Grading/Subdivision Plans from City Land Development Division, schedule a Pre-construction Meeting on the Land Development's website, (<http://charlottenc.gov/ld>). A representative from the Developer, Grading Contractor, and any Subcontractors (as applicable) are to be present. If requested/contacted the Erosion Control Coordinator, Construction Site Inspector, Urban Forester/Zoning Inspector will meet with the Developer/Builder prior to ANY home building, to review Developer/Builder responsibilities. Please refer to the Home Builders Guidelines for Inspections on page 5.

#### PRE-CONSTRUCTION MEETING

- A copy of the Approved Subdivision Plans and the NCDOT encroachment agreement (if applicable) must be available on site during the Pre-construction Meeting and all times during construction.
- Provide handouts including (1) Subdivision Guidelines, (2) Sub-grade, sub-base and paving sequence, (3) Density Report Example, and (4) NCDOT Roadway Petition.

#### REVIEW INSPECTION PROCESS

- Grading (Density tests should be performed in all roadway fill areas as per the Standards Manual)
  - Drainage areas
  - Slopes no greater than 2:1 unless per approved plan
- Traffic control per Work Area Traffic Control Handbook (WATCH)
- Storm Drainage (Density test shall be performed on all trenches as directed by Inspector)
  - Pipe and catch basin installation
  - All cracked/damaged pipes are to be replaced not patched in any way
  - Catch basins have to be within a 6" tolerance of alignment on brick face.
  - Existing State ROW - All pre-cast catch basins and RCP pipe need NCDOT stamp. Rose brick is to be used for box construction.
  - City - All Pre-cast - No knock boxes in ROW. Structures are not to be saw cut or hammered to allow for pipe alignment or setting grade.
  - Contact City of Charlotte Construction Site Inspector if using round drainage structures.
  - All storm drain pipes will be Video Inspected, at the Developers expense, prior to as-built approval and acceptance.
- Curb and Gutter
  - Catch basins have to be mudded in and set to grade except for the 4"x4" opening prior to curb transition placement
  - Subgrade to be proof-rolled prior to placement
  - Meet minimum 0.5% slope
  - State roads-expansion and controlled joints are to be sealed with approved joint sealer
- Roadway (See Approval for Paving City Streets guideline)
- Sidewalks and Accessible Ramps
  - Cross slope not to exceed 2%. Profile not to exceed 5% or street grade.
  - Driveway Aprons can't exceed 10%.
  - Ramps are to have approved truncated domes
  - Ramps are not to exceed 8.33%
- Culverts and Retaining Walls
  - If headwalls/retaining walls are not pre-approved in subdivision plan or constructed per State standard, a stamped shop drawing is to be submitted to City for approval
  - Set an onsite meeting with City Construction Site Inspector and Erosion Control Coordinator prior to installation
  - All pre-cast headwalls require NCDOT stamp

# Land Development Service Inspection Guidelines<sup>2019</sup> (Continued)

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- Street Signs
  - Sign is 7' from ground to bottom of sign
  - Letters are 5" high with a 9" blade, block numbers are also to be posted on sign
  - Private streets off a Public street- attach yellow PVT sign to private street sign
  - Signs are placed behind sidewalk within right of way, encased in concrete or breakaway posts. STOP signs placed in ROW, need to be placed on an NCDOT approved breakaway post. Std. 950.04
- Roadway Widening/Turn Lanes on State Roads
  - All inspections to be coordinated with NCDOT Inspector.
- Bonds and Plats
  - Plats need to be approved prior to as-built submittals.
  - For plat release need to post Surety Bond or Letter of Credit. Bonds MUST be kept active.
  - For Bond reduction or release need to submit form found in City Land Development Website: [Development.charmeck.org](http://Development.charmeck.org)

## CITY STREET ACCEPTANCE

- Within the City Limits: *(If approved subdivision plans require street standard, then 75% occupancy of homes or 1 year from intermediate course placement is required.)*
- To schedule a final inspection/bond release you need to go online at (<https://charlottenc.gov/ld/BondAdministration/Pages/ReleaseReturn.aspx>) to get the form and submit it to the Bond Administrator. (**NOTE:** Storm water as-builts have to be approved **BEFORE** any final inspections can be scheduled. Design ditches are to be shown on as-builts)
- Punch list can be voided after 60 calendar days *(Final inch of pavement will be on punch list.)*
- Inspector is to be notified of punch list conformance. Make sure a representative is present during the final reinspection to make sure all items are complete

## STATE STREET ACCEPTANCE\*\*

- Streets need to meet 2 homes per 1/10-mile density
- Once housing density is met, *see attached Roadway Petition Summary for State Street Maintenance*
- Will need a signed off punch list from the City Inspector and NCDOT Inspector

\*\*All ETJ projects and State streets are to follow state standards and specifications (unless subdivisions plans require City of Charlotte's Standard, including 1 year or 75% occupancy, before surface course may be applied and the streets accepted for maintenance).

# City of Charlotte

## Steps to Approval for Paving Streets

### Storm Drain and Curb:

1. Call Inspector prior to any pipe installation.
2. Email or text inspector the following Subgrade Compaction Reports: **Private Lab Soil Compaction Reports**. For random subgrade tests, 1 test at 1 foot above the pipe and every 2 to 3 feet up to the final subgrade elevation for each pipe run in the right of way. All subgrade shall be compacted to 100% of the maximum density obtainable with the Standard Proctor Test to a depth of eight (8) inches, and a density of 95% Standard Proctor for depths greater than eight (8) inches below final subgrade elevation. All tests are performed by the developer at no cost to the City/County. This report should be similar to the City of Charlotte Field Density Report.
3. All Storm Drains are subject to a camera inspection at the Developers cost.
4. Contractor shall perform a self-proofroll and repair deficiencies **BEFORE** calling for inspection.
5. Subgrade should be neat, clean, trimmed, and rolled down.
6. All Catch Basins should be adjusted to support frame and grate to proper slope and grade, and accessible ladder rungs should be installed.
7. After all the above items have been completed, THEN a subgrade proofroll can be scheduled and performed with the inspector. Proofroll weight is 30,000# per single axle or 45,000# per dual axle.
8. Curb and Gutter must be placed within 7 days or before any ½" rain event or another proofroll may be required. Temperatures must be above 35 with a forecast high above 40 that day.

### Subgrade Approval:

1. Slab top for all basins and manholes have to be *below* subgrade.
2. All curb and gutter has been completed and backfilled. Any needed repairs have been made.
3. All catch basins have been bricked in except for minor (approximately 4" x 4") weep holes.
4. Subgrade has been cut to correct grade ( $3/8$ "/ft in roadway and  $1/4$ "/ft in cul-de-sac sections).
5. All manholes have to meet proper cross slope/grade.
6. Contractor shall perform a self-proofroll and repair deficiencies **BEFORE** calling for inspection.
7. Subgrade should be neat, clean, trimmed, and rolled down.
8. Email or text inspector the following Subgrade Compaction Reports: **Private Lab Soil Compaction Reports** – For random subgrade tests, *every 200 ft. (3 minimum) and 2 in cul-de-sac PER STREET or as directed by the inspector*. All subgrade shall be compacted to 100% of the maximum density obtainable with the Standard Proctor Test to a depth of eight (8) inches, and a density of 95% Standard Proctor for depths greater than eight (8) inches. All tests are performed by the developer at no cost to the City/County. This report should be similar to the City of Charlotte Field Density Report.
9. New Densities may be required if it has been more than 7 days since the densities were performed or we have had more than a ½" rain event.
10. After all the above items have been completed, THEN a subgrade proofroll can be scheduled and performed with the inspector. Proofroll weight is 30,000# per single axle or 45,000# per dual axle.
11. Stone must be placed within 7 days or before any ½" rain event or another proofroll may be required.



# City of Charlotte

## Steps to Approval for Paving Streets (*Continued*)

### Stone Base Approval:

1. After subgrade approval, stone base (all from the same quarry and NCDOT approved specifications) shall be placed and compacted to the correct grade ( $3/8''/ft$  in roadway and  $1/4''/ft$  in cul-de-sac sections). All edges and manholes are to be trimmed to the proper depth. Remove any loose stone. All manholes covers have to be adjusted to final pavement grade and slope
2. Email or text inspector the following Stone Base Compaction Report: **Private Lab Stone Base Compaction Report** – For random stone base tests, *every 200 ft. (3 minimum) and 2 in cul-de-sac or as directed by the inspector.* The stone base shall be compacted to 100% of the maximum density obtainable with the Modified Proctor Test or 100% with the Standard Proctor Test. When completed, the base course shall be smooth, hard, dense, unyielding and well bonded. This report should be similar to the City of Charlotte Field Density Report.
3. New Densities may be required if it has been more than 7 days since the densities were performed or we have had more than a  $1/2''$  rain event.
4. Contractor shall perform a self-proofroll and repair deficiencies **BEFORE** calling for inspection.
5. After the inspector has received density reports, **THEN** a stone base proof-roll can be scheduled and performed with the inspector. Proofroll weight is 30,000# per single axle or 45,000# per dual axle. During proofroll, all sanitary sewer manhole covers are to be removed for manhole alignment inspection.
6. After the inspector has approved stone base, then a paving schedule can be coordinated with the inspector.
7. Asphalt must be placed within 7 days or before any  $1/2''$  rain event or another proof roll may be required.

### Paving Requirements:

1. Compaction has to meet NCDOT requirements. The contractor shall perform quality control on asphalt by performing a random density tests every 200 LF, 3 minimum and 2 in cul-de-sac or as directed by the inspector. Superpave mixes are to be compacted 90.0% of the maximum specific gravity. Fax results the following day to inspector.
2. Weather temperatures: S9.5 B minimum air and road surface – 40 F  
S9.5C, minimum air and road surface – 45 F
3. Prior to final lift of asphalt, call inspector for curb and gutter and existing asphalt repair.



### Final Inspection/Bond Release Request Form

*Please note, form must be fully completed. Incomplete forms will not be accepted.*

#### **Bond Administration Surety Release Request**

As the authorized agent, I hereby complete this section as my formal request for the release of the following surety associated with the subdivision/project/map below: ***Please check only one Box***

- ☐ Sidewalk ☐ ROW ☐ BMP ☐ Other \_\_\_\_\_  
☐ Subdivision ☐ N/A - If no bond is associated with this subdivision/project/map

Is this surety greater than four (4) years from the original effective date? ☐ No ☐ Yes

**If yes, the \$650 bond administration fee must be submitted with this form. The request for release and final inspection will not be processed until payment is received. Please note, this request and fee are valid for 60 days. If the surety is not released within 60 days of the form submittal, another Final Inspection/Bond Release Request Form and applicable bond release fee will be required prior to surety release. Annual renewal fees are not waived by requesting a bond release. The release must occur before the surety's annual renewal date.**

☐ Payment Enclosed : Payment Method: ☐ Check (made payable to the City of Charlotte) ☐ Credit Card (Visa or MC )

#### **Continuous Maintenance Request (Streets)** – If subdivision or N/A box is checked, check only one box below:

- ☐ I hereby request that the City of Charlotte accept these streets for public maintenance. The streets are located within the limits of the City of Charlotte and are contiguous to streets currently maintained by the City or State.  
☐ I hereby acknowledge that the streets are located within the extra territorial jurisdiction (ETJ) outside of the limits of the City of Charlotte and are not eligible for maintenance by the City of Charlotte. Upon completion of all punch list items, I must directly petition the State of North Carolina to accept the streets for public maintenance.

**As a prerequisite to Subdivision or BMP requests for Final Inspection, Storm Drainage and/or BMP as-built drawings for this subdivision/project/map must be approved by Engineering and Property Management.**

**Approved as-built permit number: LDAB \_\_\_\_\_**

#### **Final Inspection Request**

**Inspector Name \_\_\_\_\_**

As the authorized agent, I submit this form as my formal request for the City of Charlotte to begin the Final Inspection process for:

**Subdivision/Project/Map Name \_\_\_\_\_**

**Phase \_\_\_\_\_ Map \_\_\_\_\_**

I hereby certify that to the best of my knowledge, with the exception of specific final punch list items resulting from the requested final inspection, which will be satisfactorily completed prior to any surety release and/or transfer of street maintenance responsibility, all public improvements for the subdivision/project/map listed above have been constructed in accordance with the approved preliminary plan and corresponding to a record map filed in the office of Mecklenburg County Register of Deeds. All work conforms to the construction standards of the City of Charlotte Engineering and Property Management, Charlotte Department of Transportation (CDOT), North Carolina Department of Transportation (NCDOT) and the City of Charlotte Subdivision Ordinance. The map has been recorded with the Mecklenburg County Register of Deeds in

**Map Book \_\_\_\_\_ Page \_\_\_\_\_**

Authorized Agent Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Date: \_\_\_\_\_ Email: \_\_\_\_\_

Homeowners Association: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

*Submit completed form to: Bond Administrator*

*Charlotte-Mecklenburg Government Center, Engineering and Property Management, Land Development Division*

*600 East Fourth Street, Charlotte, North Carolina 28202-2844; Telephone: (704) 432-0960*

7/01/2017

TO BE COMPLETED BY THE BOND ADMINISTRATOR

Project: \_\_\_\_\_ Accela Number: \_\_\_\_\_

## Requirements for Addition of Subdivision Roads to the NCDOT System:

1. The minimum construction standards and other requirements in this manual must be a part of the proposal to be reviewed for approval prior to development in order for a plat to be recorded by the County Register of Deeds.
2. A Petition for Addition (DOT Form SR-1) is required from the developer and/or property owners. (See Pages 33 and 34 of this document.)
3. Developers or property owners must dedicate right-of-way, as indicated in the minimum design and construction criteria section of this manual, free of charge and clear of all encumbrances, including structural stormwater control (SSC) devices. (See Page 16 of this document.)
4. Existing utilities may remain within the right-of-way of any subdivision road added to the Secondary Road System provided the location of same meets Division of Highways' approval and the utility owner executes an encroachment agreement on forms furnished by the Division of Highways. Should utility adjustments or relocation to conform to Division of Highways' requirements be required, (See *Policy and Procedures for Accommodating Utility on Highway Rights of Way*; <http://www.ncdot.gov/doh/preconstruct/altern/value/manuals/pap.pdf>) they shall be made at no expense to the Division of Highways. As per General Statute 136-102.6, "Utilities are defined as electric power, telephone, television, telegraph, water, sewage, gas, oil, petroleum products, steam, chemicals, drainage, irrigation and similar lines." G. S. 136-102.6 dictates further that "The right of any utility placed or located on a proposed or existing subdivision public road right-of-way shall be subordinate to the road right-of-way, and the utility shall be subject to regulation by the Board of Transportation". NOTE: The developer and/or owners will be required to submit encroachment agreements for all utilities within a subdivision as dictated by G. S. 136-102.6. (See Page 29 of this document for Statute).
5. At least 20 percent of the lots bordering the road must be individually owned.
6. There must be at least two occupied residences for each one-tenth of a mile. A minimum of four occupied homes is required for the addition of roads less than two-tenths of a mile in length. If four occupied homes are not served, it will be treated as a private drive. An exception may be made if the cul-de-sac is fully developed, serves at least four platted lots, and has four occupied homes that abut the road. A minimum of two homes must have primary access to the cul-de-sacs.
7. Subdivision Access Roads must provide ingress and egress for at least five occupied residences for roads less than one mile in length and an average of five occupied residences per mile for roads over one mile in length.
8. The number of platted lots on each road will be reviewed to ensure that the minimum occupied housing requirements in this manual are served.
9. Connecting roads with less than the required occupied homes for the length involved may be reviewed as to traffic usage for addition purposes. Traffic usage equivalent to the traffic that would be generated by the correct number of occupied homes will be acceptable.

10. Any subdivision road with a right-of-way dedicated, recorded, or that has preliminary approval from a county planning board dated after September 30, 1975, will not be added to the State System unless the road is built to the minimum construction standards of the Division of Highways for subdivision roads.
11. Erosion and Sedimentation - All subdivision roads shall have an acceptable permanent vegetative cover established and other acceptable permanent erosion control measures installed in accordance with Division of Highways' specifications, prior to addition to the State maintained system.
12. Subdivision roads shall meet the minimum design and construction criteria contained herein prior to addition to the State system and shall be in an acceptable state of maintenance prior to addition to the State maintained road system.
13. All pipe culverts, storm sewers and appurtenances shall be free of all debris and silt build-up and shall be structurally and hydraulically sound, and functioning in a normal manner. All drainage structures shall be of sufficient length to accommodate appropriate roadway side slopes, as defined in the minimum construction standards in this manual, with standard height headwalls. Extended height headwalls intended to reduce drainage structure length or to reduce right of way requirements are not acceptable. All drainage ditches shall be of such a width and depth and with such a slope as to carry the anticipated discharges. Paved ditches or Rip Rap shall be required where necessary.
14. Where extenuating circumstances exist, the Division Engineer has the authority to allow deviations from this manual which are reasonable, and limited only to safety, environmental and maintenance factors. No deviation will be allowed from the typical section requirements except by written approval from the Chief Engineer-Operations.
15. Within a Municipal Extra Territorial Jurisdiction or within Counties having local ordinances affecting subdivisions, the more restrictive ordinance shall apply if maintenance responsibilities by the NCDOT are not increased beyond normal maintenance by applying the construction standards of this document.
16. Designs using walkable community concepts shall be reviewed by the Chief Engineer - Operations. Traditional Neighborhood Development Street Design Guidelines (walkable community) can be found at: <http://www.ncdot.gov/doh/preconstruct/altern/value/manuals/tnd.pdf> (Reference to new policy for traffic calming devices added here when completed).
17. For the Policy on Roadway Bridges and Dams, see Page 17.
18. Roads being considered for addition must be clear of highway obstructions as defined in NCAC 2E.0404. (See Page 32.)
19. The Division of Highways will consider the addition of streets that serve developments with large lots or parcels that are of the size that the occupied housing requirement of two homes per tenth of a mile cannot be met. The number of occupied homes needed shall be a judgment factor based upon the length and the number of lots or parcels involved. The minimum requirement shall be four occupied homes.

**ROADWAY INFORMATION:** (Please Print)

**CONTACT PERSON:** Name and Address of First Petitioner. (Please Print)

Mailing Address: \_\_\_\_\_

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**INSTRUCTIONS FOR COMPLETING PETITION:**

1. Complete Information Section
2. Identify Contact Person (This person serves as spokesperson for petitioner(s)).
3. Attach Two (2) copies of recorded subdivision plat or property deeds, which refer to candidate road.
4. Adjoining property owners and/or the developer may submit a petition. Subdivision roads with prior NCDOT review and approval only require the developer's signature.
5. If submitted by the developer, encroachment agreements from all utilities located within the right of way shall be submitted with the petition for Road addition. However, construction plans may not be required at this time.
6. Submit to District Engineer's Office.

Form SR-1

**FOR NCDOT USE ONLY:** Please check the appropriate block☐ Rural Road☐ Subdivision established prior to October 1, 1975☐ Subdivision established after October 1, 1975**REQUIREMENTS FOR ADDITION**

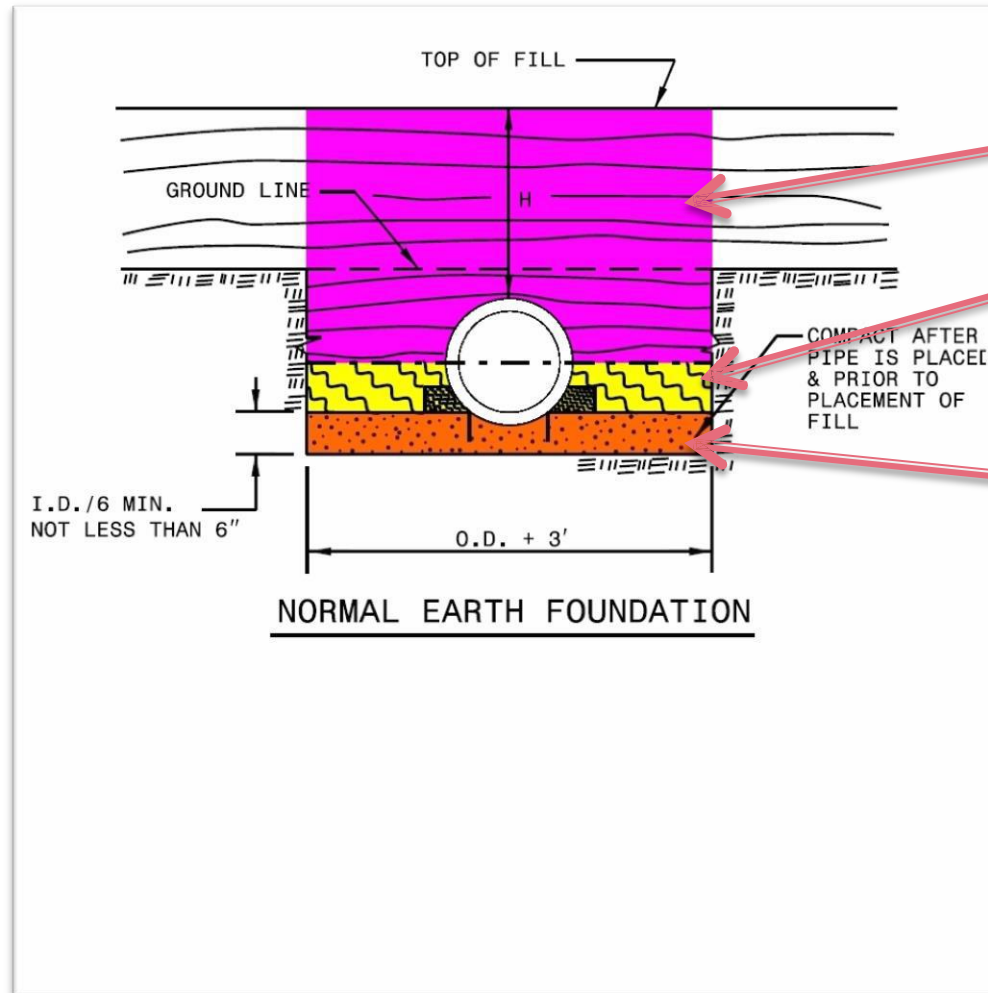
If this road meets the requirements necessary for addition, we agree to grant the Department of Transportation a right-of-way of the necessary width to construct the road to the minimum construction standards of the NCDOT. This right-of-way will extend the entire length of the road that is requested to be added to the state maintained system and will include the necessary areas outside of the right-of-way for cut and fill slopes and drainage. Also, we agree to dedicate additional right-of-way at intersections for sight distance and design purposes and to execute said right-of-way agreement forms that will be submitted to us by representatives of the NCDOT. The right-of-way shall be cleared at no expense to the NCDOT, which includes the removal of utilities, fences, other obstructions, etc.

**General Statute 136-102.6 states that any subdivision recorded on or after October 1, 1975, must be built in accordance with NCDOT standards in order to be eligible for addition to the State Road System.**

<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>	<u>ROAD NAME</u>	<u>HOMES</u>	<u>LENGTH</u>

# Method of Pipe Installation

## NCDOT Standard 300.01



Class III, Type 2

Class III or Class II

Class III or  
Class II, Type 1

# Method of Pipe Installation

## NCDOT Standard 300.01

### ■ Select Material Sources

#### Class III

Arrow Wood Quarry  
Bonds Quarry  
Denver Quarry  
Kings Mountain Quarry  
Rock Hill Quarry

#### Class II, Type 1

Arrow Wood Quarry  
Bonds Quarry  
Denver Quarry  
Hickory Quarry  
Kings Mountain Quarry

#### Class III, Type 2

No Source available because of the designation and/or interpretation of “*Type 2 select material is a **granular soil** material meeting AASHTO M 145 for soil classification A-1 or A-3*”



# Method of Pipe Installation

## NCDOT Standard 300.01

### ■ Soil Classification A-1 or A-3

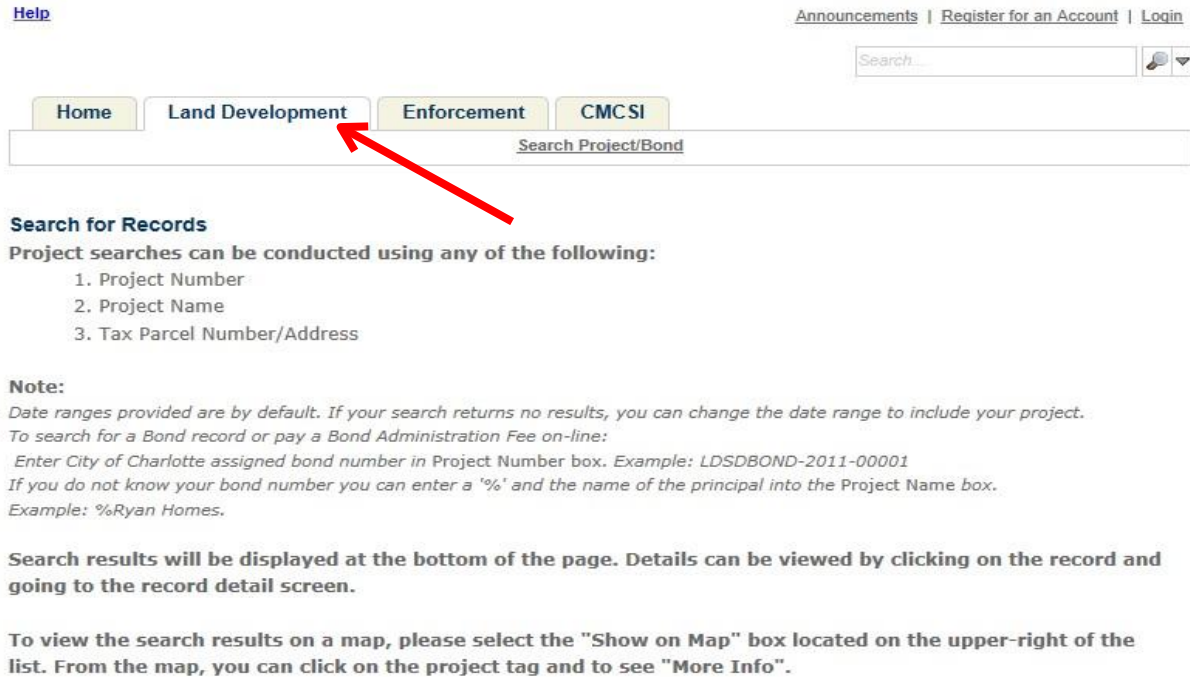
AASHTO Soil Classification System (from AASHTO M 145 or ASTM D3282)											
General Classification	Granular Materials (35% or less passing the 0.075 mm sieve)							Silt-Clay Materials (>35% passing the 0.075 mm sieve)			
Group Classification	A-1		A-3	A-2				A-4	A-5	A-6	A-7
	A-1-a	A-1-b		A-2-4	A-2-5	A-2-6	A-2-7				A-7-5 A-7-6
Sieve Analysis, % passing											
2.00 mm (No. 10)	50 max	...	...	...	...	...	...	...	...	...	...
0.425 (No. 40)	30 max	50 max	51 min	...	...	...	...	...	...	...	...
0.075 (No. 200)	15 max	25 max	10 max	35 max	35 max	35 max	35 max	36 min	36 min	36 min	36 min
Characteristics of fraction passing 0.425 mm (No. 40)											
Liquid Limit	...		...	40 max	41 min	40 max	41 min	40 max	41 min	40 max	41 min
Plasticity Index	6 max		N.P.	10 max	10 max	11 min	11 min	10 max	10 max	11 min	11 min <sup>1</sup>
Usual types of significant constituent materials	stone fragments, gravel and sand		fine sand	silty or clayey gravel and sand				silty soils		clayey soils	
General rating as a subgrade	excellent to good							fair to poor			

Note (1): Plasticity index of A-7-5 subgroup is equal to or less than the LL - 30. Plasticity index of A-7-6 subgroup is greater than LL - 30

## Directions for Accessing Inspection Reports on Accela Citizen Access

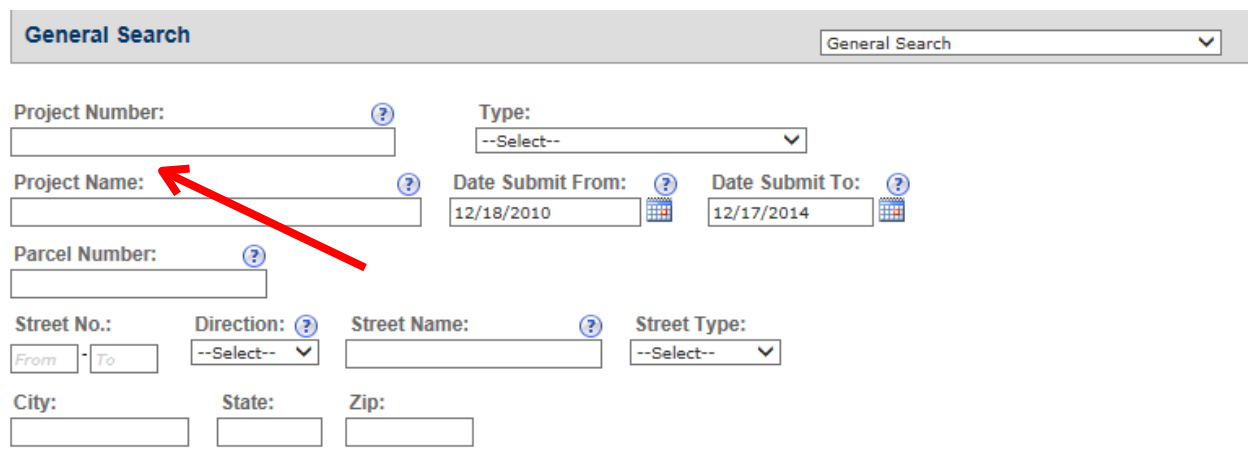
Your Land Development Permit Number is:\_\_\_\_\_

1. The url for Citizen Access is: <http://aca3.accela.com/charlotte/>
2. Click the tab titled “Land Development”



The screenshot shows the Accela Citizen Access website interface. At the top, there are links for [Help](#), [Announcements](#), [Register for an Account](#), and [Login](#). Below these is a search bar labeled 'Search...'. The main navigation tabs are 'Home', 'Land Development', 'Enforcement', and 'CMCSI'. A red arrow points to the 'Land Development' tab. Below the tabs is a search bar labeled 'Search Project/Bond'. The 'Search for Records' section is visible, stating 'Project searches can be conducted using any of the following: 1. Project Number, 2. Project Name, 3. Tax Parcel Number/Address'. A 'Note' section provides additional search instructions, including examples for bond numbers and principal names. The bottom of the page indicates that search results will be displayed at the bottom and that users can view details by clicking on a record or going to the record detail screen. A note at the bottom states: 'To view the search results on a map, please select the "Show on Map" box located on the upper-right of the list. From the map, you can click on the project tag and to see "More Info".'

3. Scroll down until you see a grey box titled “General Search”. Enter your Project Number, Name or Tax Parcel Number/Address. You must enter Project Number with dashes and no spaces (INSPECTION-2014-00010). Construction and UF Inspection will be under the INSPECTION number



The screenshot shows the 'General Search' form. It has a dropdown menu for 'General Search' with a downward arrow. The form contains several input fields: 'Project Number' (with a help icon), 'Type' (a dropdown menu with '--Select--'), 'Project Name' (with a help icon and a red arrow pointing to it), 'Date Submit From' (with a help icon and a calendar icon), 'Date Submit To' (with a help icon and a calendar icon), 'Parcel Number' (with a help icon), 'Street No.' (with a help icon), 'Direction' (a dropdown menu with '--Select--'), 'Street Name' (with a help icon), 'Street Type' (a dropdown menu with '--Select--'), 'City' (with a help icon), 'State' (with a help icon), and 'Zip' (with a help icon).

4. Now Click “Search”. If you entered your permit number correctly, a single record should appear at the bottom of the page. If you put in the Project Name there will be several records on the list.

32 Record results matching your search results

Click any of the results below to view more details.

Show on Map 

Showing 1-10 of 32 | [Download results](#)

<input type="checkbox"/> Date	Record Number	Record Type	Project Name	Status	Action
<input type="checkbox"/> 10/28/2014	<a href="#">SDFPMA-2014-00190</a>	Subdivision – Plat Review – Final Plat (Including Condominium Plat)	Bryant Park Phase 1 Map 3	In Progress	
<input type="checkbox"/> 08/20/2014	<a href="#">LDSDBOND-2014-00120</a>	Subdivision Bond	Bryant Park P1 M2	In Progress	
<input type="checkbox"/> 08/05/2014	<a href="#">LDBE-2014-00112</a>	Bond Estimation	Bryant Park P1 M2	Complete	
<input type="checkbox"/> 05/22/2014	<a href="#">LDBE-2014-00066</a>	Bond Estimation	Bryant Park Phase 1 Map 1	Complete	
<input type="checkbox"/> 05/22/2014	<a href="#">LDSDBOND-2014-00067</a>	Subdivision Bond	Bryant Park P1 M1	In Progress	
<input type="checkbox"/> 04/08/2014	<a href="#">SDFPMA-2014-00045</a>	Subdivision – Plat Review – Final Plat (Including Condominium Plat)	Bryant Park P1 M2	Approved	
<input type="checkbox"/> 03/12/2014	<a href="#">LDGP-2014-00031</a>	Grading Permit	Bryant Park	In Progress	
<input type="checkbox"/> 03/12/2014	<a href="#">INSPECTION-2014-00096</a>	Project Site Inspections	Bryant Park	In Progress	
<input type="checkbox"/> 08/05/2013	<a href="#">SDRMU-2013-00031</a>	Subdivision Review - Mixed Use	Bryant Park	Approved	
<input type="checkbox"/> 08/02/2013	<a href="#">LDSDGT-2013-00207</a>	Subdivision Submittal Gateway	Bryant Park	Complete	

< Prev 1 2 3 4 Next >

5. Click the record number, either Grading or Inspections, to bring up records associated with the project. Scroll down until you see Inspections. There should be a list of all the inspections done for the project.

▼ Inspections

Upcoming (1)

03/16/2015 at TBD Scheduled Subdivision (6495516)

Inspector: Chris Johnson

Actions ▼

Completed (15)

Fail - 1; Inspected - 5; Pass - 9

Pass Subdivision (4802737)

Result by: Chris Johnson on 07/14/2014 at 12:00 AM

View Details

Pass Subdivision (4802738)

Result by: Chris Johnson on 07/25/2014 at 07:33 AM

View Details

Pass Subdivision (4804474)

Result by: Chris Johnson on 07/31/2014 at 12:00 AM

View Details

Pass Subdivision (4816954)

Result by: Chris Johnson on 08/19/2014 at 12:41 PM

View Details

Inspected Subdivision (4847948)

Result by: Chris Johnson on 08/20/2014 at 03:51 PM

View Details

< Prev 1 2 3 Next >