

Self-Certification Gateway Checklist

City of Charlotte

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 Commercial and Urban submittals

General Requirements

General Requirements:

- Title Block with site name and address
- Tax Parcel Number
- Zoning District and Overlay (and Rezoning Petition Number, if applicable)
- Conditional Zoning Notes
- North Arrow
- All Property lines shown, adjacent property owners labeled
- Engineering scale bar on each plan sheet (plan information must be legible and to scale)
- Vicinity Map
- Existing streets, railroads, water courses, etc.
- Existing Storm Drains, Culverts, Sanitary Sewer Easements
- Land Use Buffer(s) and/or setbacks required by Zoning
- Contour interval must be 1 or 2' intervals
- Clearly distinguish between existing and proposed conditions (i.e., contours, structures, etc.)
- Plan sheet must be sealed, signed, and dated by the appropriate design professional(s)

URBAN FORESTRY:

- Landscape Plan
- Completed Chapter 21 Code Summary Table - <https://charlottenc.gov/DevelopmentCenter/Documents/Tree%20Ordinance%20Guidelines/Chapter%2021%20City%20Tree%20Ordinance%20Code%20Summary.pdf>
- Included Urban Forestry Notes <https://charlottenc.gov/DevelopmentCenter/Documents/Tree%20Ordinance%20Guidelines/UF%20notes%2010-10-16%20updated.pdf>
- CLDSM details 40.01 and 40.09 <https://charlottenc.gov/ld/CLDSM/Pages/default.aspx>

City Fire Dept. (Urban Multi-Family Projects Only)

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

Cover Sheet:

- Legend of Conventional Symbols used
- Index of Sheets
- Phased development Tables detailing required transportation improvements should be provided for all phased developments describing the current phase being submitted as well as all previously submitted phases.

General/ Notes Sheet

- Latest CDOT Notes
- General Notes
- Accessibility Design Guidelines
- Demolition Notes
- TIS improvements if applicable (include the final approved TIS mitigation diagram)

Plan and Profile Sheets

- [Reference City projects near site](https://charlottenc.gov/charlottefuture/CIP/Pages/default.aspx) (see <https://charlottenc.gov/charlottefuture/CIP/Pages/default.aspx>)
- Show existing roadway conditions 200' past development area (Traffic signals & associated utilities, other utilities, curb and gutter, curb ramps, driveways across and adjacent to development, etc.)
- Label and Dimension proposed features (Driveway types and widths, sidewalk, planting strip, curb ramps, C&G, loading areas, etc)

- Existing Driveways shown and dimensioned.
- Chapter 19 Article VI and other required roadway improvements (roadway plan - max scale 1"=40')
https://library.municode.com/nc/charlotte/codes/code_of_ordinances?nodeId=PTIICOOR_CH19STSIOTPUPL_ARTVISIDRFA_S19-173RE
- Streetscape (planting strip, sidewalk, curb ramp alignments, curb ramp design, on-street parking, etc)
- Roadway improvements and associated turning movements (reference USDG appendix)
- Horizontal alignment, Profiles and Cross sections for new public streets and private streets connecting to public streets
- Approach sight triangles
- ROW and easements

Typical Section and Cross Sections

- Approved Rezoning Plan and/or Area Plan typical for proposed roads
- Typical Sections should include Road name, Construction Alignment, and Stations, material schedule (pavement structural section), etc
- Chapter 19 Article VI and other required roadway improvements (cross sections every 50' at 1"=5' scale)
- See X-sec Guidelines: <https://charlottenc.gov/ld/Documents/Info/Cross%20Section%20Guidelines.pdf>

Other CDOT-Related plan sheets

- Intersection Sight Distance in Plan and profile view
- Traffic control plans
- Pavement Marking and Signage plans
- ROW and easements
- Identify newly proposed or modifications to CDOT-maintained bridges or culverts (in accordance with the Requirements for the Approval of New City of Charlotte Bridges)
New structures: _____ Impacted Bridges _____ Impacted Culverts: _____
- Indicate number of existing traffic signals to be impacted including those within 350-ft of site, required off-site signal modifications and/or proposed signals:
Proposed signals _____ Existing signals within 350-ft _____ Required off-site signal modifications: _____
- Detail sheets with current CLDSM (and NCDOT) Standards

Engineering and Erosion Control

- Watershed Overlay District if applicable
- Label SWIM Buffers and PCSO WQ Buffers
- Label all Floodplain boundaries (FEMA & Community Flood Fringe and Encroachment lines)
- 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
 - NCG01 Notes sheets included in plan:
<https://charlottenc.gov/ld/Erosion%20control%20docs/NCG01-Ground-Stabilization-and-Materials-Handling-Sheet-3-29-19.pdf>
<https://charlottenc.gov/ld/Erosion%20control%20docs/NCG01-Self-Inspection-Sheet-3-29-19.pdf>
- PCSO Summary Table (<https://charlottenc.gov/ld/Documents/PCSO%20Summary.xlsx>)
- Impervious/Built-upon Area (BUA) 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 (<https://charlottenc.gov/ld/Documents/Info/Detention%20Worksheet%20Rev%202010.doc>)

- Detention Plan/ Stormwater Management Plan sheet(s) in plan set (see section 6 of PCSO Admin. Manual)
- Inset table for each SCM on plans (<https://charlottenc.gov/ld/Documents/Info/BMP%20Inset%20Tables.xlsx>)
- Completed Design Procedure Form/Worksheet for each SCM (<https://charlottenc.gov/ld/Documents/Info/BMP%20Design%20Worksheets.zip>)
- 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

- 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
 - For TOD projects include:
 - Street classifications
 - Build-to zone
 - Build-to percentage (required & provided)
- Side Yard
- Rear Yard
- Transitional Setback (if applicable)
- Floor Area Ratio
- Building Height
 - For TOD include minimum, maximum, and proposed heights
 - If using a bonus for additional height, provide documentation from appropriate agency confirming that their requirements are being met
- Buffers
- Screening
- Parking and Bike Parking Data
 - If project incorporates a parking deck, include deck plans
- Required Loading Spaces
- Required Vehicle Stacking (if applicable)
- Dumpster / Recycling with screen enclosure
- Backflow Prevention location
- 5’ Sidewalk from Building to All Abutting Streets
 - 6’ for TOD
- 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)
- Open Space / Urban / Public – provide calculations and details (if applicable)
- Elevations (Conditional District) (if applicable)
 - Calculations of ground floor activation / clear vision glass

- Label and dimension building height
- Label building materials
- Provide calculations of building materials
- Elevations TOD/UMUDD/ MUDD/ PED Overlay
 - Calculations of ground floor activation
 - Label and dimension building height
 - Building Modulation detail (if applicable)

Charlotte Water (For reference only)

Utility Sheet

- Show proposed water/sewer layout
- Show and label existing utilities
- Label existing and proposed water/sewer services
- Label backflow
- Show and label existing easements

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: _____