

Check List for Hold Release

Check list is intended to be a guideline. Hold release decisions are based on site-by-site inspection and are at the discretion of city staff.

Holds for New Subdivisions

- Correct house numbers installed.
- Lot drains per design drainage area map per City approved plans.
- No slopes steeper than 2:1 on the lot.
- All Sidewalks and/or Ramps meet ADA/PROWAG slope and cross slope requirements.
- Truncated domes installed width of ramp. (CLDSM 10.35B)
- Sidewalk is free of trip hazards and breaks separated/raised more than ¼".
- Sidewalk and Street is clear of mud, debris, construction materials, dumpsters and porta-jons.
- Street Signs and Stop Signs are installed.
- Lot, curb, sidewalk, and driveway is backfilled and stabilized with sod or seed and mulch and erosion control measures removed.
- Piped in downspouts stop behind the right of way. (Non Standard item in ROW requires an encroachment agreement)
- Correct size and species and number of trees are planted in correct locations per approved City plans.
- Driveway installed per Charlotte Land Development Standards Manual. (CLDSM 10.24, 10.25 & 10.27)
- At least first lift of asphalt installed per plan.
- Barricades are in place for no through traffic (could be temporary).
- If bond is in place inspect only for safety concerns:
 - Any potholes in the asphalt are repaired.
 - Damaged curb in front or adjoining driveway has been replaced.

Holds for In-Fill Lots

- Correct house numbers are installed and visible.
- Lot drainage has not been altered.
- No slopes steeper than 2:1 on the lot.
- Lot and right of way is stabilized with sod or seed and mulch and erosion control measures removed.
- If any trees in the right of way were removed, they were permitted to be removed by Landscape Management.
- Piped in downspouts stop behind the right of way. (Non Standard item in ROW requires an encroachment agreement)
- Cracked curb and sidewalk have been replaced (if damaged by contractor).
- New driveways in ROW must be built to City Land Development Standards. (CLDSM 10.24, 10.25 & 10.27)
- New driveway culvert pipes must be at least 15" in diameter and be RCP, HDPE or CMP.
- Any new driveway culvert pipes must extend at least 4' past the edge of the concrete/asphalt or provide a 6" high curbing 5' either side of the center of the pipe. (CLDSM 10.25F)
- Dumpsters and debris have been removed from the public street.

Check List for Hold Release

Single Building Commercial Hold (No Bond)

- All erosion control measures have been removed and site stabilized.
- Site has been built to the latest City approved plans.
- Building address must be installed and visible.
- New public sidewalks and/or Ramps meet ADA/PROWAG slope and cross slope requirements.
- Truncated domes installed width of ramp. (CLDSM 10.35B)
- Damaged sidewalk or ramps have been replaced.
- Sidewalks and ramps are free of trip hazards and breaks separated/raised more than ¼".
- Driveway installed per Charlotte Land Development Standards Manual. (CLDSM 10.24, 10.25 & 10.27)
- New curb for existing public streets has been installed per approved plans and any damaged curb has been replaced.
- New public street turn lanes are built per approved plans and densities have been provided for new asphalt.
- Striping has been installed per approved plans.
- Signage for driveways and turn lanes have been installed per standard/approved plans.
- As-builts for new public street storm pipes and storm pipes that drain public street water have been submitted and approved by City Engineer.
- Pipe video for new public street storm pipes and storm pipes that drain public street water have been submitted and approved by Land Development Construction Supervisor.
- BMP installed, As-Builts and Plats have been submitted, approved, and recorded.
- Ensure all special conditions have been installed per the approved plans (example Bus Pads).
- Sign off from the State Inspector for any improvements done on State Roads.
- Construction dumpsters and porta-jons removed from site.

Check List for Hold Release

Multiple Building Commercial or Multi-Family Holds

First through next-to-Last Building Hold (No new public streets and No bonds)

- Check plan for any special conditions for the hold releases and ensure special conditions are completed. May need sign off from State Inspector for required existing State Road improvements.
- Ensure safe vehicle and pedestrian access to the buildings to be released (this will include dumpsters and construction materials are removed).
- Requested building addresses are installed and visible.
- Erosion control measures have been removed and site stabilized around the buildings to be released.
- Site adjacent to building must be graded, and the drainage is correct per the approved plans for the buildings.
- First lift of asphalt is down on any private street used to access the buildings. (Access for tenants/visitors and inspection team)
- Adjacent sites under construction are separated from public access with standard traffic and pedestrian measures while under construction.
- New public sidewalks and/or ramps for the requested buildings have been installed per approved plans and meet ADA/PROWAG slope and cross slope requirements.
- Truncated domes installed width of ramp. (CLDSM 10.35B)
- Damaged sidewalk or ramps have been replaced and sidewalks and ramps are free of trip hazards and breaks separated/raised more than ¼".
- New public driveways used to access the buildings have been installed per Charlotte Land Development Standards Manual. (CLDSM 10.24, 10.25 & 10.27)
- Signage or striping used to get to the buildings have been installed per approved plans, stop signs installed per plan or standard (could be temporary).

Check List for Hold Release

Multiple Building Commercial or Multi-Family Holds

Last Building Hold (No new public streets and No bonds)

- Dumpsters and construction materials are removed.
- Requested building address is installed and visible.
- Erosion control measures have been removed and site stabilized around all buildings.
- Site has been graded and drainage is correct per approved plans for requested buildings.
- New public sidewalks and/or ramps for the buildings have been installed per approved plans and meet ADA/PROWAG slope and cross slope requirements.
- Truncated domes installed width of ramp. (CLDSM 10.35B)
- Damaged sidewalk or ramps are replaced.
- Sidewalks and ramps are free of trip hazards and breaks separated/raised more than ¼".
- New curb for existing public streets has been installed per approved plans and any damaged curb is replaced.
- Catch basin in existing public streets have been pointed up and cleaned out.
- New public driveways used to access the buildings have been installed per Charlotte Land Development Standards Manual. (CLDSM 10.24, 10.25 & 10.27)
- Final lift of asphalt is down on all private streets.
- New public turn lanes are built per approved plans and densities have been provided for new asphalt.
- Striping for driveways and existing public streets have been installed per approved plans.
- Signage for driveways and existing public streets have been installed per approved plans.
- As-builts for new public street storm drain pipes and storm pipes that drain public street water have been submitted and approved by City Engineer.
- Pipe video for new public street storm pipes and storm pipes that drain public street water have been submitted and approved by Land Development Construction Supervisor.
- BMP installed, As-Builts and Plats have been submitted, approved, and recorded.
- All special conditions have been installed per the approved plans (example Bus Pads).
- Sign off from the State Inspector for any improvements to State Roads have been provided.

Check List for Hold Release

Multiple Building Commercial or Multi-Family Holds

First through next to last Building Hold (With new public streets and bonds)

- Check approved plan for hold release special conditions. If present, ensure items are completed. May need sign off from State Inspector for required existing state road improvements.
- Ensure safe pedestrian and vehicle access to the buildings to be released.
- Building addresses are installed and visible (can be temporary).
- Erosion control measures have been removed and site stabilized surrounding buildings to be released.
- Site is graded and the drainage is correct per the approved plans for the buildings.
- The first lift of asphalt is installed on new public or private streets used to access buildings.
- Truncated domes installed width of ramp. (CLDSM 10.35B)
- New public driveways used to access the buildings have been installed per Charlotte Land Development Standards Manual. (CLDSM 10.24, 10.25 & 10.27) Signage or striping used to access buildings has been installed per approved plans (could be temporary).
- If bond is in place inspect only for safety concerns:
 - New public sidewalks and/or ramps for the buildings have been installed per approved plans and meet ADA/PROWAG slope and cross slope requirements.
 - Damaged sidewalk or ramps have been replaced and sidewalks and ramps are free of trip hazards and breaks separated/raised more than ¼”.

Check List for Hold Release

Multiple Building Commercial or Multi-Family Holds

Last Building Hold (With new public streets and bonds)

- All dumpsters and construction materials are removed.
- Building address is installed and visible.
- Erosion control measures have been removed and site stabilized around the buildings.
- Site is graded and the drainage is correct per the approved plans for all the buildings.
- New public sidewalks or ramps for the buildings have been installed per approved plans and meet ADA/PROWAG slope and cross slope requirements and sidewalk and ramp are free of trip hazards and breaks separated/raised more than ¼".
- Truncated domes installed width of ramp. (CLDSM 10.35B)
- New curb for existing, new public streets and private streets has been installed per approved plans.
- Catch basins and storm pipe in new public streets have been pointed up and cleaned. (Catch basins should be pointed up and cleaned prior to final inspection for streets)
- New public driveways used to access the buildings have been installed per Charlotte Land Development Standards Manual. (CLDSM 10.24, 10.25 & 10.27)
- All special conditions have been installed per approved plans (example Bus Pads).
- Striping for driveways, existing public streets, new public streets, and private streets have been installed per approved plans. (Can be temporary if bonded)
- Signage for driveways, private streets, existing public streets, new public streets have been installed per approved plans. (Can be temporary if bonded)
- As-builts for new public street storm pipes and storm pipes that drain public street water have been submitted and approved by City Engineer. (Unless bonded)
- Pipe video for new public street storm pipes and storm pipes that drain public street water have been submitted and approved by Land Development Construction Supervisor. (Unless bonded)
- BMP installed, As-Builts and Plats have been submitted, approved, and recorded. (Unless bonded)
- Sign off from State Inspector for any improvements to State Road has been provided. (Unless Bonded)
- If bond is in place inspect only for safety concerns:
 - Safety issues with curb, sidewalk and ramps have been repaired.
 - Final lift of asphalt has been installed on all private streets.
 - New public turn lanes are built per approved plans and densities have been provided for new asphalt.