

NCDOT Driveway Permit Checklist

- **Status:** Not finalized yet.
- **Progress:** Good feedback received; revisions underway.
- **Next Steps:**
 - Finalize checklist before the next meeting.
 - Possibly send it out to the group in a couple of weeks for review.
 - Discuss at the next meeting (optional participation).

Analytics Reporting

- **Goal:** 90% on-time performance.
- **Current Period:** July 1 – September 16, 2025
- **Status:** On track.
- **Note:** These analytics are shared with the Budget Office and Manager's Office. More detailed reports will be shared in future meetings. Industry is requesting a change in the process to shorten the gateway time.

DSTAC Web Page Update

- **Location:** Charlotte Development Center website.
- **Content:** Includes members, charter, latest agenda, and minutes.
- **Status:** Still under development, but partially live.

Zoning Compliance – Article 15.4, Item JJ9

- Issue: 25% cap on triplexes may not comply with legislation passed in December.
- Status:
 - Only item flagged as potentially non-compliant.
 - This item remains in the ordinance pending further review.
 - Text amendment that was approved in February 2025 post-SB382 removed conflicting items prior to approval.

Upcoming Text Amendment

- **UAC Meeting:** Scheduled for **October 8**.
- **Filing Date:** **October 15**.
- **Next Steps:** Filing document will be shared once available.

Stormwater Subcommittee -update

- **Topic 1:** How to record O&M agreements and easements on individual single-family lots for Post Construction Stormwater Compliance
- **Key points:** Stormwater will allow any method allowed in the ordinance as long as maintenance responsibilities and some type of exhibit showing the location is included with the recorded documents. Plats are preferred, but any method outlined in the ordinance will be allowed.

Urban Forestry & Tree Policy Discussion Summary

1. Tree Surveys

- **Reference:** UDO Section **20.18** outlines tree survey requirements.
- **Key Point:** Surveys must align with approved plans; any changes (e.g., water line shifts) must be updated and communicated.

2. Violations & Fines

- **Who Can Be Fined for City Trees with CLT Water work:**
 - **Homeowners** may be fined if damage is discovered post-project and no explanation is provided.
 - **Charlotte Water-related** damage: No fines issued if proven to be part of their work.
- **Fine Amounts** (per Charlotte Tree Manual):
 - **Damage to city tree:** Up to **\$1,000 per tree**.
 - **Unauthorized removal:** **\$300 per inch**, capped at **\$20,000**.
- **Communication is key:** Early coordination with Urban Forestry inspectors can prevent violations.

3. Right-of-Way (ROW) Encroachments & Mitigation

- **Mitigation Required:** Even when public infrastructure (e.g., sidewalks, road extensions) is mandated.
- **Mitigation Policy:**
 - Found in the **Charlotte Tree Manual**.
 - Updated to only include trees **8" +** in naturally vegetated ROWs.
 - **Exemptions:** Ash trees, Bradford pears, and other invasive species.
- **Mitigation Fee:** Flat rate of **\$200 per inch** (unchanged for ~10 years).
- **No current discussions** on adjusting fees by place type.

4. Charlotte Water Coordination

- **Issue:** Tree protection fencing often moved or not installed properly to accommodate Charlotte Water access.
- **Solution:** Builders must ensure fencing aligns with approved plans and communicate any changes.
- **Urban Forestry:** Will not penalize homeowners for Charlotte Water actions if properly documented.

5. Use of Mitigation Fees

Management and use of mitigation fees is dependent on the specific fee that is collected.

City Tree Mitigation- Managed by Landscape Management

Uses- Inventory, maintenance, planting

Heritage Tree Mitigation- Managed by the Canopy Care Program (Planning Dept)

Uses- Supports low-income residents with tree maintenance and planting

Tree Save payment in lieu- Managed by Tree Care Program (Planning Dept)

Uses- Purchase of property for the intent of tree preservation

6. Suggestions & Follow-Up

- **Project-Specific Questions:** Staff encourage submission of addresses or parcel numbers in advance for accurate responses.
- **Policy Review:** While few cases arise, there's interest in reviewing mitigation requirements when city infrastructure mandates tree removal.



Charlotte Water: Fire Flow Challenges Identified

- **Private hydrants behind backflows** are causing **significant fire flow limitations**.
- **Misuse or misinterpretation of hydrant flow test data** (e.g., outdated C-factors, seasonal variability).
- **Low pressure zones** in certain areas of Charlotte may be exacerbating the issue.

- **From stakeholders:** System development fees are a barrier to installing public hydrants in some cases.

Charlotte Water's Current Actions

- **Lowered thresholds** for triggering high-level water modeling reviews during capacity assurance.
- **Updated design manual:**
 - Hydrant spacing: 800 ft (commercial/industrial), 1200 ft (residential).
 - Published **Hydraulic Grade Lines (HGLs)** for pressure zones.
- **Encouraging year-round data collection** for hydrant flow testing.
- **Education and outreach** efforts are being considered, including:
 - Lunch and learns with private engineers; Sharing best practices and common pitfalls.

Backflow requirements and Periodic Testing

- Per NCAC and Charlotte Water requirements, all water service connections require a backflow prevention device, with two exceptions; 1. Single family domestic (5/8" meter) 2. For parcel plated prior to July 1st, 2009 a "lawn branch" irrigation system is allowable.
- Per building and plumbing code: "lawn branch" irrigation systems will require a backflow prevention device.
- Per SB 166 Periodic backflow retesting can not be required more than every 3 years for residential irrigation system. It does not speak to initial testing requirement.
- Charlotte Water complies with SB 166

Standards for hold release of Master meters are in CLT Water General Conditions Article 16

Water Service type for communities with private roads

- Charlotte Water doesn't allow public water or sewer main extension in private roads.
- Per Chapter 23 of the City of Charlotte Ordinance, Sec 23-132: "Property owned by separate parties must have separate water service where each piece of property has a city main accessible for a connection"
- Charlotte Water is willing to review site specific conditions to see if a variance is acceptable.

Suggestions for Improvement

- Consider **policy changes** to allow more **public hydrants** to avoid backflow-related issues.
- Explore **waiving system development fees** for fire-hydrant-only services.
- Form a **subcommittee** to dive deeper into these recurring issues and propose solutions.

What's Changing? Commercial Zoning

- **Charlotte Commercial Zoning** will **no longer review R-TH (townhomes) projects** in **Mecklenburg County's Accela system**.
- Instead, applicants must submit a **CLTZR application** through the **City of Charlotte's Accela portal**:
[👉 Charlotte Accela Portal](#)

CLTZR Application Details

- **Gateway Review:** 3 business days
- **Review Cycles:** 5 business days each
- **Concurrent reviews** are allowed.
- **CLTZR approval is required before a building permit can be issued.**
- **Major changes** to documents after approval may trigger **additional review**.

When is CLTZR Required for R-TH Projects?

- A dwelling with **more than two units** on a lot in an approved subdivision.
- Any dwelling on a lot **shared with other residential buildings** (multi-dwelling development).

Fees

- All fees must be paid at the time of initial submittal.
- Fee schedules vary by project type and are updated annually.
- View the full **FY2026 User Fee Schedules** here:
[👉 User Fee Schedules - City of Charlotte](#)

How to Apply

1. Visit the [Accela Citizen Access Portal](#).
2. Create or log into your account.
3. Start a new application under **Commercial Zoning Only Review (CLTZR)**.
4. Upload required documents (PDF format).
5. Pay applicable fees.
6. Track status and receive notifications through the portal.

More guidance is available on the [Commercial Plan Review page](#)