

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/Id/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
- ❑ 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'-3 1/2" 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
- ❑ Current hydrant test within the past 12 months of permit submittal.
- ❑ For proposed hydrants, use the current hydrant test and water model to show the flow at 20 psi.
- ❑ Water model shall also include a 15-pound fix loss for all reduce pressure backflow prevention devices.
- ❑ Hydrant shall be within 400' of truck travel to the most remote point of a non-sprinkled building.
- ❑ Hydrant shall be within 600' of truck travel to a sprinkled building or occupancy group R3,
- ❑ Hydrant shall be within 200' of truck travel to any sprinkler FDC
- ❑ Hydrant shall be within 100' of truck travel to any standpipe FDC
- ❑ Provide the type of sprinkler system is being installed within the scope of work.

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'-3 1/2" 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
- ❑ 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'-3 1/2" outside on the site plan
- ❑ Current hydrant test within the past 12 months of permit submittal.
- ❑ For proposed hydrants, use the current hydrant test and water model to show the flow at 20 psi.
- ❑ Water model shall also include a 15-pound fix loss for all reduce pressure backflow prevention devices.
- ❑ Hydrant shall be within 400' of truck travel to the most remote point of a non-sprinkled building.
- ❑ Hydrant shall be within 600' of truck travel to a sprinkled building or occupancy group R3,
- ❑ Hydrant shall be within 200' of truck travel to any sprinkler FDC
- ❑ Hydrant shall be within 100' of truck travel to any standpipe FDC

For all other submittals that require a City Fire Review (Future)

Non-sprinkled buildings

- ❑ Number of floors
- ❑ Sq ft of each floor
- ❑ Construction type of each building to be included in the submittal of any plan.
- ❑ Show the turn radii of 30' inside and 42'-3 ½" 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
- ❑ Current hydrant test within the past 12 months of permit submittal.
- ❑ For proposed hydrants, use the current hydrant test and water model to show the flow at 20 psi.
- ❑ Water model shall also include a 15-pound fix loss for all reduce pressure backflow prevention devices.
- ❑ Hydrant shall be within 400' of truck travel to the most remote point of a non-sprinkled building.

Sprinkled 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'-3 ½" 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
- ❑ Current hydrant test within the past 12 months of permit submittal.
- ❑ For proposed hydrants, use the current hydrant test and water model to show the flow at 20 psi.
- ❑ Water model shall also include a 15-pound fix loss for all reduce pressure backflow prevention devices.
- ❑ Hydrant shall be within 600' of truck travel to a sprinkled building or occupancy group R3,
- ❑ Hydrant shall be within 200' of truck travel to any sprinkler FDC.
- ❑ Hydrant shall be within 100' of truck travel to any standpipe FDC.
- ❑ Provide the type of sprinkler system is being installed within the scope of work.

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.)
- ❑ Existing Driveways shown and dimensioned.
- ❑ Label and Dimension proposed features (Driveway types and widths, sidewalk, planting strip, curb ramps, C&G, loading areas, etc.)
- ❑ 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: _____