

Zoning Review Checklist

Useful Links

- ❑ [Unified Development Ordinance](#)
- ❑ [CDOT Streets Map](#)
- ❑ [Place Types Map](#)
- ❑ [Charlotte Explorer](#)
- ❑ [Zoning Data Tables](#) (under the Zoning drop-down)
- ❑ [Charlotte Land Standards Development Manual](#)
- ❑ [Additional Supporting Documents](#)

IMPORTANT: ALL SUBMITTALS ARE REQUIRED TO USE THE ZONING DATA TABLE FORMATTING PROVIDED BY THE CITY (SITE DATA, BONUS DATA, LANDSCAPE YARDS, AND ELEVATION DATA TABLES). PLANS AND/OR ELEVATIONS WILL NOT BE ACCEPTED FOR REVIEW WITH ALTERNATE FORMATTING

IMPORTANT: Refer to zone district for specific requirements. Items below may not apply depending on zone district

Attachments

- ❑ If the proposed development has been awarded HTF dollars, site plan and elevations must match HTF approval
- ❑ If the proposed development is using a bonus
 - Bonus letter of agreement must be uploaded as a supporting document
 - Plans must include bonus data table clearly showing how all bonus points are being achieved
- ❑ If this site is conditionally rezoned, include the approved rezoning plan as part of development package
- ❑ If the site zoning has an associated overlay (NCO, RIO, MHO, CCO), a copy of the approved overlay document must be included in the plan set or as an attachment.
- ❑ Stamped, approved CD plan and most recent Administrative Amendment included in construction plan set if applicable

General Requirements:

- ❑ All sheets must include scale <1"=100'
- ❑ Complete property boundary
- ❑ Adjoining property owners & deed references & zoning & current use per ordinance
- ❑ Site Data Table (**Must use [provided format](#)**)
 - Tax parcel(s)
 - Address
 - Total site area
 - Minimum lot area required
 - Lot width required
 - Zoning
 - Petition number (if applicable)
 - Previous related submittals (if applicable)
 - Existing use
 - Detailed permitted use per UDO
 - Residential uses - # units and # bedrooms
 - Existing square footage
 - Building coverage allowed
 - Front setback (listed by street and street classification)
 - Side setback

- Rear setback
- Build-to zone (listed by street)
- Build-to percentage required and provided (listed by street) (applies to building length, not lot width)
- Building length as a percentage of lot width (minimum required & proposed)
- Longest building length (in feet)
- Minimum, maximum, and proposed building height (measured from average grade)
- Parking tier designation
- Vehicle parking - minimum, maximum, and proposed (listed by use. Proposed parking broken into categories: Regular, EV Capable, EV Ready, EVSE installed, On Street, Compact, Shared, ADA)
- Loading (required and proposed)
- Bike parking - minimum and proposed (listed by use. Broken into short- and long-term calcs)
- Landscape yards (name, class, and depth). (Must use [provided format](#))
- Screening
- Solid waste handling (trash and recycling required)
- Open space required & proposed. Broken into categories if applicable (public, usable common, private)
- Outdoor storage
- Bonuses with Data Table (if applicable) (Must use [provided format](#))
- Show and label all network required streets (public and/or private)
- Building length
- Lot width
- Setbacks (measured from back of curb, property or R/W line, easement line, or future reserved frontage line as required based on frontage and zone district)
- Streetscapes (labeled and dimensioned. Shown at future/final locations)
- Side and rear setbacks
- Build-to zones
- Dimension internal/external sidewalk widths
- Photometric and lighting design
- Loading spaces
- Solid Waste and Recycling handling
- Parking (EV Stations, Bike Parking, Vehicle Parking in compliance with CDLSM)
- Open space exhibit (broken down as public, private, common if applicable)
- Utility plan
 - Mechanical equipment and utility locations including BFPs, transformers, HVAC
- Grading plan
- Landscape plan
 - Show landscape yards; landscape zones, provide landscape data table
 - Show parking, driveway and maneuvering screening; utility/mechanical equipment screening; loading screening
- Detail Sheets
 - Parking standard detail
 - Bike rack detail (long- and short-term)
 - Fence detail (material, height, openness)
 - Buffer fence detail
 - Onsite utility screening detail if using fence
 - Lighting detail
 - Photometric plan (only for multi-family dwellings, mixed-use development, and nonresidential uses)
- Elevations with Data Table. (Must use [provided format](#)) (see below for more information)

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Building Elevations, Floorplans, Parking Deck Plans:

- Elevation Data Table (**Must use [provided format](#)**)
 - Project number
 - Zoning
 - Petition number if applicable
 - Proposed building length
 - Minimum, maximum, and proposed building height
 - Height setback (if applicable)
 - Minimum and proposed ground floor height
 - Maximum and proposed prominent entrance spacing
 - Material limitations
 - Maximum blank wall area permitted (ground and upper floor)
 - Ground floor transparency (required and proposed) (measured between 3' and 10' from finished grade)
 - Upper floor transparency (required and proposed) (measured as percentage of wall area)
- Height measured per ordinance
 - If located within 200' of N1 Place Type, include height plane diagram confirming portions of structure within 200' radius do not exceed height limitations
- Height setback (if applicable)
- Building length
 - If length exceeds maximum base length permitted, clearly label additional design elements provided to break up building massing. See footnotes under "Building Articulations Standards"
- Ground floor height labeled (FFE to FFE)
- Building materials clearly labeled
- Building modulation
- Label design elements used to differentiate base (if applicable)
- Blank wall area dimensions
- Prominent entry spacing and design elements
 - Non-res., mixed use, and MF-stacked minimum of 3 of the following: decorative pedestrian lighting/scones; architectural details carried through to upper stories; covered porches, canopies, awnings, or sunshades; archways; transom or sidelight windows; terraced or raised planters; common outdoor seating enhanced with specialty details, paving, landscaping, or water features; double doors; stoops or stairs
 - MF-attached, entry considered prominent if contains at least one of the following: porches, raised steps and stoops with or without overhangs, decorative railings
 - Corner entrances must provide at least two of the following: chamfered/rounded corner design; awnings, canopies, or other covered entry feature; special paving, landscaping, or lighting features; unique architectural detailing that emphasizes the corner entry
 - Buildings with multiple ground floor tenant spaces require each space to provide prominent entrance
 - Confirm prominent entrances meet grade requirements
- Mechanical and utility screening (RTU, onsite utilities, mechanical equipment, wall mounted accessory utilities)

□ Parking Deck Plans

- Include plans for ground floor
- Include plans for each level with summary of # and type of parking space
- Clearly show locations of any internal bike parking and/or loading spaces
- Check design options based on zone district and frontage type
- When adjacent to a frontage, parking structures shall include residential or non-residential active uses along 90% of the ground floor building length along any primary frontage and 60% on secondary frontages, excluding areas of required vehicular and pedestrian egress, and mechanical or electrical equipment rooms
- Non-residential uses shall be a minimum of 20' in width and 20' in depth with utility stubs and the ability to accommodate equipment for restaurant uses

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