

Charlotte-Mecklenburg Planning Commission
Preliminary Subdivision Checklist UDO update

3/1/2024

SUBMITTAL REQUIREMENTS: (Plan will not be reviewed if any items below are missing or incomplete)

- _____ Complete Application Forms (See application form, (30.6 A 6)
- _____ Review Agency Distribution (30.8 E)
- _____ Review Fee Paid (See back of appropriate application)
- _____ North Arrow (30.6 A 7)
- _____ Plan Date (30.5 A 7)
- _____ Scale $\leq 1"=100'$ (30.6 A 7)
- _____ Vicinity Map (30.6 A 13)
- _____ Complete Property boundary (30.6 A1)
- _____ Adjoining Property owners & Deed references (30.6 A 4)
- _____ Intersecting Property Lines (30.6 A 4)
- _____ Proposed Subdivision Name (30.6 A 6) (Once the name is submitted the name CAN NOT change)
- _____ Existing streets, railroads, water courses, etc. (30.6 A 6)
- _____ Existing Storm Drains, Culverts, Sanitary Sewer Easements (30.6 A 2)
- _____ Contour interval $\leq 4'$ intervals (30.6 A 3)
- _____ The Owner, their signature on the application, and telephone ("Owner" of the at the time of plan submittal) (30.6 A 6)
- _____ The name of the engineer, surveyor, or designer (30.6 A 6)
- _____ Township (30.7 A 8)
- _____ Cover Page

Public Streets:

- _____ Street Names checked for duplication and phonetics, verified through Mecklenburg County system (<http://streetfileweb.co.mecklenburg.nc.us/>) (30.4 I) (BY ADDRESSING)
- _____ Interior / Exterior Street circulation pattern OK (32.5 C 2)
- _____ Block Lengths (31.1 B 2)
- _____ Block Widths (31.5 E)
- _____ Cul-de-sac lengths: ≥ 5 d.u./acre - 650' max; < 5 d.u./acre - 800' max (31.6 G)
- _____ Stub Streets (31.1 B 1)
- _____ Street intersection offset 125' minimum (31.5 F)
- _____ Streets intersect angle ≥ 75 degrees (Char. -Meck. Land Development Standards Manual)
- _____ Street Design/Classification Type (33.3 and tables 33-1 & 33-2)
- _____ Street R/W's labeled (30.6)
- _____ Street standard details (Char. -Meck. Land Development Standards Manual)
- _____ Streetscape (planting strip/amenity area, sidewalk/MUP) (table 33-3)
- _____ Sidewalk or MUP (32.7 C)
 - _____ Width per table 33-4 + CMLDS + Street Map
 - _____ Within ROW if public
- _____ Additional ROW along existing streets based on location of sidewalk/MUP → ROW should be 2 feet beyond edge of sidewalk/MUP (Table 33-1 note 1 also 32.7.A)
 - _____ IF existing NCDOT road, sidewalk/MUP will be outside of ROW but within Sidewalk Utility Easement
- _____ Street improvement to existing streets required (32.7)
- _____ Road profile extensions 300 ft beyond street stub terminus to ensure future buildability (30.6.A.9)

Lots:

- _____ Lot layout OK (4.3 B)
- _____ Triplex? Commercial zoning reviewer needed
- _____ Lot & Block Numbers
- _____ Lot Size OK (4.3 B table)

- _____ Minimum Usable Lot Area of 1,200 sq ft when “where only a portion of a proposed lot is subject to flooding” 24.3.C.5
- _____ Lot Width OK (4.3 B table for N1 districts)
- _____ Setbacks (4.3 B table for N1 districts)
- _____ Garage Setback 19.6.A.1.iii.D
 - Garages for individual units shall be set back a minimum of 20 feet or the required zoning district setback, whichever is greater. The 20 foot distance shall be measured from the right-of-way, back of sidewalk, or back of a shared use path, whichever is greater.
- _____ Sideyard (4.3 B table for N1 districts)
- _____ Rearyard (4.3 B table for N1 districts)
- _____ Maximum Building Coverage (Table 4-1)
- _____ Alternative Residential Development Options/Cluster (4.5)
- _____ Common Open Space (4.4)
- _____ Common Open Space Improvements OK
- _____ Homeowners Association Documents OR the following note: “Add a note to the cover and site plan sheets outlining the long-term maintenance responsibility of buffers and/or landscape yards, common areas and open spaces, private alleys and driveways providing access to required parking, required landscape areas, and any other zoning or conditional rezoning required elements.”
- _____ Greenway - include Parks & Rec in the review
- _____ Cul-de-sac minimum lot widths

Development Standards:

- _____ Parking Requirements Table 19-1
- _____ Driveway Requirements 19.6.A.1
 - a. Front Loaded Driveways: Need to provide width of lots and driveways. Driveways and parking pads shall have a maximum width of 40% of the lot width up to a maximum of 24 feet in width within the established setback along a frontage. This maximum width may be split between driveways and parking pads, but the cumulative width of all driveways and parking pads may not exceed the maximum width permitted.
 - b. (D) Driveways and parking pads may exceed 24 feet in width when outside of the established front setback. Will need to provide dimensions and note in development table.
 - c. Minimum driveway width is 10 feet
 - d. Minimum Lot Width with two 10 ft wide front-load driveways is 50 feet in N1 & N2

- _____ Alleys
 - _____ Label what type and the standard used.
 - _____ Standard Detail provided.
- _____ Sidewalk Connections to Public Street 16.6.A
- _____ Dumpster / Solid Waste & Recycling Areas
 - _____ Screening per 20.12.B.2
 - _____ Design Standards 21.4
 - _____ Location - All large waste container and recycling station spaces shall be located entirely on the same site as the use it serves and shall be located a minimum of 25 feet from: 1) any property in a Neighborhood 1 Place Type or Neighborhood 2 Place Type; 2) public streets; and 3) network-required private streets.

Arterial Streets:

- _____ Frontage on Arterial Street (32.5 C)
- _____ Additional R/W Reserved / Dedicated (32.5 C)
- _____ Arterial / Thoroughfare Setback/ Sideyard/ Rear Yard & Landscape yards/buffer OK (32.7), (20.9)
- _____ Direct vehicle access prohibited (30.4 F)
- _____ Outerbelt & Freeway Corridor Reserved/ Dedicated (32.2 Transportation Adjustments Table)
- _____ Proposed Thoroughfares (32.5 C)

Floodplain:

- _____ Major Creek Name:
- _____ Floodway Encroachment & Fringe Boundaries delineated & labeled (27.7 E)
- _____ Storm Water elevation line delineated & labeled (30.6 A 4)
- _____ Storm Water elevation line, each lot must have 1200 sq.ft. minimum buildable area. (24.3 5)
- _____ Flood Statement, notes on plan (30.6 A 5)
- _____ Greenway? (30.6 A 4)
- _____ Easements (30.6 A 4)

Stream/Swim Buffers (UDO Article 26)

- _____ Drainage area > or = 100 acres
- _____ Top of bank labeled
- _____ Buffer delineation (35 ft., 50 ft., 100+)
 - _____ Zones labeled correctly (Stream side, Managed Use, and Upland Zone)
- _____ Stream Side Zone labeled undisturbed
- _____ PCCO Buffers

Alternative Development Options

- + Conservation Residential Development 4.5.A
 - Only allowed in N1 districts
 - Minimum site size is 2 acres
 - 10% of site is COS and 50% of that 10% COS is tree save.
 - Common Open Space / COS
 - must be min of 30' in all dimensions
 - Clearly label the 30 foot COS area used for frontage requirements where applicable
 - BMP and Utility easements can't overlap with COS requirement for lot frontage
 - COS has to conform to UDO Section 16.5 to meet the COS Lot frontage requirements of the Conservation Development Option
 - Lots Fronting Perimeter Roads
 - Must have base setback and lot width
 - Max number of lots permitted is determined by the gross acreage of the site divided by the min lot area of zoning district
- + Voluntary mixed Income Residential Development Bonus 4.5.B
 - Only allowed in N1_A, B, C & D districts
 - Minimum site size is 1 acre
 - Affordability Set Aside
 - No fewer than two affordable units
 - All units constructed on 50% of the bonus lots accommodated through the development bonus shall be developed as affordable units
 - Provide Affordability Units Calculation
 - For lots on arterial streets, any affordable units required for a quadruplex dwelling are in addition to the required number of affordable units in item a above.
 - Note district standards being used
 - Documentation from developer regarding compliance and monitoring (from City Housing & Neighborhood Services)

Landscape yard/Landscape Requirements: (Article 20)

- _____ Class? (Table 20-3)
- _____ Width? (Table 20-2) (if utility easement is proposed or exists running parallel within buffer width must be increased equal to the width of the easement)
- _____ Plant species diversity (20.2 C)
- _____ **LANDSCAPE YARD START AT SETBACK?**
- _____ Reduction w/ fence or berm (Table 20-2)

_____ Fence/Wall min. height 6' located on the interior half of buffer (**SHADOW BOX FENCES MUST OVERLAP**)

_____ Berm min. height 4' w/ max. slope 3:1 (berms in excess of 6' = max. Slope 4:1)

_____ Existing vegetation

_____ Note on site plan stating number and type

_____ Numbers provided in table

_____ Additional trees sufficient to supplement existing

_____ Trees Required (Table 20.2)

_____ 40% large maturing

_____ 25% evergreen

_____ 2" caliper measured 6" above ground

_____ Shrubs Required (Table 20.2) (**SHRUBS REQUIRED EVEN WHEN EXISTING VEGETATION IS USED TO MEET LANDSCAPE YARD**)

_____ Evergreen (Min. 75%)

_____ 2'6" tall when planted - 5gal. (avg. Height of 5-6' w/in 4 years) (Min. 75%)

_____ Deciduous (Max. 25%)

_____ 2' tall when planted (avg. Height 3-4' w/in 4 years) (Max. 25%)

_____ Berm shrubs may be of lesser height, provided the combined height after 4 years is 6'

-----**AND ACROSS PUBLIC R-O-W FROM AN INDUSTRIAL USE (20.10)**

_____ **UTILITIES CROSSING A LANDSCAPE YARD ALL NOT CREATE LESS THAN A 75° ANGLE**

_____ **RIP RAP FROM DETENTION NOT ALLOWED IN LANDSCAPE YARD**

_____ **NO PERMANENT STORM DRAINAGE FEATURES CAN BE LOCATED IN REQUIRED LANDSCAPE YARD**

_____ Landscape yards for through lots and/or common open space along avenues, boulevards, and parkways (Reverse Frontage) (20.11)

-----Landscape yards adjacent to limited access roads (20.10)

- Required **Landscape yards** shown in correct locations when triggered (see 20.9.B)
 - Exception: Required LYs abutting a park/greenway shall be waived unless property is in a Commercial or an ML Place Type
 - LYs apply along property boundaries shared with other abutting properties (in established side and rear setbacks)
 - Exception: apply along streets when development in ML districts is across street from N1 or N2 Place Type
 - LYs in an established side setback start at frontage setback line
 - Exception: for a non-residential use develops next to an abutting residence that sits closer than where the LY would start for the developing property, the LY must start in line with that abutting residential property (20.9.F)
- **LY Classes and Widths** correct per table 20-2
 - Check prescribed conditions in Article 15 that will supersede this table
- **Class A LYs** conditions met
 - Zones 1 and 2 correctly shown and labeled
 - If a wall or fence is provided in Zone 1, *the width of just Zone 2* may be reduced by 25% (not the entire LY width)
- **LY Fences or Walls** shown in correct location
 - Must be within 18 in of the lot line along 100% of the LY length (exception: ingress/egress points)
- Review for Any **Proposed Elements in LYs**
 - **Allowed:**
 - Sidewalks and paths ≤ 6' wide crossing at an angle between 75 – 90 degrees
 - Required off-street trail connection may exceed 6' limit, but shall be no wider than the rest of the trail on site
 - In Zone 2 of Class A LYs only: limited amenities not associated with any required on-site open space such as seating areas, walking paths, and picnic tables *for the use of the on-site users*
 - Utility lines and easements crossing at angle between 75 – 90 degrees
 - Certain Stormwater facilities up to 25% of required width (requires Alternative LY process)
 - Cross-access connections between adjacent parcels
 - **Not Allowed:**
 - Parking, Principal or Accessory structures, Outdoor Storage, or Required On-site Open Space
- **LY calculations** provided in UDO LY Table Format with all applicable cells completed (**20.9**)
- **Minimum Planting Size Requirements** met
 - All LY trees: 2" caliper & 8' min height required
 - Exception: multi-stem small maturing trees must be tree form, max of 5 trunks, 10' min height
 - All LY shrubs: shall be evergreen, ≥ 2' tall and wide when planted, and an avg. height of 5'- 6' within 4 yrs
 - Shall not exceed 6' in height at maturity
- **Species Diversity Calculations** chart provided in UDO Table Format

- **Alternative Landscape Yard Requests** must follow the UDOAA (Administrative Adjustment) process
 - Must be complete prior and uploaded to Accela prior to final plan approval

Miscellaneous Information:

- _____ Demolition Landfill Note (30.6 A 16)
- _____ Relation to adjacent properties - Contours shown 300' into adjacent property (30.6 A 3)
- _____ Screening/Landscape yard/Noise Abatement required (20.11)
- _____ Completion Timetable (30.6 A 17)
- _____ Water Access Lot & Calculations (30.4 M)
- _____ Wireless communication tower (15.46 JJJJ 2)(O)
 - **In N1 and N2 place type, towers shall be setback from all lot lines 110% the height of the tower**
- _____ Schools, Parks, Greenways (30.4 G)
- _____ Airport Noise Overlay note (14.8)
- _____ ETJ Limits
- _____ Easements no less than 10' wide
- _____ Water & Sewer Plans (30.4 K)
- _____ Public Facilities (i.e., Police, Fire, library, public housing) (30.4 H)

Street Names:

_____	_____

Comments
