

## Subdivision Frequently Asked Questions (FAQs)

**Question: How many Mylar's are required for signature?**

Answer: Only one is required. The city does not need a copy of a Mylar since we have digital access.

**Question: What are the plat review times based on project type?**

Answer: Gateways (both project types): 2 days

Exempt Plats: 5 business days

Final Plats: 15 business days

**Does the city submit the plans to separate entities?**

No, the customer submits the plans separately to the county and other entities such as NCDOT.

**Question: What is the difference between subdividable and buildable?**

Answer: Subdividable: Splitting and creating new lots. Related questions can be answered by the subdivision team.

Buildable: Placing a structure on a lot. Related questions can be answered by the Zoning/County Building Permitting Team.

**Question: Who do I speak with regarding site design?**

Answer: Civil Engineer or Surveyor

**Question: How long is a project submittal good for?**

Answer: 6 months before the fee is paid.

1 year from approval prior to recordation.

**Question: What is the timeline for email, phone call, and e-signature request responses?**

Answer: 24-48 hours

**Question: What are the requirements for designing street and lot layouts?**

Answer: Maximum block lengths are determined by the place type of the property from the [2040 Policy Map](#).

**Question: What are the requirements related to the use of land on which flood plains have been located?**

Answer: Plans containing floodway will be reviewed by Mecklenburg county's Floodplain team and Parks and Rec.

**Question: What are the standards for public improvements such as streets, curbs, gutters, sidewalks, storm drains, water and sewer?**

Answer: Existing public streets have different improvement requirements which can be determined using the [Charlotte Streets Map](#).

**Question: Who signs for Review Officer for subdivision plats verses non-subdivision plats?**

Answer: Physical Mylar Subdivision Plat: Subdivision Team  
E-signature Subdivision Plat: Assigned Subdivision Reviewer  
Non-subdivision Plats: Stormwater Services

**Question: Do triplexes trigger commercial plans?**

Answer: Yes, for anything above a duplex on an individual lot would trigger a commercial plan and you would need to speak to the commercial team (provide contact)

**Question: When does the review time start?**

Answer: When the fee has been paid and processed.

**Question: Are expedited reviews offered?**

Answer: We do not currently offer expedited reviews; we are on a first-come, first-served basis.

**Question: Who do I speak with regarding deed restrictions or transfer of property rights?**

Answer: Real Estate Attorney