

**CITY OF CHARLOTTE
TECHNICAL SUBDIVISION GATEWAY CHECKLIST**

STAFF USE ONLY

Subdivision Name: _____

Project ID: _____

Date: _____ Reviewed by: _____ Status: _____

INSTRUCTIONS FOR COMPLETING THIS FORM:

- **ALL** sections of the Gateway Checklist must be completed (checked or marked N/A).
- **Check ASI Fields for accuracy – change if needed based on project category/type**
- **Check the appropriate add-on boxes for the “Preliminary Planning Subdivision Review” within the Task Specific Information section**

GENERAL REQUIREMENTS:

- Site is in City Limits
- Site is in E.T.J. Limits
- NCDOT Review
 - when project is adjacent to and/or connects to a State Maintained R/W
 - site is in the ETJ
- Parks & Rec review: Check the box under Preliminary Subdivision review for Parks & Rec if the property contains any floodplain or is adjacent to a city or county park.
- Site plan generally conforms to:
 - **Rezoning Plan or most recent Admin. Approval / Sketch Plan / Affordable Housing Trust Fund Approved Plan**
 - Infrastructure shown
 - # of buildings shown
 - Full Set of Plans
 - Plan is submitted in correct Accela Project category
- Enhanced Plans
 - HOLD
- Subdivision Triggers – does this project trigger the subdivision ordinance?
 - Refer to Article 30 of UDO Subdivision
 - All divisions of a tract or parcel of land into two or more lots, building sites, or other divisions for the purpose, whether immediate or future, of sale or building development whether residential or nonresidential
 - Residential and nonresidential multiple building site and multi-site projects even if there is no division of the underlying land into separate parcels which is to be recorded with the County Register of Deeds.
 - All divisions of land involving the dedication of a new street or a new street right-of-way or a change in existing streets.
 - Refer to Article 31 of UDO, Network, Cross-Access & Driveway Regulations
 - Connect to existing street stubs
 - Any new principal structure that is built on a lot that triggers new street construction per Article 31 (based on 32.5.A.2 which then refers back to 32.5.F which then refers back to Article 31)
 - Refer to Article 32 & Streets map
 - 32.5 – see below
 - If a Limited Access Road, Arterial, Main Street, and/or Collector is on the Streets Map, it is required based on the conditions in each section of 32.5.C
- Subdivision Plan Types:
 - Residential: Single family plans with Neighborhood 1 zoning and developments using Conservation Residential Development incentive
 - Multifamily: Neighborhood 2 zoned developments, townhomes, apartments

- Nonresidential: Commercial subdivisions, new public streets or R/W extensions

Specific Section:

32.5 REQUIRED NEW STREETS

A. Required New Streets

New streets are required when either of the following occur:

1. Subdivision as defined by Section 30.3.A.
2. Construction of a new principal structure.

B. Street Standards

All new streets shall comply with the requirements of Article 33 as well as with any other applicable provisions of this Ordinance, including but not limited to perimeter tree planting requirements in Article 20.

C. Limited Access Roads and Arterials

1. Right-of-way for new limited access roads and arterials shown on the Charlotte Streets Map (Streets Map) shall be reserved for 18 months beginning when land development approval is obtained. Right-of-way shall meet the requirements of the Streets Map.

a. The appropriate agency shall have 18 months from the date of land development approval to enter into a contract to purchase the reservation area or to initiate condemnation proceedings.

b. If, at the end of the 18 month period, neither of the actions listed above has commenced, the developer may consider the land free of any reservation.

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c. The developer may choose to dedicate the area to be reserved at any time during the reservation period.

i. If right-of-way for the construction of new limited access roads and arterials is dedicated, rather than reserved, the developer may reduce minimum lot size required by the zoning standards of the Neighborhood 1 Place Type by 10%. The dedication of the right-of-way for construction of new limited access roads or arterials shall be to the City or to NCDOT, as may be appropriate.

2. A new collector or local street may be constructed within the right-of-way of a future limited access road or arterial. City staff shall approve the horizontal and vertical location of the collector or local street within the right-of-way to ensure that the location of the collector or local street will accommodate future construction of the limited access road or arterial. The entire width of the future limited access road or arterial right-of-way shall be dedicated.

D. Main Streets

1. Main Streets are shown on the Streets Map. A developer may propose a new Main Street, based on the following conditions:

a. The street is not located in a Neighborhood 1 Place Type, Manufacturing and Logistics Place Type, or within a N2-A Zoning District.

b. The street will connect directly to an arterial.

c. The street will be at least three blocks in length.

2. Where these conditions are met for the proposed street, the developer shall construct the Main Street and dedicate the right-of-way. The Streets Map will be amended to reflect new approved Main Streets.

E. Collectors

1. New collectors are required to be constructed, and the right-of-way dedicated, when the collector is shown on the Streets Map.

2. In addition, if a new street meets any of the criteria below, the street shall be designated as a collector, shall be constructed, and the right-of-way for the collector shall be dedicated.

a. The street directly intersects with an arterial and provides access to an area with:

i. An overall density of one residential lot per acre; or

ii. More than 125 residential lots; or

iii. More than 125 dwelling units.

b. The street, by its general configuration in relation to the existing development of the area, in effect serves a collector function.

F. Local Streets

1. A new local public street shall be constructed and dedicated as per the conditions below:

a. As required by Article 31.

b. When a developer provides a public street not required by Article 31.

2. A new local street shall be constructed as a public street unless allowed by Article 31 to be a network-required private street.

3. When a developer is allowed per Article 31 to construct a network-required private street instead of a public street, a permanent public access easement shall be recorded.