

How to search and find information related to rezoning petitions on Accela Citizen Access (ACA), Charlotte Explorer and Rezoning.org

Accela Citizen Access (ACA)

Access ACA via the following link: <https://aca3.accela.com/CHARLOTTE/Default.aspx> or through links on www.rezoning.org or you can also search via your favorite search engine for "Charlotte Accela"

You do not need to register an account to search and view rezoning petitions just follow the instructions below

The screenshot displays the Accela Citizen Access (ACA) website for the City of Charlotte. At the top, there is a green navigation bar with links for Home, Search, New, and Return to City of Charlotte. Below this, a search bar is visible with a magnifying glass icon and a search button. The main content area features a 'Sign In' section with fields for 'USER NAME OR E-MAIL' and 'PASSWORD', a 'Forgot Password?' link, and a 'Sign In' button. Below the login section, there is a 'Not Registered? CREATE AN ACCOUNT' link. A 'Welcome to Citizen Access!' message follows, explaining the portal's purpose and providing instructions for users. The instructions are categorized into 'First time users' and 'Contact Us'. The 'First time users' section lists steps for logging in, selecting a project, and submitting a Required Submittal Verification (RSVA) application. The 'Contact Us' section provides contact information for Planning, CATS, and Land Development Customer Service.

Home Search + New Return to City of Charlotte >>

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Home Land Development Enforcement CMCSI Planning Charlotte Water

Advanced Search

Sign In

USER NAME OR E-MAIL *

PASSWORD *

Forgot Password?

Sign In

☐ Remember me on this device

Not Registered? CREATE AN ACCOUNT

Welcome to Citizen Access!

This portal allows you to view an Application/Project's Review Status, Due Date, Site Inspections, General Site Info and any Violations associated with the project. From this website you can also submit your plans/plats/sketches for review or register for Charlotte-Mecklenburg Certified Site Inspector (CMCSI) certification class.

REQUIRED SUBMITTAL VERIFICATIONS:
To submit a Required Submittal Verification (RSVA) application:

1. Log in to Accela, go to the Land Development tab, and
2. Select 'Submit New Project'
3. Complete the 'Disclaimer' and 'License' requirements.
4. On the 'Select a Record Type' page either you can either:
Search for 'Required Submittal Verification' or expand 'Land Development Applications' and select from the list of application types.

First time users

- Login is NOT required for searching any project/application information.
- Registration account is required to submit plans for approval or to register for CMCSI.
- If you already have an account, please use your existing login information.

Contact Us

For Planning – Historic District, Administrative Amendment, and Rezoning, please contact Planning Department at 704-336-2205. Ask for a Rezoning Staff Member (for rezonings), Zoning Administrative Amendment Reviewer (for Administrative Amendments), or a Historic District Staff Member (for Historic District assistance).

For CATS related questions call 704-617-3516.

For other projects, please contact Land Development Customer Service at 704-336-6692.

If you know the rezoning petition number/record number, you can type it in the search bar on the upper right. The petition number/ Accela record number should look something like RZP-20XX-XXX

This close-up shows the search bar from the previous screenshot. The text 'RZP-2023-010' is entered into the search field, which is highlighted with a red oval. The search button, featuring a magnifying glass icon, is located to the right of the search field.

Announcements Register for an Account Login

RZP-2023-010

OR

Click "Planning" tab at top of the page and use fields to narrow your search.

[Announcements](#) [Register for an Account](#) [Login](#)

[Help](#)

RZP-2022-010



[Home](#) [Land Development](#) [Enforcement](#) [CMCS](#) **[Planning](#)** [Charlotte Water](#)

Search Project

Search for Records

Conduct Project search by using the following:

1. Project Number
2. Applicant Name
3. Tax Parcel Number/ Address

Date ranges provided are by default. If your search returns no results, change the date range to include your project. Locate search results at the bottom of page. To view record details click on the record and go to the record detail screen.

General Search

General Search

☐ Search All Records

Project Number: <input type="text"/>	Project Type: <input type="text" value="--Select--"/>	Record Status: <input type="text" value="--Select--"/>
Applicant Name: <input type="text"/>	Start Date: <input type="text" value="06/27/2019"/>	End Date: <input type="text" value="06/26/2023"/>
Parcel Number: <input type="text"/>		

You can search by project number (this is the same as the petition number or record number), by project type (select Rezoning Petition in the drop down), Record Status, Applicant name, by parcel number, address, property owner, etc.

General Search

General Search

☐ Search All Records

Project Number: <input type="text"/>	Project Type: <input type="text" value="--Select--"/>	Record Status: <input type="text" value="--Select--"/>
Applicant Name: <input type="text"/>	Start Date: <input type="text" value="06/28/2019"/>	End Date: <input type="text" value="06/27/2023"/>
Parcel Number: <input type="text"/>		
Street No.: <input type="text" value="From"/> - <input type="text" value="To"/>	Direction: <input type="text" value="--Select--"/>	Street Name: <input type="text"/>
		Street Type: <input type="text" value="--Select--"/>
City: <input type="text"/>	State: <input type="text"/>	Zip: <input type="text"/>

Once you complete the search the results will appear at the bottom of the page. You can select the rezoning/record you are looking for to access additional information.

[Search](#)
[Clear](#)

10 Record results matching your search results

Click any of the results below to view more details.

Showing 1-10 of 10 | [Download results](#)

<input type="checkbox"/>	OpenDate	Record Number	Applicant Name	Status	Record Type	Action	Created By	Short Notes
<input type="checkbox"/>	01/30/2023	RZP-2023-019	Charlotte Truck Center, Inc. - North Graham Street Site Rezoning Request	In Progress	Rezoning Petition		jhcarmichael24	
<input type="checkbox"/>	01/28/2023	RZP-2023-014	Charlotte Truck Center, Inc. - Cannon Avenue Site Rezoning Request	In Progress	Rezoning Petition		jhcarmichael24	
<input type="checkbox"/>	01/28/2023	RZP-2023-015	Tribek Properties -- Wilkinson Boulevard Site Rezoning Request	In Progress	Rezoning Petition		jhcarmichael24	
<input type="checkbox"/>	01/28/2023	RZP-2023-016	The Charlotte-Mecklenburg Hospital Authority -- Baxter Street Site Rezoning Request	In Progress	Rezoning Petition		jhcarmichael24	
<input type="checkbox"/>	01/28/2023	RZP-2023-017	Liberty Healthcare Properties of North Carolina, LLC - Providence Road West Site Rezoning Request	In Progress	Rezoning Petition		jhcarmichael24	
<input type="checkbox"/>	01/28/2023	RZP-2023-018	NVR, Inc. - Ridge Road Site Rezoning Request	In Progress	Rezoning Petition		jhcarmichael24	
<input type="checkbox"/>	01/27/2023	RZP-2023-012	City Park	In Progress	Rezoning Petition		mlangston	
<input type="checkbox"/>	01/27/2023	RZP-2023-013	Toll - Choate Circle	In Progress	Rezoning Petition		Keithmacvean	
<input type="checkbox"/>	01/26/2023	RZP-2023-011	Allen Road Development	In Progress	Rezoning Petition		tmcmannis_dewberry	
<input type="checkbox"/>	01/25/2023	RZP-2023-010	CLTWater 960 Zone Hidden Valley PRV Building	In Progress	Rezoning Petition		andrewsvane	

When you click the record number you will be redirected to a page that looks something like this:

Record RZP-2023-010:

Rezoning Petition

Record Status: In Progress

Record Info ▾

Work Location

MINERAL SPRINGS RD •
CHARLOTTE NC 28262
JUR: 01

Project Details

Applicant:
Joseph C Wilson
City of Charlotte
5100 Brookshire Blvd
Charlotte, NC, 28216
Home Phone: 704-336-7600
carl.wilson@charlottenc.gov

Project Description:
CLTWater 960 Zone Hidden Valley PRV Building
Rezoning the site to R-5.

Licensed Professional:
Andrew S Vane andrew.vane@stvinc.com
STV ENGINEERS
900 West Trade St
Charlotte, NC, 28202
Work Phone: 7048162547
Mobile Phone: 7044120783
ENGINEER 25221

Owner:
CITY OF CHARLOTTE •
600 E FOURTH ST
CHARLOTTE NC 28202

➤ **More Details**

Click and expand "More Details" at the bottom to find basic information about the rezoning.

▼ More Details

☐ Application Information

GENERAL INFORMATION

Site Area: 0.094
Who did you meet with?: North Planning
Rezoning Presubmittial Date: 09/28/2022

PETITION INFORMATION

Applicant/Petitioner Name: City of Charlotte

OWNERSHIP INFORMATION

Owner(s) Name: City of Charlotte
Owner(s) Address: 600 E FOURTH ST CHARLOTTE NC 28202
Council District./Representative: 4/Renee Johnson

ZONING REQ

Existing Zoning: R-12MF(CD)
Proposed Zoning: R-5
Current Use: NA
Request Type: Conventional
Overlays: NA
Additional Vesting Requested (get 2 by default): No
What Place Type does the 2040 Policy Map show for the site?: Neighborhood 2
Is the proposed development aligned with the 2040 Policy Map recommendation?: Unsure

PLAN ROOM ACKNOWLEDGEMENT

I acknowledge that I will upload plans, supporting documentation, and attachments following the submission of my application.: Yes

☐ Application Information Table

☐ Parcel Information

Parcel Number (Do not add hyphen between numbers. Ex. 01501010): 04708209 *

Block: 2

Lot: 09

Subdivision: --

At the top, below the record number/ rezoning petition number click "Record Info" Here you will be able to access additional information such as the status of the rezoning, any related records and attachments.

Record RZP-2023-010:

Rezoning Petition

Record Status: In Progress

Record Info ▼

Project Details

Processing Status
(Please EXPAND this to view the status of plan review.)

Related Records

Attachments

Click "Processing Status" to see the status of the rezoning. You can click various statuses to view additional details.

Processing Status (Please EXPAND this to view the status of plan review.)

The status only reflects the last review status as dated.

Items that have a green checkmark icon are **COMPLETED** tasks.

Items that have an hourglass icon are **ACTIVE** tasks.

All active tasks are currently under review.

✓ ▶ Info Received

✓ ▼ RZ Gateway

Due on 05/01/2023, assigned to John R Kinley
Marked as Complete on 04/20/2023 by Joe Mangum

✓ ▶ Application Distribution

✓ ▶ Engineering Review

✓ ▶ CDOT Review

Click "Attachments" to view documents related to the rezoning including applicant/owner signature sheets, site plans (if conditional rezoning), staff analysis, zoning committee recommendations, department memos, etc. You can click on the document name to open the document.

Attachments

EPLAN REQUIREMENTS:

- Site plan must be uploaded and saved as a PDF file.
- Site plan must be drawn to scale at a maximum size of 24"X 36", and scanned at a resolution of 150 dpi.
- Do not submit separated PDFs for each sheet of the site plan set. Combine multiple PDF sheets in Acrobat, using the "Smaller file size" setting, which compresses the image more and keeps it legible. Ensure all pages are in order, and rotated properly for viewing on-screen.

For Rezoning Petition Requirements go to www.rezoning.org.

Fees: Make checks payable to the City of Charlotte and deliver to the Planning Department at 600 East Fourth Street, Charlotte, NC 28202 – 8th Floor. You have three (3) days to submit payments for applications submitted electronically.

No fees apply to the pre-assessment of an application.

Please **DO NOT** include any apostrophe (' or ') in your document file name.

Click the **Save** button after you attached the file.

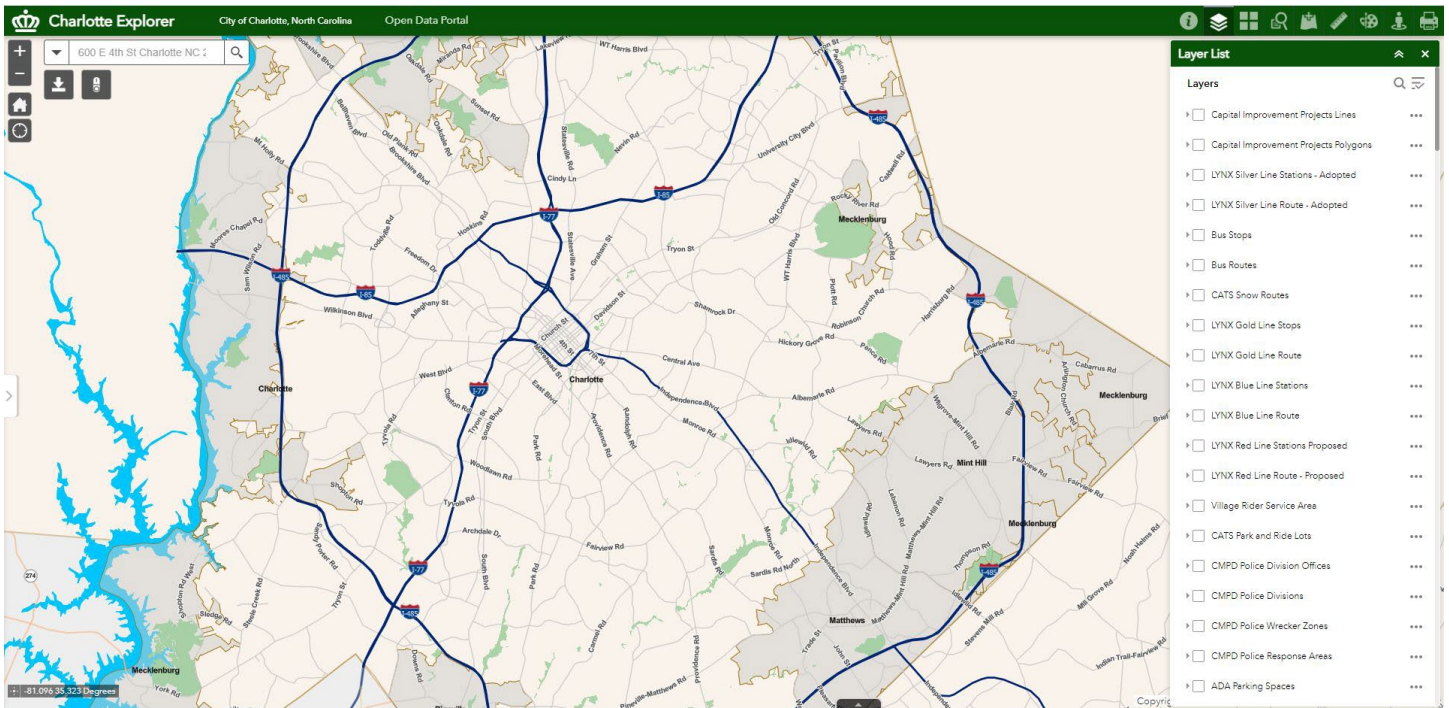
Please Note: Maximum file size allowed is 100 MB.

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;pleasenote.html;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

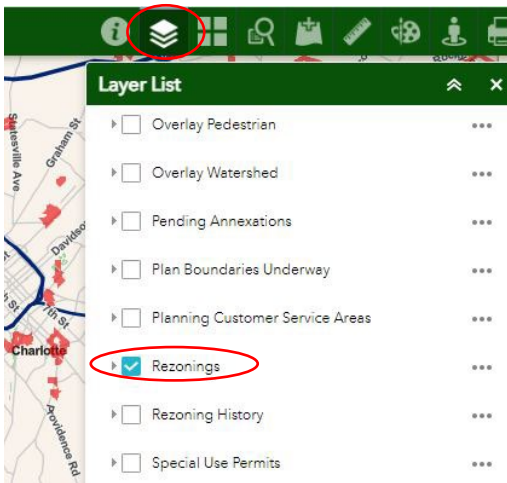
Name	Record ID	Type	Size	Latest Update	Action
Rezoning Survey_Metes_Bounds_CLTWater 960 Zone Hidden Valley PRV Building.pdf	RZP-2023-010	Rezoning Survey Metes Bounds	1.03 MB	01/26/2023	Actions ▼
Rezoning Proof of Ownership_CLTWater 960 Zone Hidden Valley PRV Building.pdf	RZP-2023-010	Text Amendment Doc	1.90 MB	01/26/2023	Actions ▼
Rezoning Signature Sheet_CLTWater 960 Zone Hidden Valley PRV Building.pdf	RZP-2023-010	Rezoning Signature Sheet	17.12 KB	01/30/2023	Actions ▼
2023-010 map.pdf	RZP-2023-010	Rezoning map	1.17 MB	05/04/2023	Actions ▼
Mailing List RZP-2023-010.xlsx	RZP-2023-010	Mailing List	12.18 KB	05/10/2023	Actions ▼

Charlotte Explorer

You can view location of rezonings on the City's mapping website Charlotte Explorer www.explore.charlottenc.gov. You can also use a search engine to search "Charlotte Explorer"



At the upper right click "Layer List", then check the box next to "Rezoning"



You can then either manually navigate to the rezoning on the map or use the search bar in the upper left to search for the rezoning petition/ record number. (Please note this example uses legacy petition number, petitions filed for January 2020 will be searched by 20XX-XXX naming convention)



Select the item under “Pending Rezoning” and the map will zoom to the rezoning petition and information related to the rezoning will appear on the left side. Feel free to explore the various layers and base map gallery on Charlotte Explorer there is a wide array of information here beyond just rezonings. You can see, aeriels under Base Map Gallery. Zoning, land use proposed, etc. under Planning layers. Light rail, bus routes, bus stops, etc under CATS layers. Traffic signals, bike lanes, location of serious crashes etc. under CDOT layers.

(1 of 1) Click Arrow to View Other Results ◀ ▶ [Clear](#)

Pending Rezoning: 2023-010

Petition	2023-010
Petitioner	City of Charlotte
Existing Zoning	R-12MFCD)
Requested Zoning	R-5
Type	Non Conditional
Site Plan Amendment	no
Overlay	none
Innovative	NO
Acres	0.09
Petition Acres	0.09
Water	CMUD
Sewer	CMUD
City Limit	YES
Zoning Map	71
ODZ	
Center Corridor Wedge	Wedge
Service Area	North
Land Use Staff	
Urban Design	
Rezone Staff	
Consistent	
Protest Petition	
Received	January 24, 2023
Approved	
Status	Pending
Hyperlink	More info
Corrective	



Rezoning.org

Information about rezoning and the rezoning process is available at www.rezoning.org Here you can find the following:

- Overall rezoning schedule (found under "Resources" at top right of page)
- Summary of the rezoning process (found under "For Neighbors" at center of page)
- Links to the City Council and Zoning Committee contact information (found under "Resources" at top right of page)
- City Clerk's website where you can sign up to speak at a public hearing (found by following link "City Council Information" link and clicking "speak at council meeting" under "Quick Links" at top right of page)
- Links to City Council and Zoning Committee agendas (found by clicking respective links under "Resources" at top right of page)
- Link to Planning staff contact information (found under "Ask the Planning Staff" at center of page)
- Link to the Zoning Ordinance (found under "Resources" at top right of page)
- Link to the Unified Development Ordinance (UDO) (found by clicking "Zoning Ordinance" under "Resources")
- Links to current and past rezonings (found under "Petitions by Year" at middle right of page)