

**HOUSING TRUST FUND SITE PLAN APPLICATION**  
**CITY OF CHARLOTTE – PLANNING, DESIGN, & DEVELOPMENT**

*A Housing Trust Fund site plan and building elevations cannot be processed  
or reviewed without the following information.*

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**Name of Project:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Tax Parcel Number(s):** \_\_\_\_\_

**Total Acreage:** \_\_\_\_\_ **Current Zoning:** \_\_\_\_\_ **Rezoning Petition #:** \_\_\_\_\_  
*(If applicable)*

**# of Units Proposed:** \_\_\_\_\_ **Unit Type:** \_\_\_\_\_  
*(Apts, Condominiums, Townhomes, Single Family Lots)*

**Designer:** \_\_\_\_\_ **Designer's Phone Number:** (\_\_\_\_) \_\_\_\_\_

**Designer's E-Mail Address:** \_\_\_\_\_

**Architect:** \_\_\_\_\_ **Architect's Phone Number:** (\_\_\_\_) \_\_\_\_\_

**Architect's E-Mail Address:** \_\_\_\_\_

**Developer:** \_\_\_\_\_ **Developer's Phone Number:** (\_\_\_\_) \_\_\_\_\_

**Developer's E-Mail Address:** \_\_\_\_\_

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**Submittal Requirements:**

- A. Site plan and building elevations must be submitted through the Accela online portal.
- B. Building elevations shall include either all proposed buildings or typical building elevations. Label all building materials and the Zoning height from average grade to peak of roof. See the attached Multi-family Design Guidelines for other minimum requirements.
- C. Minimum requirements for the site plan are as follows:
  - Vicinity map
  - Scale less than or equal to 1"=100'
  - Survey of the property proposed for development
  - Improvements and other site elements (buildings, streets, parking, buffers, etc.)
  - Site data or development table
  - Dimensions labeled (setbacks, yards, buffers, parking spaces, etc.)
  - Existing easements located on the property
  - Existing right-of-way width(s) and location of centerline
  - Intersecting property lines along with adjoining property's current zoning and use
  - Any existing driveways adjacent to site including across any public right-of-ways
  - All creeks located on or within close proximity to the site
  - Water quality buffers & floodplain (SWIM, Watershed and PCO)

*The Housing Trust Fund site plan review is preliminary in nature and solely to establish general location s of streets, building and parking envelopes, and buffers and is not a comprehensive review. This site plan review does not include other departments that may have requirements triggered by the proposed development such as Fire, Urban Forestry, Stormwater Engineering, CDOT, NCDOT, and others.*

# **MULTI-FAMILY DESIGN GUIDELINES**

## **Exterior Building Materials**

1. All principal and accessory buildings abutting a network required public or private street shall comprise a minimum of 30% of that building's entire façade facing such network street using brick, natural stone (or its synthetic equivalent), stucco or other material approved by Planning Director.
2. Prohibited exterior building materials: vinyl siding (not including handrails, windows, or door trim) and Concrete Masonry Units not architecturally finished.

## **Building Placement & Site Design**

Building placement and site design shall focus on and enhance the pedestrian environment through the following:

1. Buildings shall be placed so as to present a front or side (with an entrance) to all network required streets (public or private).
2. Buildings shall front a minimum of 50% of the total network required street frontage on the site (exclusive of driveway, pedestrian access points, accessible open space, tree save or natural areas).
3. Parking lots shall not be located between any building and any network required public or private streets.
4. Driveways intended to serve single units shall be prohibited on all network required streets.

## **Building Mass & Height**

Building mass shall be designed to break up long monolithic building forms as follows:

1. Buildings exceeding 120 feet in length shall include modulations of the building massing/façade plane (such as recesses, projections, and architectural details). Modulations shall be a minimum of 10 feet wide and shall project or recess a minimum of 6 feet extending through the building.

## **Architectural Elevation Design**

Elevations shall be designed to create visual interest.

1. Building elevations shall be designed with vertical bays or articulated architectural façade features which may include but not be limited to a combination of exterior wall offsets, projections, recesses, pilasters, banding, and change in materials or colors.
2. Buildings shall be designed with a recognizable architectural base on all facades facing network required public or private streets. Such base may be executed through use of Preferred Exterior Building Materials or articulated architectural façade features and color changes.

3. Building elevations facing network required public or private streets shall not have expanses of blank walls greater than 20 feet in all directions and architectural features such as but not limited to banding, medallions or design features or materials will be provided to avoid a sterile, unarticulated blank treatment of such walls.

### **Roof Form & Articulation**

Roof form and lines shall be designed to avoid the appearance of a large monolithic roof structure.

1. Long pitched or flat rooflines shall avoid continuous expanses without variation by including changes in height and/or roof form, to include but not be limited to gables, hips, dormers, or parapets.
2. For pitched roofs the minimum allowed is 4:12 excluding buildings with a flat roof and parapet walls.
3. Rooftop HVAC and related mechanical equipment will be screened from public view at grade from the nearest street.

### **Service Area Screening**

1. Service areas such as dumpsters, refuse areas, recycling and storage shall be screened from view with materials and design to be compatible with principal structures. Such design shall include a minimum 20 percent Preferred Exterior Building Materials or a Class B buffer not less than 10' in depth at all above grade perimeter not paved for access.

### **Optional/Site Dependent**

1. Exposed multi-level parking decks shall provide screening so that interior lighting and cars are not visible from public streets. This is primarily accomplished by the use of architectural louvers or decorative screens on all levels.
2. All residential ground floor units will have entrances facing the street, and when within 15 feet of a street shall be raised a minimum of 12-24". Stoops should be provided on all public and private streets.
3. Sidewalk extensions should be provided between all street trees on all public and private network required streets when parking is adjacent.