

LAND *development*



CHARLOTTE
May 2013

If you would like to be added or deleted from our *Land Development Newsletter*, please contact Shauna Salanger at ssalanger@ci.charlotte.nc.us or 704-432-0960.



Helpful Tips When Submitting Commercial Plans through Accela Citizen Access (ACA)

To assist you as you submit a new commercial, expedited, or urban project through Accela Citizen Access we offer the following helpful tips:

- To help in fee determination, fee estimator worksheets have been created. To find the worksheets, go to: <http://development.charmeck.org>. Under the frequently asked questions for Design Professionals, you will see a question: *What will my review fee be?* The worksheets are imbedded in that link.
- Confused as to what Record Type to select? There is a prompt question on the record type screen that asks you to click [here](#) if you need assistance. This will direct you to a listing of what each record type incorporates. Or, please call on main customer service number, 704-336-6692, for assistance. Selecting the wrong record type will delay the processing of your submittal.
- When prompted to complete the parcel number and address, please use the Site Parcel number and the Site Address.
- When uploading your plans, make sure the plans have been 100% uploaded before you click on the Finish button.
- When all of your documents have been uploaded, you must click on Save. Then Continue Application. If you do not Save the upload, your application will be submitted but the plans will not be included in the submittal.
- We do NOT need any hardcopies of your documentation. Submit everything electronically! We will only recycle any hardcopies sent to us.

If you have any questions or need assistance as you submit through ACA, please feel free to contact us at 704-336-6692! We will be more than happy to help!

LAND DEVELOPMENT

Be recognized as the region's leader in regulatory services that protect the welfare of the public and the environment, and support smart growth.

Residential City Engineering Holds

There may be instances where there are 2 City Engineering holds on a residential permit. Mecklenburg County has recently set up a mandatory City Engineering hold on all residential permits pulled in Charlotte. Prior to this, City staff had to go in and manually place holds on each residence address after a surety bond was posted. Unfortunately, there is no way for the system to check to see if the City Engineering hold is currently on that address. When the building permit is pulled, the system automatically creates the new City Engineering hold, which in some cases is a duplicate hold. Our inspectors realize this and know to check for all City Engineering holds. We apologize for any confusion.

In some instances, a permit may show a sidewalk hold and there is no sidewalk required. Sidewalk hold is an old term used to describe this type of hold. We currently use the term, City Engineering hold, for it encompasses all that is inspected at the residence: sidewalk (if required), trees, driveway and the site drainage. Attached is a link to our website that details what the site inspector will be looking for at the residence. <http://charmeck.org/city/charlotte/epm/Services/LandDevelopment/Pages/SIR.aspx>

BMP Manual Update

Charlotte-Mecklenburg Storm Water Services (CMSWS) is updating the Charlotte-Mecklenburg Best Management Practices Design Manual (BMP Manual). Proposed changes are based on new industry standards and observations made on how well existing BMPs perform. The proposed changes will be highlighted in the updated Manual. We are requesting input from interested parties on the proposed revisions. The BMP Manual presents technical and engineering procedures and criteria needed to comply with BMP design requirements contained in post-construction storm water ordinances and watershed protection overlay ordinances in the City of Charlotte, Mecklenburg County and the six Towns.

To submit input on the proposed BMP Manual changes, please send correspondence via email to Don Ceccarelli at don.ceccarelli@mecklenburgcountync.gov by June 7, 2013 in the following format:

Comment/Improvement: _____
Reason for Comment/Improvement: _____
Commenter Name/Contact Information: _____

Copies of the draft revised chapters will be posted on CMSWS BMP Manual website for review by May 10:

<http://charmeck.org/stormwater/regulations/Pages/BMPStandardsManual.aspx>

L A N D D E V E L O P M E N T

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Mailing Address Reminder

Recently, there have been instances of mail for Land Development not being received or being received by other City Departments. To prevent future loss of mail and/or delays, please send any mail for Land Development, including checks, to the following address:

*City of Charlotte
Land Development Services
600 East Fourth Street, Lobby Level
Charlotte, NC 28202-2844*

Thank you for your anticipated cooperation.



Upcoming Stakeholder and Committee Meetings

All meetings are open to the public.

STORM WATER ADVISORY COMMISSION (SWAC) MEETING: Meetings are typically held on the third Thursday of every month.

TREE ADVISORY COMMISSION: Meetings are typically held on the third Tuesday of every month at the Charlotte Mecklenburg Government Center, 600 East Fourth Street.



*The City of Charlotte will be closed on Monday, May 27th.
Have a safe Memorial Day!*

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