

LAND *development*



CHARLOTTE
February 2014

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

New Process for Submitting Commercial Plans to NCDOT Begins March 1, 2014

Beginning March 1st, you will no longer need to visit the Government Center to assemble the submittal package for NCDOT driveway permits. Accela Citizen Access will be used to electronically transmit the necessary documents between the applicant and the City of Charlotte. The revised process will be as follows:

- Applicant must include a completed NCDOT driveway permit application in their initial submittal to the City of Charlotte via Accela Citizen Access (ACA).
- Upon City plan approval, a tentatively approved plan set will be uploaded to ACA along with a City signed copy of the completed NCDOT driveway permit application.
- The applicant will download the tentatively approved plans and the City signed NCDOT driveway permit application, print 4 copies of each, and deliver them to the NCDOT office.
- When NCDOT approves the plans, the applicant will upload a scanned copy of the NCDOT approved plans to ACA. (Any NCDOT required plan revisions should be clouded and noted in the revision block on the plan sheets.)
- The City will check the NCDOT approved plans uploaded to ACA by the applicant. If there are no significant NCDOT revisions, the City will place an unconditional approval stamp on the plans and upload the approved plans to ACA for access by the applicant.



***Please note:
The Development Services Technical Advisory
Committee (DSTAC) February Meeting is cancelled.***

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City Planning Department Announces EPLAN & EDR Implementation for Subdivision Process

City of Charlotte, Planning Department will require Electronic Plans (EPLANS) for the submission of subdivision applications effective April 1, 2014. The EPLAN PDF format will be required for the following applications; sketch plan, preliminary plan (to include single family, multi family, mixed use and commercial subdivision) and plat (to include minor, condo and "not subject to").

Customers will complete an electronic application and attach the plans along with any other documentation by accessing Accela Citizen Access at the following URL <https://aca.accela.com/charlotte/default.aspx>. Customers will no longer submit paper plans or plans via email.

Subdivision reviewers will utilize Electronic Document Review (EDR) for the review of EPLAN submittals. EDR is a fully integrated feature within Accela Automation that leverages Adobe Acrobat X Pro to provide review and markup of documents in the PDF format.

Planning and City Engineering staff invites design professionals and surveyors to attend one of the upcoming customer training sessions in March. The training will be held at the Charlotte Mecklenburg Government Center on the following dates:

March 25th 9:00 -10:30
March 27th 1:00 - 2:30

Additional information and details will be forthcoming in future newsletters. If you have any questions regarding this information, please contact one project managers listed below.

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Upcoming Stakeholder and Committee Meetings

All meetings are open to the public.

DEVELOPMENT SERVICES TECHNICAL ADVISORY COMMITTEE (DSTAC): Meetings are typically held on the second Wednesday of each month in Room 136 of the Charlotte Mecklenburg Government Center from 1:30 pm to 3:00 pm. **PLEASE NOTE: THE FEBRUARY DSTAC MEETING IS CANCELLED.**

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.

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