

LAND *development*



CHARLOTTE
March 2014

If you would like to be added or deleted from our *Land Development Newsletter*, please contact Shauna Salanger at ssalanger@charlottenc.gov 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.



Happy St. Patrick's Day!

LAND DEVELOPMENT

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Subdivision Plans/Plats Submittal Electronic Document Review (EDR) Update – April 1, 2014 Implementation *Training Offered on March 25th and 27th*

All **new applications** for subdivision plans, final plats, and sketches must be submitted electronically through Accela Citizen Access effective Tuesday, April 1st.

Electronic Plans may be submitted through the current EPlan process via e-mail to the Land Development inbox, ldplans@charlottenc.gov until midnight Monday, March 31st, 2014. Additionally, the **resubmittal of plans originally submitted through the EPlan process should continue via email to ldplans@charlottenc.gov until the plans are approved.**

We will be conducting two training sessions to demonstrate the use of ACA for plan submittal: Tuesday, March 25th at 9:00am in room 267 in the Government Center and Thursday, March 27th at 1:00 in room CH-14 (basement) also in the Government Center. Please go to our web site to register for this training, <http://development.charmeck.org> . Although the training is focusing on submitting a subdivision, this is also a wonderful opportunity to use as a refresher or to assist new staff members in your organization in learning how to submit plans to the city.

If you have any questions, please do not hesitate to contact Land Development Customer Service at 704-336-6692.

Register Now for the Charlotte-Mecklenburg Erosion & Sedimentation Control Training Spring Seminar

Openings are available for the Soil Erosion and Sedimentation Control overview seminar and Charlotte-Mecklenburg Certified Site Inspector (CMCSI) certification preparation on Tuesday, April 29, 2014. To register and pay online for the April 29th CMCSI Seminar, log on Citizen Access at <https://aca.accela.com/charlotte>. Persons who do not wish to register and pay online may complete and submit a paper application. Applications can be downloaded from our website at <http://cmcsi.charmeck.org>. If you have any questions regarding the CMCSI Training Seminar, please contact Jay Wilson at 704-517-1152.

Upcoming Stakeholder and Committee Meetings

All meetings are open to the public.

DEVELOPMENT SERVICES TECHNICAL ADVISORY (DSTAC) COMMITTEE: 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.

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, Charlotte.

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