



Design Review

Board Review Application

Davidson Planning Ordinance Section 14.13

Dear Applicant,

The Town of Davidson and the Planning staff appreciate your interest in our community as a development opportunity and hope you find the process to be fair, transparent, and efficient. This packet contains step-by-step information to make the design review process easier to understand and complete. In order to assure your project results in a development that serves both your needs and the needs of the community, it is reviewed under the regulations of the Town of Davidson Planning Ordinance and the General Planning Principles, which are:

- We must preserve Davidson's character and sense of community.
- We must preserve and enhance Davidson's unique, historic downtown and neighborhoods.
- We must provide a safe and efficient transportation network for all users by supporting active transportation, transit, and new mobility options.
- We must wisely manage the finite land and natural resources in the town's planning area.
- We must create an environment that maintains and enhances community diversity and inclusivity.
- We must manage growth and support appropriate economic development so the town can provide public facilities and services apace with development.
- We must maintain the town's unique sense of place through quality architecture and design.
- We must consider the town's fiscal health when making decisions.
- We must support our institutional and nonprofit community partners that contribute to our quality of life.

The Planning Ordinance in its entirety is available on the Town of Davidson website: <http://www.ci.davidson.nc.us/1006/Planning-Ordinance>. While all sections may be relevant to your application, Section 14 describes specific procedural requirements.

Planning staff works cooperatively with the developer, the Board of Commissioners, the Planning Board, the Design Review Board, Mecklenburg County, and community stakeholders in order to assure the best project possible. The enclosed information should help guide you through the various town and county procedures. A project manager from the Planning Department will work closely with you throughout the process and is available to answer any questions you may have. Please direct all questions to your specific project manager.

We look forward to working with you to ensure that your proposal reflects Davidson's values and regulations – as outlined in the ordinance and planning principles.

Sincerely,

Jason Burdette, AICP
Planning Director

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Application Requirements

Name of Project: _____

This application will not be deemed complete until the Planning Department has verified completeness and application fee paid.

Date Filed	Item
	Application fee per Town of Davidson Fee Schedule – available on the Finance and Budget webpage .
	Contact Information
	General Statement of Intent (Including a description of the building type, intended uses, square footage and height, and general design features).
	Statement of Compliance with the Ordinance and adopted plans.
	Master Plan or Conditional Planning Area (including all documents, plans, maps, and conditions of approval).
	Environmental Inventory in accordance with Section 14.16.1 (including adjacent properties and buildings).
	General Description (including a description and color photographs to existing/adjacent site).
	Site Schematic Design (in accordance with Section 14.16.9).
	Building Schematic Design (in accordance with Section 14.16.5)
	Landscape Schematic Design (in accordance with Section 14.16.7)
	Building Perspective
	Building Materials/Colors (roofing, siding, doors, windows, etc.)

As the applicant, I hereby confirm that all the required materials for this application are authentic and have been submitted to the Town of Davidson Planning Department.

Applicant's Signature

Date

Contact Information

Name of Project: _____

Applicant's Information

Name: _____

Email: _____

Mailing Address: _____

Business Phone: _____ Mobile Phone: _____

Property Owner's Information

(If different from applicant)

Name: _____

Email: _____

Mailing Address: _____

Business Phone: _____ Mobile Phone: _____

Architect's Information

(If applicable)

Name of Firm: _____ Architect's Name: _____

Email: _____

Mailing Address: _____

Business Phone: _____ Mobile Phone: _____

Project Description

Name of Project: _____

Application Date: _____

Project Location - Indicate street frontage, nearest intersection, and address, if assigned:

Tax Parcel(s): _____

Planning Area & Applicable Overlay Districts: _____

Master or Conditional Plan (If applicable) – Include any conditions of approval:

General Statement of Intent:

Project Details

Name of Project: _____

Project Type: Individual Building Master Plan Conditional Planning Area Sign

Building Type: Detached House Townhouse Attached House (Tri- or Quadplex)

Institutional Live/Work Multi-family (Apts., Condos, Flats)

Workplace Mixed-Village Storefront Accessory Structure

Use(s): _____

Height & Stories: _____

Square Footage: _____

Building Materials: _____

Architectural Features:

Existing Site Conditions:

Statement of Compliance

Name of Project: _____

Please submit a detailed analysis describing how the project does or does not comply with Davidson plans and ordinances, and the specific regulations of each applicable section.

- Comprehensive Plan** (See the 2020 Davidson Comprehensive Plan [here](#))
- Davidson Mobility Plan** (See the 2019 Davidson Mobility Plan [here](#))
- Davidson Historic Preservation Plan** (See the 2023 Davidson Historic Preservation Plan [here](#))

Davidson Planning Ordinance (See the Davidson Planning Ordinance [here](#))

Section 2: Planning Areas

- | | |
|--|--|
| <input type="checkbox"/> Permitted Use/Add'l Req. | <input type="checkbox"/> Not Permitted |
| <input type="checkbox"/> Permitted Building Type | <input type="checkbox"/> Not Permitted |
| <input type="checkbox"/> Meets Setback Criteria | <input type="checkbox"/> Does Not Meet |
| <input type="checkbox"/> Meets Open Space Criteria | <input type="checkbox"/> Does Not Meet |

Section 3: Additional Requirements

Section 4: Design Standards

- General Building Design Criteria (4.4)
- Specific Building Type Criteria (4.5)

Section 10: Lighting

Section 11: Signs

Local Historic District Guidelines (See the LHD Guidelines [here](#))

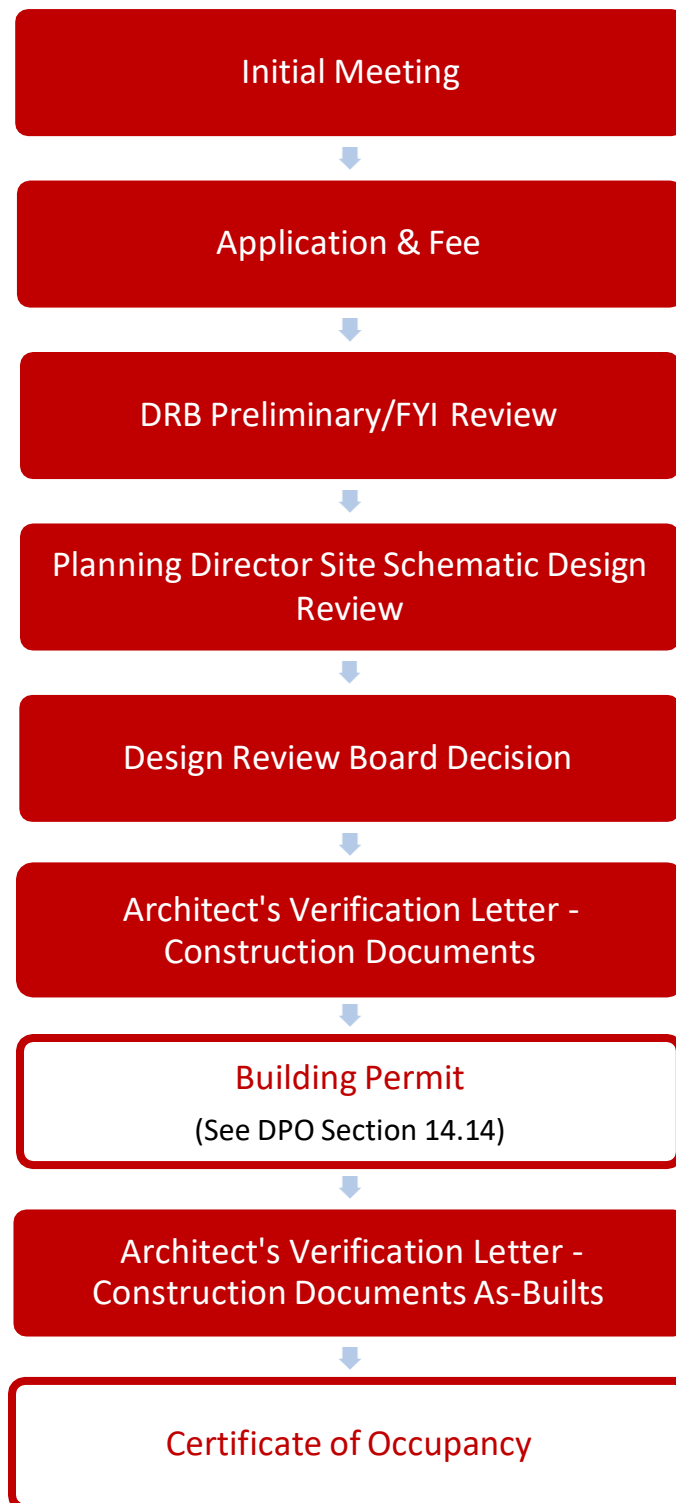
Development Process – DPO Section 14.13

Name of Project:

This process is iterative. Multiple work sessions and review cycles may be required if necessary.

Date Completed	Checklist	Process Milestone
		Step 1: Initial Meeting
		Step 2: Application and Fee
		<p>Step 3: DRB Preliminary/FYI Review</p> <p>The DRB will provide feedback on the design, allowing the applicant the opportunity to make revisions before coming to the board for a decision. All required materials must be submitted at least three weeks prior to the meeting date.</p>
		<p>Step 4: Preliminary Design Review by the Planning Director</p> <p>The applicant shall submit the site schematic design, in accordance with Section 14.16.9, the four-sided elevations, and the front elevation. The Planning Director will conduct a preliminary review of the submittal and will provide a summary of their comments to the applicant.</p>
		<p>Step 5: Design Review Board Decision</p> <p>The applicant submits the following required materials at least four weeks prior to the DRB meeting:</p> <ul style="list-style-type: none"> • Site schematic design (Section 14.16.9) • Building schematic design (Section 14.16.5) • Landscape schematic design (Section 14.16.7) • Building perspective • One electronic copy of the above materials (jpg or pdf only) • Building materials/colors for roofing, siding, doors, windows, etc.
		Step 6: Letter of approval issued
		Step 7: Architect's Letter of Verification – Construction Documents
		Building Permit
		Architect's Letter of Verification – Construction Documents (As-Builts)
		Certificate of Occupancy

Design Review Process – DPO 14.13





Design Review Verification Process

Letter of Approval

Upon final approval of a project, the Town of Davidson Planning Director, on behalf of the Design Review Board, will issue a letter of approval. This letter will state any conditions of approval and agreements between the Design Review Board and the property owner/developer.

Letters of Verification by the Architect and the Owner/Developer

- Two letters are required, a letter of verification upon completion of the construction documents and a letter of verification upon completion of construction / as-built.
- Upon completion of the construction documents, the owner/developer must provide a letter signed and dated by the architect and the owner/developer stating that the construction documents are in compliance with the Design Review Board approval and all conditions and agreements.
- Upon completion of the construction (as-built), the owner/developer must provide a letter signed and dated by the architect and owner/developer stating that the construction is in compliance with the Design Review Board approval and all conditions and agreements.

Certificate of Occupancy

A hold will be placed on the certificate of occupancy until the above letters are received by the Planning Director.

Sunset Date

A building permit must be issued within 18 months of the date of Design Review Board approval. If a building permit is not issued by this date the applicant may request a one year extension from the Planning Director. The Planning Director may grant an extension of up to one year from the date of termination, if a request is received up to 30 days prior of the termination date, and the renewal would not exceed any statutory time period. If an extension is not granted, the applicant must reapply to the Design Review Board. For further information see the Davidson Planning Ordinance Section 14.17 Termination of Applications & Approvals.

Date:

Planning Director
Town of Davidson
251 South St.
Po Box 579
Davidson, NC 28036

RE: _____
Name of Project

Project Location

This letter shall serve as verification that the construction documents for the _____ project, dated _____, were prepared by me or under my responsible supervision for the architectural components of this project, and have been thoroughly reviewed for compliance with the requirements of the approval issued by the Davidson Design Review Board in the meeting on _____. In my professional opinion, the construction documents are in compliance with the approved design as referenced above.

Name of Architect

Signature of Architect / Date

NC Board of Architecture License Number

Date:

Planning Director
Town of Davidson
251 South St.
Po Box 579
Davidson, NC 28036

RE: _____
Name of Project

Project Location

This letter shall serve as verification that I am the Architect on:

Project

Construction Documents Dated

Permit #

Further, this letter verifies that I have visited the construction site for the above project within the last 10 work days to observe construction and confirm compliance with the requirements of the approval issued by the Davidson Design Review Board in the meeting on _____.

In my professional opinion, the visible components of the construction in place as of the date of my site visit on _____ are in compliance with the requirements of the approval issued by the Davidson Design Review Board as referenced above.

Name of Architect

Signature of Architect / Date

NC Board of Architecture License Number



Addressing Procedures/Requirements for New Construction

Residential (Single-family, Multi-Family)

A **stamped, approved site plan** from the appropriate planning authority is required prior to address assignments. The appropriate planning authority could be either the Charlotte-Mecklenburg Planning Commission, other Town Planning Department, or in the case of a MUDD/UMUD plan, City Engineering. Addresses will be based on the front door or main public access into the building. Any **revisions to approved plans** could impact address assignments and need to be submitted for our review. Changes may require planning approvals prior to obtaining revised addresses.

Commercial Sites

If you are creating new streets or a subdivision of property, the procedure is the same as for residential sites. Otherwise, a site plan showing the building location and driveway(s) is needed to accurately assign the correct address. CD (Conditional Zoning) plans may require CMPC approval before addresses can be released. The address will be based on the main vehicular access.

Minor Subdivisions

A site plan or copy of the proposed record plat is needed for addressing minor subdivisions (no new street dedications).

Plans should be submitted to the Land Records/Addressing Counter in advance of the need to schedule plan reviews or apply for building permits. Turnaround time for address assignments varies according to the volume of plans received and size of the projects. The average is at least a week to 10 working days. Planning ahead will avoid unnecessary delays.

Questions? Contact Angela Norward – GIS Addressing Program Supervisor

Angela.Norward@mecklenburgcountync.gov
(980)-314-4620