



Site Construction Documents

Development Application

Davidson Planning Ordinance Section 14.10

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 preliminary plat 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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Note: Please review DPO Section 14.17 Terminations of Applications & Appeals. A Site Construction Document Application is valid for 12 months. Additionally, applications may be terminated after a period of six months of no activity. Once an application has been approved, the approval is valid for the term outlined in Table 14-2 of the DPO.

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).
	Site Construction Documents (In accordance with Section 14.16.10)
	Drainage Calculations (In accordance with Mecklenburg County requirements)
	Landscape Construction Documents (In accordance with Section 14.16.8)
	Affordable Housing Plan (If applicable; In accordance with Section 5.3)*

**Submittal of a draft affordable housing plan is recommended well in advance of a preliminary plat application. Affordable Housing Plans require approval from the Housing & Equity Board and Board of Commissioners, prior to release of a preliminary plat.*

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: _____

Design Team Information

Name of Firm: _____ Manager 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 (Attach Conditions of Approval): _____

General Statement of Intent (Describe project aims):

Project Details

Name of Project: _____

Number of Lots: _____

Use(s): _____

Building Type: Detached House Townhouse Attached House (Tri- or Quadplex)
 Institutional Live/Work Multi-family (Apts., Condos, Flats)
 Workplace Mixed-Village Storefront Accessory Structures

Height & Stories: _____

Square Footage (per Use): _____

Design Features: _____

Other: _____

Existing Site Conditions (Describe the site features, including general features or unique conditions):

Site Construction Documents Approval Process – DPO 14.10

Name of Project: _____

This process is iterative. Multiple submissions to EPM and review cycles may be required.

Date Completed	Checklist	Process Milestone
		Step 1: Pre-Submittal Meeting
		Step 2: Application and Fee
		Step 3: Planning Director Review of Application for Completeness (Includes Site & Landscape Construction Documents)
		Step 4: Technical Review (Mecklenburg County & Davidson interdepartmental review)
		Step 5: Affordable Housing Plan Review & Approval (if applicable; Section 5.3)*
		Step 6: Planning Director Approval of Construction Documents (Submission of approved Preliminary Plat PDFs required within 30 days).
		Step 7: Preconstruction Meeting (Including planning staff, engineers, contractors, and Mecklenburg County).
		Step 8: Installation or Bonding of All Required Improvements
		Step 9: Preparation & Submission of Final Plat (See Section 14.11 for more information).

**Submittal of a draft affordable housing plan is recommended well in advance of a preliminary plat application. Affordable Housing Plans require approval from the Housing & Equity Board and Board of Commissioners, prior to release of a preliminary plat.*

Site Construction Documents Process: DPO Section 14.10



Post-Site Construction Documents Process

Name of Project: _____

Depending on the nature and phasing of the proposed development, the following post preliminary plat approval steps may or may not be required. The planning staff will assist in determining which steps are applicable.

Date Filed	Checklist	Process Milestone
		Annexation (if required)*
		Final Plat (in accordance with Section 14.11 & Section 14.16.11)
		Individual Building(s) & Design Review (Section 14.12 & 14.13)
		Building and/or Sign Permit (Section 14.14)
		Certificate of Occupancy

*Annexation process is independent of the Planning Department. Please consult with the Town Clerk for annexation process.



Site Construction Document Checklist

Per Section 14.16.10 of the Davidson Planning Ordinance (DPO), the Site Construction Documents constitute the complete submittal requirements for preliminary plats. The Site Construction Documents shall be submitted at a scale no smaller than 1 inch equals 50 feet for preliminary plats. The following certifications are required on preliminary plats:

- Certificate of Survey and Accuracy
- County approval
- Town of Davidson approval

Preliminary plats must be drawn to the following specifications and must contain or be accompanied by the applicable information listed below. No review of a Site Construction Documents will proceed without all of the following information:

- Survey:** The boundary, as determined by survey, of the area to be developed with all bearings and distances shown and the location within the area, or contiguous to it, of any existing streets, railroad lines, water courses, easements, or other significant features of the tract.
- Scale:** Denote the scale both graphically and numerically with north arrow and declination.
- Vicinity Map:** Include a vicinity map at a scale no smaller than 1 inch equals 1,200 feet showing the location of the development with respect to adjacent streets and properties.
- Site Calculations:** Site calculations shall include total acreage of the tract, acreage in parks, public and private open space and other non-residential uses, total number and acreage of parcels, and total number of housing units, including the amount that will be affordable. All necessary pervious/impervious calculations required for compliance with the watershed overlay must be included.
- Site Details:** Provide street names, the owner's name and address, the name of the surveyor, the names and uses of adjoining property owners, the name of the county and state in which the development is located, the date of plan preparation, and the zoning classification of the tract to be developed and adjoining properties.
- Site Design:** Depict the location of proposed buildings, parking and loading areas, streets, alleys, greenway connections, easements, lots, parks or other open spaces, reservations (i.e. transit shelter), property lines and building setback lines with street dimensions, proposed lot dimensions, and the location of any building restriction area as described in the Environmental Inventory. Publicly accessible open space must show access points, trail locations, and any improvements proposed.
- Topography:** Existing topography and finish grading with contours drawn at two-foot intervals. At the Planning Director's discretion, the use of County topographic data in five-foot intervals on

a site-specific basis may be permitted. This requirement may be waived for developments smaller than one acre where the Planning Director determines that there is insufficient topographic change to warrant such information.

Water and Sewer: A statement from Charlotte-Mecklenburg Utility Department (CMUD) regarding the availability of adequate water and sewer capacity for the proposed development.

Utility Design: The plans for utility layouts, including sanitary sewer system, storm sewer system, water lines and hydrants, illustrating connections to existing systems. All water supply systems and sewer collection systems noted on construction documents shall conform to current Charlotte-Mecklenburg Land Development Standards. All storm drain systems shall conform to the Charlotte-Mecklenburg Land Development Standards and the Town of Davidson Post Construction Ordinance.

Utility Location: The location and size of all utility lines, easements, and rights-of-way including water, sewer, storm sewer, natural gas, and electric.

Easements: Easements shall be shown as follows: (1) Utility Easements; (2) Drainage Easements; (3) Landscape Easements; (4) Public Access Easements; (5) Existing Conservation Easements.

Landscape Schematic Design: Per DPO Section 14.16.7.

Parking: The location and dimensions of off-street parking and loading spaces, and walkways indicating the type of surfacing, size, angle of stalls, width of aisles, and a specific schedule showing the number of parking spaces provided.

Signage: The location, size, height, and orientation of proposed signs.

Open Space: The location of proposed recreation areas, active and passive open space, and required amenities and improvements, including the calculated area of all required open space dedication in accordance with DPO Sections 2 and 7.

Streetscape Improvements: The location and dimensions of any sidewalks, curb and gutters to be installed along public street frontages, and other required street improvements detailed in Section 6, on the Davidson Comprehensive Plan Map, or on the Charlotte-Regional Transportation Planning Organization (CRPTO) Thoroughfare Map. Required right-of-way shall be shown on any official plan at the width specified in this ordinance.

Street Cross-Sections: Typical cross-sections of proposed streets showing rights-of-way, pavements widths, grade, and design engineering data for all corners and curves. Where a proposed street is an extension of an existing street, a cross-section of the existing street will be required. Where a proposed street abuts a tract of land that adjoins the development and may be expected to extend into the adjoining tract of land, the profile shall be extended to include 300 feet of the adjoining tract.

Landfills: The location of any existing or proposed demolition landfills on the site. Such locations shall not be used for building.

Erosion Control: A copy of full soil erosion and sedimentation permit application including forms, plans, and calculations to be submitted to Mecklenburg County Land Use and Environmental Services Agency (LUESA), and a copy of the approval letter prior to site plan or preliminary plat approval.

Building Elevations: Final proposed elevations of all non-single family residential buildings proposed for construction as part of this site plan approval. Subsequent buildings within the development may be handled as separate site plans. Elevations shall include all façades visible from public streets.

In addition to the required information listed on the previous page, the following information may be required by the Planning Director on discretionary, site-specific bases if necessary:

- **Non-Public Water and Sewer Systems:** Where a proposed water and sewer system does not incorporate the use of facilities owned and operated by Charlotte-Mecklenburg Utility Department (CMUD), the proposed facility plans as approved by the appropriate agency shall be submitted with the construction documents. Where public or community water supply and/or sewerage systems are not available or to be provided, a written statement from Mecklenburg County Health Department shall be submitted with the construction documents indicating that each unit has adequate land area and soil conditions available that are suitable to accommodate the proposed methods of water supply and sewage disposal.
- **Watershed Protection Permit Application:** Permit application and supporting calculations and plans in accordance with Section 17, Watershed Protection.
- **Floodplain Permit Application:** Development permit and certification application with supporting documentation as required by the floodplain overlay.
- **Water-Related Structures:** All proposed common access water-related structures (i.e. boat launches and community piers) shall be forwarded to the Lake Norman Marine Commission and Duke Energy for written comments prior to administrative approval.
- **Utility Easements:** Written permission from any utility provider relating to development within a utility easement.