



Dear Developer,

The Town of Davidson and the Planning staff appreciate your interest in our community as a development opportunity and hope you find your venture a pleasant and rewarding experience.

This packet contains step-by-step information to make the design review process easier to understand and complete. In order to ensure that your project results in a development that serves both your needs and the community's needs, it is reviewed under the regulations of the Town of Davidson Planning Ordinance, in particular Section 1 General Principles for Planning in Davidson, Section 2 Planning Areas, and Section 4 Site & Building Design Standards. The General Principles are:

- We must preserve Davidson's character and sense of community.
- We must preserve and enhance Davidson's unique downtown.
- We must encourage alternative means of active transportation.
- We must use our scarce land resources wisely.
- We must create an environment that fosters diversity.
- We must manage growth so the town can provide public facilities and services apace with development.
- We must enhance our quality of life through architecture and design.

The Planning Ordinance is available in its entirety on the Town of Davidson website:
<http://townofdavidson.org/DocumentCenter/View/6553>.

The Design Review Board works hand in hand with the developer and the architect to ensure the scope of work approved by the Design Review Board, including all conditions of approval and agreements, is satisfactorily achieved. The enclosed information should help guide you through this process.

A project manager from the Planning Department will work closely with you throughout the process and is available to answer any questions or concerns you may have. You may reach them by the phone number or email on the business card included in this packet.

We look forward to working with you to make Davidson the best small town in North Carolina.

Sincerely,

Jason Burdette, AICP
Planning Director



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Design Review

North Harbor Club Kitchen Expansion

(Name of Project)

Development Process

Date Completed	Outline of Steps & Checklist
<u>5/3/18</u>	<input checked="" type="checkbox"/> 1. Initial Meeting
<u>5/30/18</u>	<input checked="" type="checkbox"/> 2. Application and Fee
<u> </u>	<input type="checkbox"/> 3. Design Review Board Preliminary Review (Informational)
<u> </u>	<input type="checkbox"/> 4. Planning Director Site Schematic Design Review
<u> </u>	<input type="checkbox"/> 5. Design Review Board Approval
<u> </u>	<input type="checkbox"/> 6. Building Construction Documents
<u> </u>	<input type="checkbox"/> 7. Site and Landscape Construction Documents
<u> </u>	<input type="checkbox"/> 8. Architect's Letter of Verification (Construction Documents)
<u> </u>	<input type="checkbox"/> 9. Building Permit Approval
<u> </u>	<input type="checkbox"/> 10. CD Submittal with PDF of All Approved Documents <i>Required within 45 Days of Approval</i>
<u> </u>	<input type="checkbox"/> 11. Architect's Letter of Verification (Construction/As-Built)
<u> </u>	<input type="checkbox"/> 12. Certificate of Occupancy

** For further information see Davidson Planning Ordinance Sections 14.11 Individual Building - 14.12 Design Review. Note that the Town of Davidson encourages all paper submittals to be on 30% or greater recycled paper.*



Design Review

North Harbor Club Kitchen Expansion

(Name of Project)

Application Requirements

Date Received

5/30/18

5/30/18

5/30/18

☒

Application Fee per Town of Davidson Fee Schedule

☒

Contact Information

☒

General Statement of Intent

(Use, building type, approx. square footage, height, design features)

☐

Statement of Compliance with Section 2

☐

Master Plan or Conditional Planning Area

(Including all documents, plans, maps, and conditions of approval)

☐

Environmental Inventory in accordance with Section 14.15.1

(Including adjacent properties and buildings)

☐

General Description

(Including a description and color photographs to existing / adjacent site)

☐

Site Schematic Design in accordance with Section 14.15.7

☐

Building Schematic Design in accordance with Section 14.15.3

(Including rendered elevations of each façade per 14.15.3 C)

☐

Landscape Schematic Design in accordance with Section 14.15.5

☐

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



Design Review

North Harbor Club Kitchen Expansion

(Name of Project)

Contact Information

Applicant's Information

Name: Bartels Construction Solutions, LLC

E-Mail: mbartels@bcscarolinas.com

Mailing Address: 3933 Smith Farm Road
Matthews, NC 28104

Business Phone: 704-504-7896 Mobile Phone: 704-929-7393

Property Owner's Information

(If Different from Applicant)

Name: The Lake Norman Company

E-Mail: gwessling@morrisinternational.com

Mailing Address: 100 North Harbor Place
Davidson, NC 28036

Business Phone: 704-892-4267 Mobile Phone: 704-517-2225

Architect's Information

Name of Firm: Liquid Design

Architect's Name: Mike Standley, AIA

E-Mail: standley@liquiddesign.net

Mailing Address: 1430 South Mint Street, Studio 105
Charlotte, NC 28203

Business Phone: 704-338-9980 Mobile Phone: 704-338-9980



Design Review

North Harbor Club Kitchen Expansion

(Name of Project)

Project Description

Application Date: May 30, 2018

Project Location: 400 North Harbor Place, Davidson, NC 28036

Tax Parcel(s): DB 4043/724, PID 00118398

Planning Area: Town of Davidson

Overlay District: _____

Master or Cond. Plan
(Attach Conditions of Approval) _____

Gen. Statement of Intent: Expand existing kitchen area at with new
single story prep area addition to building.
Renovation of existing kitchen.

Project Details:

• Project Type: ☒ Individual Bldg. ☐ 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 ☐ Storefront ☐ Accessory Structure

• Use(s): Kitchen / Food Prep

• Height & Stories: Single story approximately 12'

• Square Footage: 671 SF addition to existing 4,576 SF first floor.

• Building Materials: Wood framing, wood siding, wood trim, membrane roof.

Architectural Features: Will match features and style of existing buildings

Existing Site Conditions: Existing building to be expanded.
Adjacent properties are residential condos to
the east and office buildings to the east of
property.

See 14.12.2.D



Design Review

North Harbor Club Kitchen Expansion

(Name of Project)

Statement of Compliance

For each category below that is applicable to the project submit a detailed analysis describing how the project does or does not comply with the Davidson Planning Ordinance and the specific regulations of each applicable section.

- ☐ **Planning Ordinance**
<http://www.townofdavidson.org/1006/Planning-Ordinance>
(Includes all relevant criteria such as Planning Area, Permitted Uses & Building Types)
- ☐ **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 |
| <input type="checkbox"/> Meets Density Criteria | <input type="checkbox"/> Does Not Meet |
- ☐ **Section 4 Design Standards**
- ☐ General Site Design Criteria (4.3)
 - ☐ General Building Design Criteria (4.4)
 - ☐ Specific Building Type Criteria (4.5)
 - ☐ Existing Industrial Campuses Criteria (4.6)
 - ☐ Renovation of Existing Structures Criteria (4.7)
- ☐ **Section 8 Parking & Driveways**
- ☐ **Section 9 Tree Preservation, Landscaping & Screening**
- ☐ **Section 10 Lighting**
- ☐ **Section 22 Local Historic District Guidelines**

INDIVIDUAL BUILDING REVIEW PROCESS

- Step 1:** Initial Meeting
- Step 2:** Application
- Step 3:** Design Review Board Preliminary Review
- Step 4:** Planning Director Schematic Design Review
- Step 5:** Technical Review
- Step 6:** Site and Landscape Construction Documents Approval
- Step 7:** Design Review Board Approval
- Step 8:** Building Construction Documents Approval

14.12 DESIGN REVIEW

14.12.1 INITIAL MEETING

The applicant must set up an appointment with the Planning Director. The Planning Director will explain the design review process and review with the applicant all the appropriate documents that are relevant to the project. Except for signage in the historic district, Design Review is a subset of requirements within the Individual Building process. See Section 14.11 for more information.

14.12.2 APPLICATION

The applicant must submit the application for design review along with the following submittal requirements:

- A. Application Fee:** For the application fee amount see the Town of Davidson Fee Schedule.
- B. General Statement of Intent:** A statement by the applicant providing the use, building type, and approximate square footage and height, and general design features.
- C. Environmental Inventory:** An environmental inventory, including adjacent properties and buildings, in accordance with Section 14.15.1.
- D. General Description:** A general description of the existing and adjacent land uses along with color photographs of the existing site and building(s) and adjacent sites and buildings taken from the perspective of the public streets adjacent to the site.
- E. Master Plan or Conditional Planning Area:** A copy of the approved master plan or conditional planning area, if applicable. Planning Director suggests that the applicant present the proposal at a Design Review Board meeting prior to preliminary review by the Planning Director. The intent of this meeting is informational only and is to introduce the building schematic design to the Design Review Board along with the general statement of intent.

14.12.3 PRELIMINARY DESIGN REVIEW BY THE PLANNING DIRECTOR

The applicant shall submit the site schematic design, in accordance with Section 14.15.7, 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.

14.12.4 DESIGN REVIEW BOARD DECISION

The applicant submits the following required materials prior to the Design Review Board meeting.

- A. The site schematic design, as per Section 14.15.7.
- B. The building schematic design, as per Section 14.15.3.
- C. The landscape schematic design, as per Section 14.15.5.
- D. The building perspective.
- E. One electronic copy of the above submittal materials (jpg or pdf extensions only).
- F. Building Materials/Colors: for roofing, siding, doors and windows, etc.

At the Design Review Board meeting, the Board will consider the submittal materials, the staff analysis, and comments from the applicant and public. The Design Review Board shall approve, deny, or defer the decision on the proposed building design as submitted.

14.13 BUILDING PERMIT PROCESS

The Town of Davidson needs to approve building permit applications whenever a building, sign or other structure (except as otherwise provided in this ordinance) shall be erected, moved, extended, or enlarged or structurally altered, as per Section 14.

14.13.1 APPLICATION

The applicant must submit a building permit application along with the following submittal requirements:

- A. **Application Fee:** For the application fee amount, see the Town of Davidson Fee Schedule.
- B. **Site Survey:** A site survey by a licensed surveyor showing improvements.

14.13.2 PLANNING DIRECTOR REVIEW

The Planning Director will review the building permit application and attach to the building permit a checklist outlining any issues for which Mecklenburg County may place a hold on the certificate of occupancy.

14.13.3 MECKLENBURG COUNTY APPROVAL

Once the Planning Director approves the building permit with the checklist, the applicant shall submit their building permit application to Mecklenburg County for review.

All commercial building applicants must schedule an appointment with Mecklenburg County to review the building schematic design.

Mecklenburg County needs to approve building permit applications for non-zoning purposes. Once the County has approved the building permit, construction may begin. The Town or County may place certificate of occupancy holds for non compliance, as per Section 14. The hold will be released when all issues are addressed.

Inspection of all improvements will be made periodically by planning staff and/or authorized representatives of the Town during the construction process. Following completion of the project, the developer shall request final inspection from Mecklenburg County.

14.14 TEMPORARY USE PERMIT PROCESS

A permit for a temporary use may be issued by the Planning Director subject to the standards outlined in Section 3.

14.14.1 APPLICATION

The applicant must submit a Temporary Use (Zoning Use) Permit application along with the following submittal requirements:

- A. **Application Fee:** For the application fee amount, see the Town of Davidson Fee Schedule.
- B. **Site Survey:** A site survey by a licensed surveyor showing improvements.

14.14.2 PLANNING DIRECTOR REVIEW

The Planning Director will review the Temporary Use Permit application and approve, approve with conditions, or deny.

14.14.3 MECKLENBURG COUNTY APPROVAL

If deemed necessary by the Planning Director, the applicant shall submit to Mecklenburg County for review.

14.15 REQUIRED DOCUMENTS FOR DEVELOPMENT PROPOSALS

The purpose of this section is to describe in detail the required documents to be submitted for the various processes outlined earlier in this section and other sections of this ordinance. Other materials may be required by the Planning Director if deemed necessary for a full and complete review of the development or other processes.

14.15.1 ENVIRONMENTAL INVENTORY

The Environmental Inventory is the foundation for all site decisions on a development project. It identifies existing vegetation, wetlands, wildlife, and distinctive natural features. It provides the Town and the applicant the ability to improve aesthetics of the proposed development, preserve vegetation and wildlife, and encourage the use of existing forest, tree canopy, and specimen trees. The Environmental Inventory shall include the following as applicable at the discretion of the Planning Director:

- A. **Significant Vegetation:** Provide a description and location of significant vegetation 12 inches in diameter at breast height (DBH) or greater. Include the average size and height of strands of homogenous trees. State the typical tree species, size, spacing, and general health and vigor of forest stands. Identify all free standing open grown or field-grown specimen trees located on the site.
- B. **Natural Features:** Show all important natural features influencing site design such as the location of wetlands, rock outcropping, site topography at two-foot intervals, slopes steeper than 20 percent, perennial streams, stream buffers, post-construction buffers water quality buffers, natural drainage ways, lakes and other water bodies, floodplains indicating both the flood fringe and the floodway, soil types, and historical or cultural features, as well as designated open space or conservation easements on adjoining properties.
- C. **Survey:** Show the location of property lines, existing buildings or structures, easements, utility rights-of-way, any building restriction areas (i.e. flood hazard areas, stream buffers, watershed protection districts, and/or jurisdictional wetlands), or any other environmentally-significant areas.



Example 14-1: The environmental inventory of a NC 73 plat.

as described in the Environmental Inventory. Publicly accessible open space must show access points, trail locations, and any improvements proposed.

- E. **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.
- F. **Site Details:** Provide street names, the owner's name and address, current on-site uses, the names and uses of adjoining property owners, the name of the county and state which the development is located, the date of plan preparation, and the zoning classification of the tract to be developed and adjoining properties.
- G. **Street Cross-Sections:** Provide typical cross-sections of proposed streets. 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.
- H. **Timetable:** A timetable for estimated project completion for each phase proposed.
- I. **Topography:** Original contours at intervals not greater than five feet for the entire area to be subdivided. Contours are to extend into adjacent property for a distance of 300 feet at all points where street rights-of-way connect to the adjoining property, and 50 feet at all other points of common project boundaries. Mecklenburg County digital topography may be used to satisfy this requirement.
- J. **Illustrative Renderings:** Provide illustrative renderings of all proposed buildings, including views from the public rights-of-way, illustrating the character of the neighborhood.
- K. **Restrictions:** Describe any intended conservation easements, deed restrictions prohibiting further subdivision or development, or instruments reducing development rights.
- L. **Landscape Schematic Design:** Per Section 14.15.5 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:
- M. **Environmental Impact Statement:** If required by Chapter 130A (Pollution Control and the Environment) of North Carolina General Statutes.
- N. **Watershed Protection Permit Application:** Permit application and supporting calculations and plans in accordance with Section 17, Watershed Protection.
- O. **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.
- P. **Utility Easements:** Written permission from any utility provider relating to development within a utility easement.

14.15.3 BUILDING SCHEMATIC DESIGN

The Building Schematic Design submittal shall include, as a minimum:

- A. **Site Data:** Describe the location with north arrow, dimensions of site boundaries, acreage, information about ownership and uses, and existing or potential uses of adjacent property.
- B. **Floor Plans:** Include scaled drawings of all floor plans. Include square footage figures for each floor. Show all proposed door and window locations.
- C. **Rendered Elevations:** Include rendered elevations of each façade indicating heights, floor levels, and materials.
- D. **Perspective:** Include a building perspective from the pedestrian viewpoint showing any adjacent buildings in context.

14.15.4 BUILDING CONSTRUCTION DOCUMENTS

The Building Construction Documents submittal shall include all drawings required in Plan Submittal Requirements for Commercial Projects by Mecklenburg County.

14.15.5 LANDSCAPE SCHEMATIC DESIGN

The Landscape Schematic Design submittal shall include, at a minimum, the following information at a scale no smaller than 1 inch equals 100 feet:

- A. **Existing Landscape Data:** General location, type, and quantity of existing plant materials, including those areas to be left in a natural state.
- B. **Proposed Landscape Data:** Locations, sizes, and labels for all proposed plants in rights-of-way.
- C. **Proposed Hardscape Improvements:** Location of other hardscape improvements such as walls, paving, courtyards, and walks.

14.15.6 LANDSCAPE CONSTRUCTION DOCUMENTS

In addition to the above, the following information is required at a scale no smaller than 1 inch equals 100 feet:

- A. **Landscape Protection:** Methods and details for preserving the critical root zone (CRZ) of existing plant materials during construction.
- B. **Plant Lists:** Plant lists with common name, botanical name, quantity, spacing, and size of all proposed landscape material at the time of planting.
- C. **Proposed Landscape Improvements:** Location, size, and labels for all proposed plants outside of rights-of way Include the location and description of other landscape improvements, such as earth berms, walls, fences, screens, sculptures, fountains, street lights and parking area lights, courtyards, walks, or paved areas.
- D. **Installation Data:** Planting and installation details as necessary to ensure conformance with all required standards.

14.15.7 SITE SCHEMATIC DESIGN

The Site Schematic Design shall be submitted at a scale no smaller than 1 inch equals 50 feet. It must be drawn to the following specifications and must be accompanied by the information listed below. No review of a Site Schematic Design Plan will proceed without all of the following information:

- A. **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.
- B. **Scale:** Denote the scale both graphically and numerically with north arrow and declination.
- C. **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.
- D. **Site Calculations:** All necessary pervious/impervious calculations required for compliance with the watershed overlay must be included.
- E. **Site Details:** Provide street names, the owner's name and address, current on-site uses, the names and uses of adjoining property owners, the name of the county and state which the development is located, the date of plan preparation, and the zoning classification of the tract to be developed and adjoining properties.
- F. **Timetable:** A timetable for estimated project completion for each phase proposed.
- G. **Topography:** Original contours at intervals not greater than five feet for the entire area to be subdivided. Contours are to extend into adjacent property for a distance of 300 feet at all points where street rights-of-way connect to the adjoining property, and 50 feet at all other points of common project boundaries. Mecklenburg County digital topography may be used to satisfy this requirement.
- H. **Illustrative Renderings:** Provide illustrative renderings of all proposed buildings, including views from the public rights-of-way, illustrating the character of the neighborhood.
- I. **Restrictions:** Describe any intended conservation easements, deed restrictions prohibiting further subdivision or development, or instruments reducing development rights.
- J. **Landscape Schematic Design:** Per Section 14.15.5.
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:
- K. **Environmental Impact Statement:** If required by Chapter 130A (Pollution Control and the Environment) of North Carolina General Statutes.
- L. **Watershed Protection Permit Application:** Permit application and supporting calculations and plans in accordance with Section 17, Watershed Protection.

- M. 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.
- N. Utility Easements:** Written permission from any utility provider relating to development within a utility easement.

14.15.8 SITE CONSTRUCTION DOCUMENTS (PRELIMINARY PLAT)

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:

- A. 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.
- B. Scale:** Denote the scale both graphically and numerically with north arrow and declination.
- C. 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.
- D. 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.
- E. 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 which the development is located, the date of plan preparation, and the zoning classification of the tract to be developed and adjoining properties.
- F. 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



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 14.16 Termination of Applications & Approvals.

Date:

Planning Director
Town of Davidson
216 South Main 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
216 South Main 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 for addressing requests will avoid unnecessary delays.**

Questions? Contact(s) Beverly Lawing 704-432-6007
Greg Welch 704-432-0620
Angela Norward 704-336-5868
Ponce McCain 704-336-3745

Air Quality Permit Application

Instructions For Obtaining A Zoning Determination

The Mecklenburg County Air Pollution Control Ordinance requires that air permit applications include a **Zoning Determination** to ensure that a proposed facility is consistent with applicable zoning requirements. The Zoning Determination must be obtained from the local government(s) having land use jurisdiction over the land on which a proposed air pollution facility and its appurtenances are to be located and must be signed by the official(s) charged with administering the respective zoning and subdivision ordinances.

The Zoning Determination can be provided in one of two ways:

- Issuance of a letter from the appropriate zoning official(s) describing the facility as it is described in the air permit application (to include facility address & intended use) and stating that the facility would be consistent with applicable zoning and subdivision ordinances; or
- Completion of the “Zoning Consistency Determination Form” (attached) by the appropriate zoning official(s).

Use the following procedures to obtain a Zoning Determination:

1. Telephone or go to the applicable city or town’s Planning / Zoning office based on the affected facility address. Request a “Zoning Determination for an air quality permit application.” (Note: A fee may be charged by the local office for the determination.)

<u>Facility Address</u>	<u>Zoning Determination Office</u>	<u>Phone</u>
City of Charlotte.....	Hal Marshall Center, 700 N. Tryon Street.....	(704) 432-4392
Town of Cornelius.....	21445 Catawba Avenue.....	(704) 896-2461
Town of Davidson.....	216 S. Main Street.....	(704) 892-7592
Town of Huntersville...	105 Gilead Rd., Town Center, 3 rd Floor.....	(704) 875-7000
Town of Matthews.....	232 Matthews Station Street.....	(704) 847-4411
Town of Mint Hill.....	7151 Matthews-Mint Hill Road.....	(704) 545-9726
Town of Pineville.....	200 Dover Street.....	(704) 889-2291

2. Submit a written request for a Zoning Determination letter for your facility to the appropriate Planning / Zoning Department. A request template can be found at: <http://charmeck.org/mecklenburg/county/AirQuality/PermittingRegulations/Pages/Forms.aspx>)

Include the following information with the request letter:

- A “Zoning Consistency Determination Form” and,
- A copy of the completed “General Information” air permit application form (ie. Form S1 for gasoline dispensing facilities, Form T1 for parking facilities, or Form A1 for all other air pollution facilities).

3. Acquire the Zoning Determination and submit the original, signed copy to:

Mecklenburg County Air Quality
700 N. Tryon Street, Suite 205
Charlotte, NC 28202
Phone: (704) 336-5430

Note: The Zoning Determination letter is part of the air permit application package and must be received before the application can be processed. It is the applicant’s responsibility to ensure that MCAQ has received the Zoning Determination letter.

Zoning Consistency Determination Form

Per the Mecklenburg County Air Pollution Control Ordinance, applications for new air quality permits for new or expanded facilities must include a zoning consistency determination. The air permit applicant should complete this form and submit to the applicable Zoning Administrator's office. Include a copy of the air permit application "General Information" form: A1, S1, or T1.

Section 1 – To Be Completed By Air Permit Applicant

Facility Name	_____
Facility Street Address	_____
Facility City	_____
Description of Process	_____ _____
SIC/NAICS Code	_____
Facility Contact	_____
Telephone Number	_____
Mailing Address	_____
Mailing City, State, Zip	_____

Section 2 – To Be Completed By Local Zoning Official

Based on the information given above:

☐ I have received a copy of the air permit application form A1, S1 or T1 , AND...

☐ There are no applicable zoning ordinances for this facility at this time.

☐ The proposed operation IS consistent with applicable zoning ordinances.

☐ The proposed operation IS NOT consistent with applicable zoning ordinances.
(please include a copy of the applicable zoning regulations in the package sent to the air quality office)

☐ The determination is pending further information and can not be made at this time.

☐ Other: _____

Completed By:

Agency/Jurisdiction (print) _____

Name of Designated Official (print) _____

Title of Designated Official (print) _____

Signature _____

Date _____

Attn: Local Zoning Official - Please return completed form to facility contact at mailing address listed above.

Note to Air Permit Applicant: Use this template letter when requesting a Zoning Determination via mail

<<Date>>

VIA <<HAND DELIVERY/DOMESTIC MAIL DELIVERY SERVICE>>

<<Mr./Ms./Mrs. >> << Last Name of Zoning Administrator>> <<Title>>
<<City/Town of?>>
<<Department>>
<<Mailing Address>>
<<City, North Carolina <<Zip Code>>

Dear <<Mr./Ms./Mrs.>> <<Last Name>>

On behalf of <<Legal Name of Company>>, I am writing to inform you that we intend to construct and operate a <<Describe Type of Plant>> at <<Address>> in <<City/Town Name>> and Mecklenburg County. I hereby certify that to the best of my knowledge, <<the Town of ?/the City of ?>> is the only local government having jurisdiction over any part of the land on which the facility and its appurtenances are to be located. <<If applicable, also include: The other local government(s) which may have jurisdiction are: ?. Similar packages have been sent to those authorities as well.>>

In accordance with Mecklenburg County Air Pollution Control Ordinance Regulation 1.5212 – “Applications”, we hereby request that you issue a determination as to whether your municipality has in effect a zoning or subdivision ordinance that is applicable to the proposed facility. Additionally, please issue a determination as to whether the proposed use would be consistent with applicable zoning or subdivision ordinances. For your convenience, I have included a form with which you may send your determination and a copy of the draft air permit application form<<A1, S1 or T1 (Choose Appropriate Form)>>. As a means of demonstrating proof of transmittal, please sign, title, and date the enclosed form and return to the facility mailing address (see form for mailing address) at your earliest convenience.

Thank you for your prompt attention to this matter. If you have any questions regarding this request, please contact me at <<Telephone Number>>.

Sincerely,

<<Your Name>>
<<Your Title>>

Enclosures:

Zoning Consistency Determination Form
Mecklenburg County Air Quality Permit Application Form <<Choose: A1, S1 or T1>>

- H. **Restrictions:** Any intended conservation easements, deed restrictions prohibiting further subdivision or development, or instruments reducing development rights.
- I. **Certifications:** All of the appropriate certifications must appear on the final plat.

14.16 TERMINATION OF APPLICATIONS & APPROVALS

Any application for a process in Section 14 and any plan approved pursuant to this section shall terminate in accordance with the Termination of Approvals chart below. The term other than that shown in the chart may be permitted provided it does not exceed a maximum of five years. The precise term shall be set by the approving body and noted on the plan in light of all relevant circumstances, including, but not limited to, the size and phasing of development, the level of investment, the need for the development, economic cycle, and market conditions. These determinations shall be in the sound discretion of the approving body. If no termination date is set, the plan shall terminate as stated in the Termination of Approvals Chart listed below.

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. In determining whether or not to grant an extension the Planning Director shall consider:

- A. Any planning ordinance amendments which would have a material impact on the plan;
- B. The expenditure of time, money, or resources by the developer toward the plan;
- C. General economic conditions (i.e. not specific to the developer).

Upon issuance of a building permit, the provisions of G.S. 160A-418 and G.S. 160A-422 shall apply, except that a permit shall not expire or be revoked because of the running of time while an approved plan under this section is outstanding.

The approval of a plan as provided in this section shall terminate at the end of the applicable sunset period with respect to construction and development activities unless a building permit has been issued or a final plat has been recorded.

Table 14-1: Termination of Applications & Approvals				
Application Type	Final Approval Body	Final Approval Document	Sunset	Remarks
Low Impact Subdivision	Planning Director	Final Plat	6 months	Unless plat recorded
Conservation Subdivision	Planning Director	Final Plat/ Conservation Easement	1 year	Unless 20% of approved lots are recorded and the conservation easement has been executed.
Master Plan	Planning Director	Master Plan Schematic Design	2 years	See applicable plan type
Conditional Planning Area	Town Board	Master Plan Schematic Design	2 years	See applicable plan type
Preliminary Plat	Planning Director	Preliminary Plat	12 months	12 months: Final plat with bond
			18 months	18 months: Final plat without bond
Final Plat	Planning Director	Final Plat	30 days	Unless final plat is recorded
Individual Building (s)	Design Review Board	Building Schematic Design	18 months	Unless building permit issued
Any other application listed in Section 14	Various	Various	24 Months	N/A

TOWN OF DAVIDSON PLANNING

FEE SCHEDULE FY 2016

Effective July 1, 2015

Permits - Residential

Detached (Single-family)	\$30
Accessory structure, addition, or alteration	\$30
Attached (multi-family per dwelling unit)	\$50
Site/building foundation	\$50

Permits - Non-residential

Minor (less than 5,000 sq. ft.)	\$100
Major (5,000 sq.ft.or greater)	\$200
Site/building foundation	\$50
Accessory structure, addition, or alteration (less than 5,000 sq ft)	\$100
Accessory structure, addition, or alteration (5,000 sq ft or greater)	\$200

Permits - Other

Sign permit per sign (fee waived if submitted with an approved Certificate of Appropriateness)	\$50
Sign package permit	\$150
Zoning use permit	\$30
Demolition permit	\$30
Temporary use permit	\$75
Temporary use permit - construction trailer/sales office/tent	\$30

Plan Review

Master plan	\$750
Conditional master plan (<u>plus costs</u>)	\$1,000
Individual building	\$350
Conditional planning area single family residential on an individual lot (<u>plus costs</u>)	\$500
Minor subdivision plan	\$200
Master plan or conditional amendment not substantial (as defined by Planning Ordinance) (<u>plus costs</u>)	\$200
Master plan or conditional amendment substantial (as defined by Planning Ordinance) (<u>plus costs</u>)	\$375

Plat Review

Exempt subdivision	No Fee
Minor subdivision	\$100
Preliminary plat	\$750
Final plat	\$300
Site plan review	\$200
Plat amendment/re-combo	\$50

Application to Boards & Commissions	
Design Review Board	\$400
Design Review sign package within a traditional neighborhood development or historic district	\$225
Design Review Board consent item or minor alteration or addition	\$100
Certificate of Appropriateness in an historic district, including sign or vendor cart	\$50
Board of Adjustments variance	\$400
Board of Adjustments appeal	\$400
Other	
Zoning verification	\$30
Text or map amendment	\$400
Vested rights	\$300
Any permit, application, or submittal after the fact	Double the fee
Annexations	\$150
Affordable Housing	
Payment in Lieu - developments approved 2001 - June 2007	\$26,550
Payment in Lieu - developments approved June 2007 - 2008	\$30,475
Payment in Lieu - developments approved 2008 - May 26, 2015	\$34,700
Payment in Lieu - developments approved after May 26, 2015	\$26,550