

Town & County Plan Intake Checklist

To be completed by the Applicant	Project Name & EPM #: _____
	Project Location/Address: _____
	Submitted by: _____ Firm: _____

Yes	No	N/A	Submittal Checklists	Comments / Notes *
			Pre-submittal Meeting	
			Town & County Plan Intake Checklist	
			Town Application / EPM Application	
			Review Fee (Town & County)	
			TIA Determination Form (Traffic Impact Analysis)	
			APF Determination Form (Adequate Public Facilities)	
			Willingness to Serve Letter (from Charlotte Water)	
			4 Step Process (Huntersville)	
			Concept Buffer Delineation (Davidson & Matthews)	
			Driveway Permit (Town / NCDOT)	NCDOT Approval needed for Plan Approval
			Driveway Permit Fee (Town Only)	
			Cover Sheet with Drawing Index	
			Existing Features Plan (Boundary & Topographic Survey)	
			Tree Survey	
			Site Plan	
			Grading & Stormsewer Plan	
			Erosion Control Plan	
			Stormwater / Water Quality Plan	
			Utility Plan (As submitted to Charlotte Water)	
			Landscape Plan	
			Site Lighting Plan (Isolux Lighting Plan)	
			Pavement Marking-Signage-Frontage Improvement Plan	
			Architectural Elevations	
			Retaining Wall Plans	
			Address Verification / Street Name Approval	To be signed by GIS Staff
			FRO Form (Financial Responsible Ownership)	
			Bond Estimate Form	Recommended to help speed up C.O. / Bond / Plat Process
			PCO19 Form / PCO19H Form	Recorded PCO19(H) Form needed for Plan Approval
			Erosion Control Calculations	
			Stormsewer Calculations	
			Stormwater / Water Quality Calculations	
			100+1 Flood Study & Electronic Data	
			401/404 Notice of Intent Application	401/404 Permit Needed for Plan Approval
			FEMA Flood Study	
			Notarized Off-Site Construction Authorization Letter	Needed for Plan Approval
			Notarized Plan Submittal Authorization Letter	Needed for Plan Approval
			Comment Response Letter	To be submitted each Cycle after the Cycle 1 review

* If N/A is selected, please provide an explanation. Use extra sheets if required.

** All Plans & Calculations shall be Signed & Sealed.

*** FEMA Floodplain, SWIM Buffers, and PCO Buffers shown on plan per POLARIS.

I certify that all required items are present in the submission and acknowledge that if any items are found to be missing or deficient, intake of the submission will most likely not meet the 2.5 Review Cycle Goal.

Submitting Firm Representative Signature

Date

TOWN & COUNTY SITE PLAN REVIEW PROCESS

1. The goal of review cycles for plans to be approved is 2.5 cycles. All applicable components of the plan must be submitted with each cycle (including, but not limited to lighting plans, traffic impact analysis, landscaping plans, flood studies, or other information). The applicable components of the plan will be documented on a **plan intake checklist** and agreed to at a **pre-submittal meeting**. Only in rare circumstances may a component of the plan be submitted at a later date. This can only occur when mutual agreement is obtained at the pre-submittal meeting. The components of the plan submitted at a later date may be reviewed under a separate process and may incur additional fees.
2. A pre-submittal meeting and checklist are not required for Plats, As-Builts, Erosion Control Only Plan, and Revisions to Approved Plans unless the revisions are extensive (example: changes to the product of the proposed development).
3. One week prior to the pre-submittal meeting, the Consultant will circulate plans to Town & County Staff prior to the meeting for a cursory review to be performed.
4. The delineation of comments will be discussed at the pre-submittal meeting and a pre-submittal checklist will be completed documenting applicable components of a complete plan submittal.
5. The Town may request that the pre-submittal meeting be held at the County's building where the Permitting & Compliance program is located.
6. If the County physically attends the pre-submittal meetings, the Town will try to coordinate meetings to make it as efficient as possible for County staff.
7. All plans (including preliminary, concept, etc., but excluding Final Plats) will be reviewed in 21 calendar days or less. Day 1 is considered the day after both the County and the Town have accepted the plans at intake.
Note: The above turnaround time goals are associated with reviews performed by staff. It excludes the time required to obtain Town Board approval (when necessary) or any additional outside agencies (ie; NCDOT).
8. If a review exceeds the prescribed number of review days, the additional time used may be reduced from the prescribed number of review days for the next cycle at the discretion of the review staff associated with the exceeded review time frame.
9. The review agencies will clearly delineate plan review comments (those required to meet the minimum requirements vs. suggestions) related to State delegated programs.
10. The Consultant will develop a table (block copying redline results from EPM) that lists all the agency comments. The Consultant will populate the table with how they addressed each comment. The table will be uploaded to the Electronic Plans Management (EPM) system by the Consultant on the next review cycle or the plan will not be accepted at intake until the submittal is complete.
(ie; prepare and submit a Comment Response Letter)
11. Staff is available to address plan review comments and resolve or clarify issues over the phone or via email (dealing with all questions at one time and not relying on Town and County staff to design the project).
12. Prior to resubmitting, an agency or the Consultant can require a pre-resubmittal meeting to go over how the Consultant addressed the agencies comments that were made on the previous submittal. The pre-resubmittal meeting will include agencies that had unresolved issues, the submitting Consultant and the owner. If a pre-resubmittal meeting is required, the review cycle for the resubmitted plans will not be initiated until after the pre-resubmittal meeting occurs for the current cycle.
13. The agencies and the County will implement a formal process of allowing slip sheeting. Slip sheeting will only be allowed to correct a few, minor edits and is not intended to serve as another review within the current cycle.
14. If a project is Not Accepted at Plan Intake then the Intake Person shall send an email to the submitting project manager stating what is missing. This shall also be documented in the EPM Intake Notes for reference and may require greater than the 48 hour turnaround goal for the plan intake process.