



# Conditional Planning Area

**Development Application**

**Davidson Planning Ordinance Section 14.6**

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 conditional 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 Conditional-Plan Application is valid for 18 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 the application fee paid. This applies to all stages of review.*

Date Filed	Item
	<b>Application fee</b> per Town of Davidson Fee Schedule – available on the Finance and Budget <a href="#">webpage</a> .
	<b>Contact Information</b>
	<b>General Statement of Intent</b> (Including a description of the building type, intended uses, square footage and height, and general design features).
	<b>Environmental Inventory</b> (In accordance with section 14.16.1 of the Davidson Planning Ordinance).
	<b>General Description</b> (Including a description and color photos of existing/adjacent sites and buildings).
	<b>Statement of Compliance</b> with the Ordinance and adopted plans.
	<b>Preliminary Sketch Plan</b> (DPO section 14.16.3)
	<b>Charlotte Water Determination Form</b> [online]
	<b>Preliminary Utility Service and Annexation Criteria (USAC) Checklist</b> [online]
	<b>Transportation Impact Analysis</b> per Section 6.10 (If applicable)*
	<b>Public Input Session Report</b> per Section 14.5.5.B (If applicable)*
	<b>Master Plan Schematic Design</b> (In accordance with Section 14.16.4)*

*\*Not required with initial submittal, but will be required prior to final conditional planning area approval.*

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: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

## Project Description

*Please attach additional documentation to the rear of packet if necessary*

Name of Project: \_\_\_\_\_

Application Date: \_\_\_\_\_

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

Tax Parcel(s): \_\_\_\_\_

Acreage: \_\_\_\_\_

Building Envelopes: \_\_\_\_\_

Existing Planning Area & Overlay Districts: \_\_\_\_\_

General Statement of Intent (Include a full description of the purpose of the request):

# Project Details

Name of Project: \_\_\_\_\_

Include a full description of how the proposed conditional planning area deviates from the regulations and standards of the underlying planning area, including but not limited to:

Use(s): \_\_\_\_\_

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

Setbacks: \_\_\_\_\_

Height: \_\_\_\_\_

Number of Stories: \_\_\_\_\_

Signage: \_\_\_\_\_

Other: \_\_\_\_\_

Existing Site Conditions: Include significant physical, environmental, and cultural features; significant and heritage trees, existing structures; and infrastructure and street layout.

## 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 4: Design Standards
    - General Site Design Criteria (4.3)
    - General Building Design Criteria (4.4)
    - Specific Building Type Criteria (4.5)
  - Section 5: Affordable Housing
  - Section 6: Subdivision & Infrastructure Standards
  - Section 7: Parks & Open Space
  - Section 8: Parking & Driveways
  - Section 9: Tree Preservation, Landscaping & Screening
  - Section 10: Lighting
  - Section 22: Local Historic District Design Standards (See the LHD Design Standards [here](#))



## Development Process A – DPO Section 14.6

Name of Project: \_\_\_\_\_

This process is iterative. Multiple work sessions and review cycles may be required if necessary. See DPO section 14.6.6 for determination of process A or B.

Date Completed	Checklist	Process Milestone
		Step 1: Pre-Concept Meeting/Site Visit*
		Step 2: Pre-Development Consultation
		Step 3: Community Meeting
		Step 4: Pre-Submittal Meeting
		Step 5: Application and Fee
		Step 6: Application Completeness Review
		Step 7: Transportation Review Meeting (if TIA is required)
		Step 8: Preliminary Sketch Plan Technical Review
		Step 9: Affordable Housing Meeting
		Step 10: Utility Service & Annexation Criteria Decision
		Step 11: Master Plan Schematic Design Technical Review (Mecklenburg County & Davidson interdepartmental review)
		Step 12: Planning Board Recommendation
		Step 13: Transportation Impact Analysis Determination (if required – see Section 6.10)
		Step 14: Board of Commissioners Public Hearing
		Step 15: Board of Commissioners Decision (includes Water/Sewer Extension Decision)
		Letter of Approval with Conditions

\*Prior to submittal of the initial application, send the water/sewer form (included in packet) to Charlotte Water to determine whether water/sewer service will be an extension or connection. Connections are approved administratively; extensions are subject to the town’s Utility Service & Annexation Criteria Policy and may require approval by the Board of Commissioners. For further information see DPO 14.4.2 Comprehensive Plan Alignment.

## Development Process B – DPO Section 14.6

Name of Project: \_\_\_\_\_

This process is iterative. Multiple work sessions and review cycles may be required if necessary. See DPO section 14.6.6 for determination of process A or B.

Date Completed	Checklist	Process Milestone
		Step 1: Pre-Concept Meeting/Site Visit*
		Step 2: Pre-Development Consultation
		Step 3: Community Meeting
		Step 4: Pre-Submittal Meeting
		Step 5: Application and Fee
		Step 6: Application Completeness Review
		Step 7: Transportation Review Meeting (if TIA is required)
		Step 8: Preliminary Sketch Plan Technical Review
		Step 9: Public Input Session & Report
		Step 10: Affordable Housing Meeting
		Step 11: Board of Commissioners Work Session
		Step 12: Utility Service & Annexation Criteria Decision
		Step 13: Master Plan Schematic Design Technical Review (Mecklenburg County & Davidson interdepartmental review)
		Step 14: Planning Board Recommendation
		Step 15: Transportation Impact Analysis Determination (if required – see Section 6.10)
		Step 16: Board of Commissioners Public Hearing
		Step 17: Board of Commissioners Decision (includes Water/Sewer Extension Decision)
		Letter of Approval with Conditions

\*Prior to submittal of the initial application, send the water/sewer form (included in packet) to Charlotte Water to determine whether water/sewer service will be an extension or connection. Connections are approved administratively; extensions are subject to the town’s Utility Service & Annexation Criteria Policy and may require approval by the Board of Commissioners. For further information see DPO 14.4.2 Comprehensive Plan Alignment.

## Conditional Planning Area Process: DPO Section 14.6



\* Water/Sewer extensions are approved by the Board of Commissioners as part of the Conditional Planning Area Decision

\*\* If required.

## Post Conditional Process

Name of Project: \_\_\_\_\_

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

Date Filed	Checklist	Process Milestone
		Master Plan (Section 14.7)
		Annexation (if required)*
		Affordable Housing Plan (if applicable; Section 5.3)**
		Site Construction Documents (Section 14.10 & 14.16.10)
		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 (Section 14.20)

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

\*\* Submittal of a draft Affordable Housing Plan is recommended well in advance of a Site Construction Documents application. Affordable Housing Plans require approval from the Housing & Equity Board and Board of Commissioners prior to Site Construction Document approval.



## **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](mailto:Angela.Norward@mecklenburgcountync.gov)**  
**(980)-314-4620**



# WATER/SEWER DETERMINATION REQUEST

DATE:

## BACKGROUND

In August 2018, the Town of Davidson formalized its water/sewer policy via resolution. The Town's 1984 agreement with Charlotte Water affirms the Town's authority to approve all water/sewer extensions. Charlotte Water retains the authority to approve water/sewer connections.

## PROCESS

Any new development in Davidson shall be required to complete this form and remit to Charlotte Water for a determination: [IDSfinalinspections@charlottenc.gov](mailto:IDSfinalinspections@charlottenc.gov)

Water Extension – Any construction, alteration or expansion of the public water system requiring a permit according to 15A NCAC 18C.0301

Sewer Extension – Any construction, alteration or expansion of the public sewer system requiring a permit according to 15A NCAC 02T .0303

Water/Sewer Connection – Connection to the existing public infrastructure does not require alteration or expansion of said public system with the intention of providing water or sewer service to private water or sewer system.

If Charlotte Water determines that any utility service is classified as an *extension*, Davidson Board of Commissioners' approval may be required per the USAC policy. Contact the Town of Davidson to determine the next step.

## APPLICANT INFORMATION

Name:

Address:

Tel:

Email:

## PROJECT INFORMATION

Name:

Parcel ID:

Description (Acreage, Dwelling Units, Building Types, Road Frontage, Access, etc.):

## DETERMINATION

Water (Please Circle)                      Connection                      Extension

Sewer (Please Circle)                      Connection                      Extension

Charlotte Water (Printed)

Charlotte Water (Signature)

Date