

APPENDIX 2. SUBMITTAL REQUIREMENTS.

TEXT AMENDMENT

- Application provided by the Town.
- Fee (In addition, the town shall be reimbursed by the applicant for all costs associated with the town's engineering and/or consulting services with respect to review of amendments to text prior to approval.)
- The application shall contain a reference to the specific section subsection, paragraph or item proposed to be changed, as well as the wording of the proposed change and the reasons therefor.

MAP AMENDMENT

- Application provided by the Town.
- Fee (In addition, the town shall be reimbursed by the applicant for all costs associated with the town's engineering and/or consulting services with respect to review of amendments to the map prior to approval.)
- A map exhibit showing the boundaries of the property and existing and proposed zoning district.

CONDITIONAL ZONING

- Application provided by the Town. Initiated by the owner of the property or authorized agent.
- Fee (In addition, the town shall be reimbursed by the applicant for all costs associated with the town's engineering and/or consulting services with respect to review of the rezoning amendments prior to approval.)
- Existing Resource/Site Analysis Plan (conservation residential development only). See Appendix 2A.
- Yield Plan (conservation residential development only). See Appendix 2B.
- Site plan drawn to scale per chart in Appendix 2B (architect, landscape architect, or engineer licensed to practice in the state). Said site plan, including all additional information shown on it, shall constitute part of the application for rezoning to a conditional zoning district
- *Development Standards* located on the site plan or as a separate notes section shall include any supporting information and text that specifies the actual use or uses intended for the property and any rules, regulations and conditions that, in addition to all predetermined requirements of this chapter, will govern the development and use of the property.
- *General Provisions*
 - Site Location. Tax parcels, existing and proposed zoning district.
 - Existing uses.
 - Statement regarding vested rights.
 - A detailed description of all proposed phasing of development for the project.
- *Permitted Uses*
 - Proposed Uses and designated areas where those proposed uses will occur.
 - Number of units and an outline of the areas where the structures will be located.
 - Lot sizes for residential and nonresidential uses and proposed outparcels, as applicable.
 - Detailed information on the number, height, size and location of structures.
- *Transportation*
 - All existing and proposed points of access to public streets from the development.
 - Traffic impact analysis. The applicant shall be required to meet the requirements described in both the Traffic Impact Analysis Process and Procedures Manual, and Appendix C: Traffic Impact Analysis.
- *Design Guidelines*
 - All proposed setbacks, buffers, screening and landscaping.
 - A general description of other proposed signs including number, location, type and size of all signs. Actual approval of signs shall be a part of the administrative review of sign permits.

- Scale and physical relationship of buildings relative to abutting properties. This may be accomplished by providing existing and proposed topographic elevation cross-sections of the site showing proposed structures relative to existing adjacent properties.
- Lighting plan.
- Pedestrian Connectivity Plan.
- *Architectural Standards*
 - Conceptual elevations (for mixed use, commercial or non-residential; residential at option of applicant).
 - Written description of exterior treatments of all principal structures including proposed materials and general architectural design and description of variations, façade fenestration, etc. (for mixed use, commercial or non-residential; residential at option of applicant).

VARIANCE

- Application provided by the Town.
- Fee (In addition, the town shall be reimbursed by the applicant for all costs associated with the town's engineering and/or consulting services with respect to review of a variance prior to approval.)
- Name, address and telephone number of the applicant, and property owner (if different from applicant), and a description of the subject property with reference to the deed book and page.
- Names and addresses of adjoining and contiguous property owners on all sides and across any street and public right-of-way from the subject property. This information shall be based upon the current year Union County and Mecklenburg County tax records.
- A map clearly showing the subject property and all contiguous property on either side and all property across any street or public right-of-way from the subject property.
- The application shall have the applicant respond to the following:
 - special conditions and circumstances exist which are peculiar to the land, structure or building involved and which are not applicable to other lands, structures or buildings in the same district.
 - a literal interpretation of the provisions of this chapter would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this chapter.
 - said circumstances do not result from the actions of the applicant.
 - granting the variance requested will not confer on the applicant any special privilege that is denied by this chapter to other lands, structures or buildings in the same district.
 - no nonconforming use of neighboring land, structures or buildings in the same district and no permitted use of land, structures or buildings in other districts will be considered grounds for the issuance of a variance.

APPEAL

- Application provided by the Town.
- Fee (In addition, the town shall be reimbursed by the applicant for all costs associated with the town's engineering and/or consulting services with respect to review of an appeal prior to approval.)
- A summary of the decision and reasoning for appeal.

PRELIMINARY PLAT (FOR SUBDIVISIONS)

- Application provided by the Town. Initiated by the owner of the property or authorized agent.
- Fee (In addition, the town shall be reimbursed by the applicant for all costs associated with the town's engineering and/or consulting services with respect to review of the preliminary plat and construction plans prior to approval.)
- Preliminary Plat with detailed information per Appendix 2A.

CONSTRUCTION DOCUMENTS (ALL) SEE SECTION D-609

- No separate application.

- No separate fee. However, the town shall be reimbursed by the applicant for all costs associated with the town's engineering and/or consulting services with respect to review.
- Construction plans requirements per Town of Weddington Construction Plan Guidelines as may be updated from time-to time by the Town Engineer.
- Landscape Plan.
- Detailed Elevations, as applicable (for non-residential developments during construction plan phase).

FINAL PLAT (FOR SUBDIVISIONS)

- Application provided by the Town. Initiated by the owner of the property or authorized agent.
- Fee (In addition, the town shall be reimbursed by the applicant for all costs associated with the town's engineering and/or consulting services with respect to review of the plat prior to approval.)
- Final Plat with detailed information per Appendix 2A.
- Signature Blocks as follows:

Certificate of Ownership and Dedication.

I hereby certify that I am the owner of the property shown and described hereon, which is located in the subdivision jurisdiction of the Town of Weddington and that I hereby adopt this plan of subdivision with my free consent and establish minimum building setback lines as noted.

<p>_____</p> <p>Owner</p>	<p>_____</p> <p>Date</p>
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Certificate of Survey and Accuracy in Accordance with the Standards and Practice for Land Surveying in the State.

On the face of each map prepared for recordation there shall appear a certificate acknowledged before an officer authorized to make acknowledgments and executed by the person making the survey or map including deeds and any recorded data shown thereon. The certificate shall include a statement of error of closure calculated by latitudes and departures. Any lines on the map which are not actually surveyed must be clearly indicated on the map and a statement included in the certificate revealing the source of the information. The certificate shall take the following general form:

State of North Carolina, _____ County

I, _____, certify that this map was (drawn by me) (drawn under my supervision) from (an actual survey made by me) (an actual survey made under my supervision) (deed description recorded in Book _____, Page _____, etc.) (Other); that the ratio of precision as calculated by latitudes and departures is 1: _____, (that the boundaries not surveyed are shown as broken lines plotted from information found in Book _____, Page _____); that this map was prepared in accordance with G.S. 47-30, as amended.

Witness my original signature, registration number and seal this ____ day of _____, A.D. 20 ____.

	<p>_____</p> <p>Registered Land Surveyor</p>
Official Seal	
	<p>_____</p> <p>Registration Number</p>

Certificate of Approval of the Design and Installation of Streets, Utilities, and Other Required Improvements.

I hereby certify that all streets and other required improvements have been installed in an acceptable manner and according to N.C. Department of Transportation and/or Town of Weddington specifications and standards in the _____ Subdivision or that guarantees of the installation of the required improvements in an amount and manner satisfactory to the Town of Weddington have been given and received.

_____ Subdivision Administrator, North Carolina	_____ Date
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Certificate of Approval for Recording

I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations of the Town of Weddington, North Carolina and that this plat has been approved by the town for recording in the Office of the Register of Deeds of Union County.

_____ Date	_____ Subdivision Administrator Town of Weddington, North Carolina
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OTHER MISCELLANEOUS SUBDIVISION PLAT APPROVALS – EXEMPT, RECOMBINATION, LOT LINE REVISIONS

- Application provided by the Town.
- Fee.
- Final Plat with detailed information per Appendix 2A.

Certificate of Approval for Recording

I hereby certify that the plat shown hereon has been found to comply with the zoning regulations of the Town of Weddington, North Carolina. This plat is exempt from the Town of Weddington's subdivision regulation ordinance.

_____ Date	_____ Subdivision Administrator Town of Weddington, North Carolina
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EROSION CONTROL PERMIT

- Application (less than 1 acre disturbed) to be submitted with a zoning permit – Erosion and Sedimentation Control Compliance Form provided by the Town.
- Application (1 acre or greater disturbed) – Financial Responsibility/Ownership Form
- Fee
- Erosion Control Plan – Per Appendix 2C Erosion and Sedimentation Control Plan Checklist
- NCG01 Permit -New structures in a common plan of development or lots with areas greater than 1 acre disturbed must fill out an electronic Notice of Intent (e-NOI) form to receive a Certificate of Coverage (COC) under the NCG01 permit through NC DEMLR. A COC is required prior to obtaining a zoning permit.

ZONING PERMIT

1. *Single-Family and Two-Family Dwellings.* All Zoning Permit submittals for single-family and two-family dwellings, as well as any additions thereto, shall consist of the following items:

- a. A completed application, as provided by the Town.
 - b. Application fee as set forth in the Fee Schedule having most recently been adopted by Town Council.
 - c. A plot plan, prepared by a licensed surveyor or engineer, depicting the following:
 - North arrow, scale, location map and date prepared;
 - All adjacent rights-of-way with indication of centerline and width, and paved width;
 - Dimensions of existing lot lines, streets, drives, building lines, setbacks, structural overhangs, and building separations;
 - Identification and description of watercourses, wetlands, tree masses, and other environmentally sensitive areas;
 - Location, footprint and size of all existing and proposed buildings; and
 - Location of all existing and proposed water lines, sanitary sewer lines, septic fields, and any proposed utility easements.
 - d. Architectural details including the following:
 - Floor plans of the proposed structure (only where the dwelling includes an elevator shaft, or an accessory dwelling is associated with the proposal); and
 - Building elevation drawings depicting proposed height and building materials.
 - e. *Exception.* If the proposed dwelling is to be located on a lot of ten acres or greater and is not to be located closer than 200 feet from any property line, then a plot plan sketch document may be provided in-lieu of a plot plan prepared by a licensed surveyor or engineer.
2. *Principal Uses Other Than Single-Family and Two-Family Dwellings.* All Zoning Permit submittals for a principal use other than single-family and two-family dwellings, as well as any additions thereto, shall consist of the following items:
- a. A completed application, as provided by the Town.
 - b. Application fee as set forth in the Fee Schedule having most recently been adopted by Town Council.
 - c. A survey of the subject parcel as prepared by a licensed surveyor.
 - d. Civil plans, prepared by a licensed engineer, consisting of the following:
 - Cover sheet with site data table;
 - Demolition plan, if applicable;
 - Site plan;
 - Paving, grading and drainage plan;
 - Utility plan;
 - Lighting plan; and
 - Landscape plan.
 - e. Architectural details including the following:
 - A floor plan of the proposed structure; and
 - Building elevations drawings depicting proposed height and building materials.
 - f. Traffic Impact Analysis (TIA), if applicable, prepared consistent with the most recent version of the Town's TIA Procedures Manual.
3. *Accessory Buildings, Decks, and Patios on Residential Property.*
- a. All Zoning Permit submittals for an accessory building, deck or patio that is less than or equal to 200 square feet on residential property shall be accompanied by the following items:
 1. A completed application, as provided by the Town.
 2. Application fee as set forth in the Fee Schedule having most recently been adopted by Town Council.
 3. A plot plan sketch depicting the following:
 - Lot boundary;
 - Location and square footage of all existing principal and accessory structures;
 - Location, square footage, and dimensions of proposed structures; and

- Distance of the proposed structure from the front, side, and rear lot lines.
 - 4. Building elevations drawings depicting proposed height and building materials, or manufacturers specification sheet/details.
- b. All Zoning Permit submittals for an accessory building, deck or patio that is greater than 200 square feet on residential property shall be accompanied by the following items:
 1. A completed application, as provided by the Town.
 2. Application fee as set forth in the Fee Schedule having most recently been adopted by Town Council.
 3. A plot plan, prepared by a licensed surveyor or engineer, depicting the following:
 - North arrow, scale, location map and date prepared;
 - All adjacent rights-of-way with indication of centerline and width, and paved width;
 - Dimensions of existing lot lines, streets, drives, building lines, setbacks, structural overhangs, and building separations;
 - Identification and description of watercourses, wetlands, tree masses, and other environmentally sensitive areas;
 - Location, footprint and size of all existing and proposed buildings; and
 - Location of all existing and proposed water lines, sanitary sewer lines, septic fields, and any proposed utility easements.
 4. Architectural details including the following:
 - A floor plan of the proposed structure; and
 - Building elevation drawings depicting proposed height and building materials.
 5. Exception. If the proposed accessory structure is to be located on a lot of ten acres or greater and is not to be located closer than 200 feet from any property line, then a plot plan sketch document may be provided in-lieu of a plot plan prepared by a licensed surveyor or engineer.
- c. All Zoning Permit submittals for buildings for agricultural purposes shall be accompanied by the following items:
 1. A completed application, as provided by the Town.
 2. Application fee as set forth in the Fee Schedule having most recently been adopted by Town Council.
 3. A plot plan sketch depicting the following:
 - Lot boundary;
 - Location and square footage of all existing principal and accessory structures;
 - Location, square footage, and dimensions of proposed structures; and
 - Distance of the proposed structure from the front, side, and rear lot lines.
 4. Building elevations drawings depicting proposed height and building materials, or manufacturers specification sheet/details.
- 4. *Upfits.* All Zoning Permit submittals for an upfit of an existing residential or non-residential building, as well as any associated accessory structures or decks, shall be accompanied by the following items:
 - a. A completed application, as provided by the Town.
 - b. Application fee as set forth in the Fee Schedule having most recently been adopted by Town Council.
 - c. A floor plan depicting the existing and proposed improvements.

(Ord. No. 2022-03, 2022 10-10; Ord. No. 2023-01, 2023 02-13)

CERTIFICATE OF COMPLIANCE.

- Application provided by the Town. Initiated by the owner of the property or authorized agent.
- Fee
- A physical survey certified* as accurate by a surveyor or engineer registered with the state including:

- the lot boundary;
- dimensions of the proposed structure;
- setbacks; and
- the distance the structure is from the front, sides and rear lot lines of the lot labeled on the plan.

*for residential properties, that if the tract that the residence is constructed on contains ten acres or more, then the person applying for the certificate of compliance shall be allowed to present a noncertified sketch in lieu thereof, provided that the residence is not to be located closer than 200 feet from any of the boundaries of the tract. If the proposed residence is to be located closer than 200 feet from any of the boundaries of the tract, then the applicant shall submit a certified survey of the improvements with respect to those boundaries only. The sketch submitted shall in all other respects comply to the requirements set forth above.

SIGN PERMIT

- Application provided by the Town.
- Fee.
- Elevation showing the linear feet of the facade from side to side, existing signs and square feet and the proposed sign and square feet.
- Site plan (for free standing signs).

TEMPORARY STRUCTURES INCLUDING MOBILE HOMES, CONSTRUCTION TRAILERS, AND SUBDIVISION SALES OFFICES

- Application provided by the Town.
- Fee
- Site plan depicting the following:
 - Size of temporary structures including dimensions
 - Location of structure including all setbacks & buffers
 - Parking for temporary use

TEMPORARY USES INCLUDING EVENTS

- A site plan showing parking and the layout of event area, temporary structures and sign locations
- Narrative including:
 - Nature of use
 - Duration of use
 - Hours of operation
 - Lighting
 - Projected attendance
 - Waste/trash disposal
- Other Submittal Requirements (if applicable):
 - Proof of adequate insurance to cover the event
 - Review from Union County Sheriff's Department regarding traffic and crowd control
 - Union County mass gathering permit
 - Department of Revenue weekend Temp Sales and Use ID# for retail sales