



CITY OF BELMONT

PLANNING & ZONING

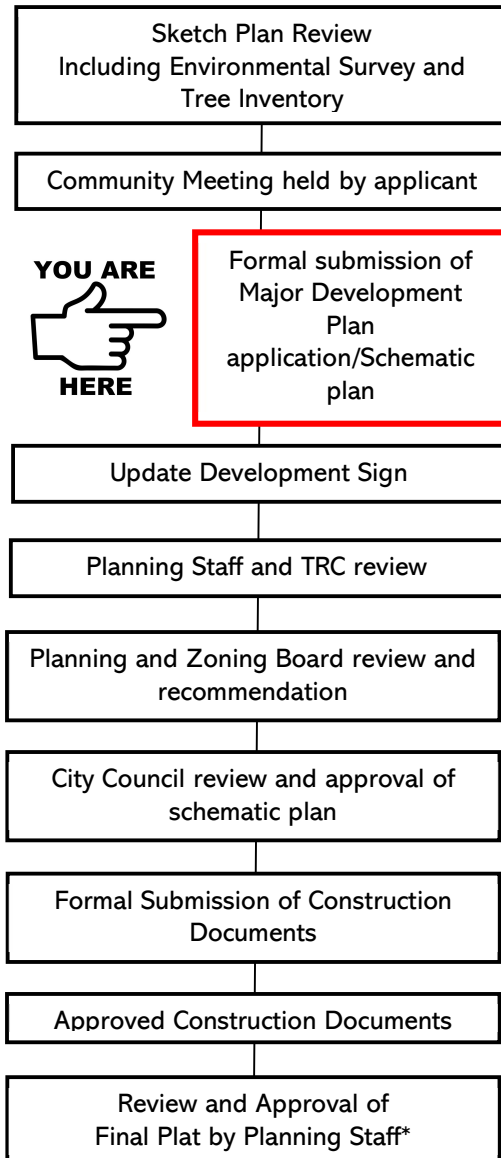


MAJOR DEVELOPMENT PLAN APPLICATION GUIDE

This application should be used for projects proceeding as a major development plan AFTER a sketch plan review has been completed.

THE PROCESS

NOTE: Before completing a Major Development Plan Application, a completed sketch plan review and community meeting is required. Please see the Sketch Plan Application Guide for additional information.



* = If applicable

APPLICATION SUBMITTAL AND REVIEW

1. **Formal submission of MDP application/schematic plan.** Applicant submits an application and all required documentation (see reverse side) for consideration and review. Upon submittal of an online application, an invoice will be sent via email noting the associated application fees.
2. Once all fees are paid and the project planner deems the application complete, the planning department will begin review of the submitted application and plans.
3. **Update Development Sign.** After initial review, the project planner will request the applicant to update the site plan on the existing development sign.
4. **Planning Staff and TRC review.** Project will be reviewed by TRC and planning staff to determine plans comply with the code.
5. **Planning and Zoning Board review and recommendation.** Once ready, the project will be placed on the planning and zoning board (PZB) agenda for consideration.
6. The planning department will post signs on the property and mail out written notices to owners of properties adjacent to land under consideration at least 10 days, but not more than 25 days, prior to the PZB meeting.
Note: The applicant is responsible for all costs associated with required notices and must pay invoiced expenses prior to the project being placed on city council agenda for consideration.
7. The project will be heard at a PZB meeting and from there, the board will have 40 days from the date of their first review to recommend the schematic design be approved, approved with conditions, or denied.
8. Following the PZB review, the schematic design will be submitted to city council for review and approval.
9. The planning department will post signs on the property and mail out written notices to owners of properties adjacent to land under consideration at least 10 days, but not more than 25 days, prior to city council meeting.
10. **City Council review and approval of schematic plan.** The project will be presented at a city council meeting and from there, the council will have 90 days from the date of their first review to approve, approve with conditions, or deny the schematic design.
11. If the schematic design is denied, the reason(s) for denial shall be stated in writing and allow for the applicant to resubmit the development for further review. See LDC Chapter 15.5 for more information.
12. The approval of a MDP shall constitute final city council approval for all phases of the development except for any required approval of construction documents.

NOTE: Refer to LDC Chapter 15.5 for more details on the Major Development Plan process.

NEXT STEP: Construction Document Application

Updated: August 7, 2025



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INFO TO BE INCLUDED ON SCHEMATIC PLAN

NOTE: *For more detailed information on schematic design plan requirements, refer to chapter 16.8 of the LDC.*

- ☐ Boundary of the area to be developed
- ☐ Scale
- ☐ North arrow
- ☐ Vicinity map
- ☐ Location of proposed buildings, parking and loading areas, streets, alleys, easements, parks, open spaces, site reservations, property lines, and building setback lines.
- ☐ All site calculations
- ☐ Watershed protection calculations and plans
- ☐ Proposed name of development with street names, owner names and address, and names of adjoining subdivisions.
- ☐ Cross sections of proposed streets
- ☐ Timetable for estimated project completion
- ☐ Original contours

REQUIRED APPLICATION ATTACHMENTS

- ☐ Letter of Intent
- ☐ Map of the subject property(ies)
- ☐ Schematic design/Site plan in accordance with **Chapter 16.8**
- ☐ Illustrative elevations*
- ☐ Environmental Impact Statement*
- ☐ Written comments from Duke Energy*
- ☐ Watershed Development Permit Application
- ☐ Community meeting supplement form
- ☐ Tree protection plan in accordance with **Chapter 11.3.8**
- ☐ Traffic Mitigation Agreement (TMA) when complete

** = If applicable*

Digital plans to be provide to the City of Belmont Planning and Zoning Department.

No hard copies required unless requested by the project planner.

For more information or any feedback, please contact the Planning Department at 704-901-2610 or at planning@cityofbelmont.org.

Updated: August 7, 2025