



# CITY OF BELMONT

## PLANNING & ZONING



# SKETCH PLAN APPLICATION GUIDE

*This application should be used as the starting point for most new project submittals, unless otherwise directed by the planning department.*

### THE PROCESS

**NOTE:** *The sketch plan application should be used as the starting point for plan review processes unless directed otherwise by the Planning Department.*



Application submitted with all required attachments

Application review by staff

Development Sign Installation

TIA Determination

Technical Review Committee

Comments provided to applicant from project planner

Sketch plan approval

Community meeting held by applicant (if applicable)

### REQUIRED ATTACHMENTS:

- Letter of Intent
- Sketch plans of site(s) LDC 16.7
- Environmental Survey- LDC 16.5
- Tree Inventory – LDC 11.3.7
- Conceptual renderings/elevations
- Aerial photographs of the site

*In addition to uploaded files, four (4) hard copy sets of submitted plans (24" x 36" minimum) must be delivered to:*

*Planning Department  
1401 E. Catawba St, Belmont, NC 28012*

### APPLICATION SUBMITTAL AND REVIEW

- 1. Application submitted with all required attachments.** 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. Application review by staff.** Once all fees are paid and project planner deems the application complete, the planning department will begin review of the submitted application and plans.
- 3. Development Sign Installation.** After initial review, the project planner will request the applicant to install development application filed sign on site. Path for approval shall be determined prior to development sign being placed on the property. For more information on this sign, refer to chapter 15.2 of LDC.
- 4. TIA Determination.** If a traffic impact analysis (TIA) is warranted, project planner will coordinate with developer to begin the TIA with the consultant. *Applicant is responsible for all costs associated with the TIA.*
- 5. Technical Review Committee.** The Technical Review Committee (TRC) will review the application and sketch plan.
- 6. Comments provided to applicant from project planner.** After review, the project planner will provide comments to the applicant to refine the project for submittal as a schematic plan or site plan.
- 7. Sketch plan approval.** The sketch plan will be approved by the planning department and may be subject to conditions that should be addressed in the next submittal.
- 8. Community meeting held by applicant.** If applicable, a community meeting will be held by applicant prior to submitting the next application for review.

**Next Steps to be determined by Project Planner**



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### INFORMATION TO BE INCLUDED ON SKETCH PLAN

**NOTE:** For more detailed information on sketch plan requirements, refer to chapter 16.7 of the LDC.

- The sketch plan shall show in simple sketch plan form the proposed layout of streets, lots, buildings, public open spaces, and other features in relation to existing conditions.
- Boundary lines of property
- Existing topographic conditions
- Aerial photograph of site
- Location, names, and right of way width of any existing streets
- Illustrative elevations for any buildings proposed

### INFORMATION TO BE INCLUDED ON ENVIRONMENTAL SURVEY

**NOTE:** For more detailed information on environmental survey, refer to chapter 16.5 of the LDC.

**Exempt projects include:** conventional rezones/ change of use without expansion, expansion of a principal building by less than 20% without site or landscaping improvements, and accessory structures for all building types.

- Aerial photo(s) of the entire development site
- Tree species, DBH, and condition within property bounds as determined by the Tree Inventory
- All important natural features
- Slope analysis
- Presence of any known endangered species

### INFORMATION TO BE INCLUDED IN TREE INVENTORY

**NOTE:** For more detailed information on tree inventory, refer to chapter 11.3.7 of the LDC.

**Exempt projects include:** residential infill, residential additions, interior upfits, exempt subdivisions, conventional rezones, change of use without expansion, and non-residential expansion of a principal building by less than 20% without site or landscaping improvements.

- All protected, significant, and heritage trees located within the property bounds and within city right-of-way
- All planted trees of two-inch caliper or greater that grow within the city right-of-way
- Inventory should record the species, diameter at breast height (DBH), and condition of the tree.
- Tree locations need to be based on X and Y GPS coordinates.
- Tree inventory must be completed by a certified arborist or other qualified professional

**For more information and any feedback, please contact the Planning Department at 704.901.2610 or at [planning@cityofbelmont.org](mailto:planning@cityofbelmont.org).**