



The Town of  
Davidson

*College Town, Lake Town, Your Town*

# Design Review

**Board Review Application**

**Davidson Planning Ordinance Section 14.10**

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 design review 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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## Application Requirements

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

*This application will not be deemed complete until the Planning Department has verified completeness and application fee paid.*

Date Filed	Item
	Application fee per Town of Davidson Fee Schedule – available on the Finance and Budget <a href="#">webpage</a> .
	Contact Information
	General Statement of Intent (Including a description of the building type, intended uses, square footage and height, and general design features).
	Statement of Compliance
	Master Plan or Conditional Planning Area (including all documents, plans, maps, and conditions of approval).
	Environmental Inventory in accordance with Section 14.13.1 (including adjacent properties and buildings).
	General Description (including a description and color photographs to existing/adjacent site).
	Site Schematic Design (in accordance with Section 14.13.7).
	Building Schematic Design (in accordance with Section 14.13.3, including rendered elevations of each façade per 14.13.3 C)
	Landscape Schematic Design (in accordance with Section 14.13.5)
	Building Perspective
	Building Materials/Colors (roofing, siding, doors, windows, etc.)

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: \_\_\_\_\_

### Architect's Information

*(If applicable)*

Name of Firm: \_\_\_\_\_ Architect's Name: \_\_\_\_\_

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

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

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

## Project Description

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

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

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

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

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

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Master or Conditional Plan (If applicable) – Include any conditions of approval:

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General Statement of Intent:

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# Project Details

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

Project Type:  Individual Building  Master Plan  Conditional Planning Area  Sign

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

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

Height & Stories: \_\_\_\_\_

Square Footage: \_\_\_\_\_

Building Materials: \_\_\_\_\_  
\_\_\_\_\_

Architectural Features:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Existing Site Conditions:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 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 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 |
| <input type="checkbox"/> Meets Density Criteria    | <input type="checkbox"/> Does Not Meet |

Section 3: Additional Requirements

Section 4: Design Standards

- General Building Design Criteria (4.4)
- Specific Building Type Criteria (4.5)

Section 10: Lighting

Section 11: Signs

**Local Historic District Guidelines** (See the LHD Guidelines here)



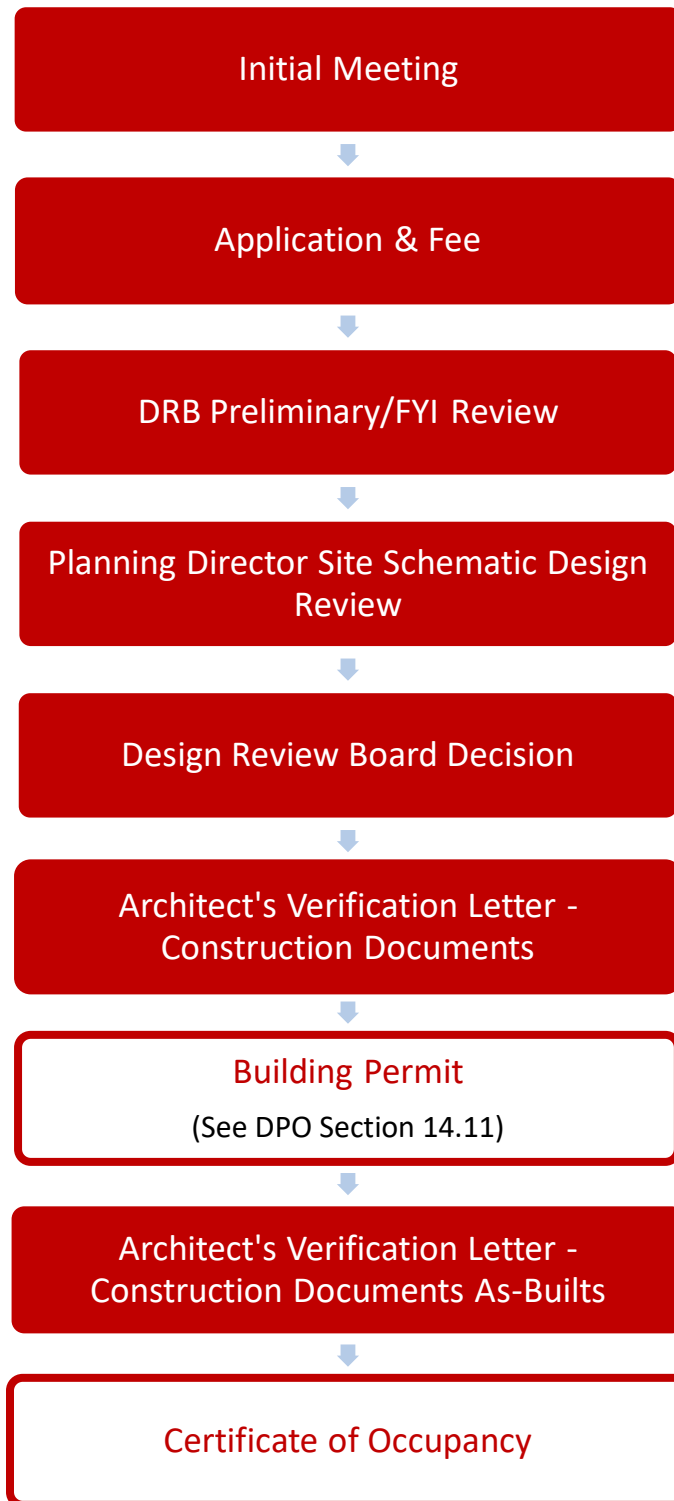
## Development Process – DPO Section 14.10

Name of Project:

This process is iterative. Multiple work sessions and review cycles may be required if necessary.

Date Completed	Checklist	Process Milestone
	<input type="checkbox"/>	Step 1: Initial Meeting
	<input type="checkbox"/>	Step 2: Application and Fee
	<input type="checkbox"/>	<p>Step 3: DRB Preliminary/FYI Review</p> <p>The DRB will provide feedback on the design, allowing the applicant the opportunity to make revisions before coming to the board for a decision. All required materials must be submitted at least three weeks prior to the meeting date.</p>
	<input type="checkbox"/>	<p>Step 4: Preliminary Design Review by the Planning Director</p> <p>The applicant shall submit the site schematic design, in accordance with Section 14.13.7, the four-sided elevations, and the front elevation. The Planning Director will conduct a preliminary review of the submittal and will provide a summary of their comments to the applicant.</p>
	<input type="checkbox"/>	<p>Step 5: Design Review Board Decision</p> <p>The applicant submits the following required materials at least four weeks prior to the DRB meeting:</p> <ul style="list-style-type: none"> <li>• Site schematic design (Section 14.13.7)</li> <li>• Building schematic design (Section 14.13.2)</li> <li>• Landscape schematic design (Section 14.13.5)</li> <li>• Building perspective</li> <li>• One electronic copy of the above materials (jpg or pdf only)</li> <li>• Building materials/colors for roofing, siding, doors, windows, etc.</li> </ul>
	<input type="checkbox"/>	Step 6: Letter of approval issued
	<input type="checkbox"/>	Step 7: Architect's Letter of Verification – Construction Documents
	<input type="checkbox"/>	Building Permit
	<input type="checkbox"/>	Architect's Letter of Verification – Construction Documents (As-Builts)
	<input type="checkbox"/>	Certificate of Occupancy

## Design Review Process – DPO 14.10





## Design Review Verification Process

### Letter of Approval

Upon final approval of a project, the Town of Davidson Planning Director, on behalf of the Design Review Board, will issue a letter of approval. This letter will state any conditions of approval and agreements between the Design Review Board and the property owner/developer.

### Letters of Verification by the Architect and the Owner/Developer

- Two letters are required, a letter of verification upon completion of the construction documents and a letter of verification upon completion of construction / as-built.
- Upon completion of the construction documents, the owner/developer must provide a letter signed and dated by the architect and the owner/developer stating that the construction documents are in compliance with the Design Review Board approval and all conditions and agreements.
- Upon completion of the construction (as-built), the owner/developer must provide a letter signed and dated by the architect and owner/developer stating that the construction is in compliance with the Design Review Board approval and all conditions and agreements.

### Certificate of Occupancy

A hold will be placed on the certificate of occupancy until the above letters are received by the Planning Director.

### Sunset Date

A building permit must be issued within 18 months of the date of Design Review Board approval. If a building permit is not issued by this date the applicant may request a one year extension from the Planning Director. The Planning Director may grant an extension of up to one year from the date of termination, if a request is received up to 30 days prior of the termination date, and the renewal would not exceed any statutory time period. If an extension is not granted, the applicant must reapply to the Design Review Board. For further information see the Davidson Planning Ordinance Section 14.14 Termination of Applications & Approvals.

Date:

Planning Director  
Town of Davidson  
216 South Main St.  
Po Box 579  
Davidson, NC 28036

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

\_\_\_\_\_  
Project Location

This letter shall serve as verification that the construction documents for the \_\_\_\_\_ project, dated \_\_\_\_\_, were prepared by me or under my responsible supervision for the architectural components of this project, and have been thoroughly reviewed for compliance with the requirements of the approval issued by the Davidson Design Review Board in the meeting on \_\_\_\_\_. In my professional opinion, the construction documents are in compliance with the approved design as referenced above.

\_\_\_\_\_  
Name of Architect

\_\_\_\_\_  
Signature of Architect / Date

\_\_\_\_\_  
NC Board of Architecture License Number

Date:

Planning Director  
Town of Davidson  
216 South Main St.  
Po Box 579  
Davidson, NC 28036

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

\_\_\_\_\_  
Project Location

This letter shall serve as verification that I am the Architect on:

\_\_\_\_\_  
Project

\_\_\_\_\_  
Construction Documents Dated

\_\_\_\_\_  
Permit #

Further, this letter verifies that I have visited the construction site for the above project within the last 10 work days to observe construction and confirm compliance with the requirements of the approval issued by the Davidson Design Review Board in the meeting on \_\_\_\_\_.

In my professional opinion, the visible components of the construction in place as of the date of my site visit on \_\_\_\_\_ are in compliance with the requirements of the approval issued by the Davidson Design Review Board as referenced above.

\_\_\_\_\_  
Name of Architect

\_\_\_\_\_  
Signature of Architect / Date

\_\_\_\_\_  
NC Board of Architecture License Number



## **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**

## **Air Quality Permit Application Instructions For Obtaining A Zoning Determination**

The Mecklenburg County Air Pollution Control Ordinance requires that air permit applications include a **Zoning Determination** to ensure that a proposed facility is consistent with applicable zoning requirements. The Zoning Determination must be obtained from the local government(s) having land use jurisdiction over the land on which a proposed air pollution facility and its appurtenances are to be located and must be signed by the official(s) charged with administering the respective zoning and subdivision ordinances.

The Zoning Determination can be provided in one of two ways:

- Issuance of a letter from the appropriate zoning official(s) describing the facility as it is described in the air permit application (to include facility address & intended use) and stating that the facility would be consistent with applicable zoning and subdivision ordinances; or
- Completion of the “Zoning Consistency Determination Form” (attached) by the appropriate zoning official(s).

Use the following procedures to obtain a Zoning Determination:

1. Telephone or go to the applicable city or town’s Planning / Zoning office based on the affected facility address. Request a “Zoning Determination for an air quality permit application.” (Note: A fee may be charged by the local office for the determination.)

<b><u>Facility Address</u></b>	<b><u>Zoning Determination Office</u></b>	<b><u>Phone</u></b>
City of Charlotte.....	Hal Marshall Center, 700 N. Tryon Street.....	(704) 432-4392
Town of Cornelius.....	21445 Catawba Avenue.....	(704) 896-2461
Town of Davidson.....	216 S. Main Street.....	(704) 892-7592
Town of Huntersville...	105 Gilead Rd., Town Center, 3 <sup>rd</sup> Floor.....	(704) 875-7000
Town of Matthews.....	232 Matthews Station Street.....	(704) 847-4411
Town of Mint Hill.....	7151 Matthews-Mint Hill Road.....	(704) 545-9726
Town of Pineville.....	200 Dover Street.....	(704) 889-2291

2. Submit a written request for a Zoning Determination letter for your facility to the appropriate Planning / Zoning Department. A request template can be found at: <http://charmeck.org/mecklenburg/county/AirQuality/PermittingRegulations/Pages/Forms.aspx> )

Include the following information with the request letter:

- A “Zoning Consistency Determination Form” and,
- A copy of the completed “General Information” air permit application form (ie. Form S1 for gasoline dispensing facilities, Form T1 for parking facilities, or Form A1 for all other air pollution facilities).

3. Acquire the Zoning Determination and submit the original, signed copy to:

**Mecklenburg County Air Quality  
700 N. Tryon Street, Suite 205  
Charlotte, NC 28202  
Phone: (704) 336-5430**

Note: The Zoning Determination letter is part of the air permit application package and must be received before the application can be processed. It is the applicant’s responsibility to ensure that MCAQ has received the Zoning Determination letter.

## Zoning Consistency Determination Form

Per the Mecklenburg County Air Pollution Control Ordinance, applications for new air quality permits for new or expanded facilities must include a zoning consistency determination. The air permit applicant should complete this form and submit to the applicable Zoning Administrator's office. Include a copy of the air permit application "General Information" form: A1, S1, or T1.

### Section 1 – To Be Completed By Air Permit Applicant

<b>Facility Name</b>	_____
<b>Facility Street Address</b>	_____
<b>Facility City</b>	_____
<b>Description of Process</b>	_____ _____
<b>SIC/NAICS Code</b>	_____
<b>Facility Contact</b>	_____
<b>Telephone Number</b>	_____
<b>Mailing Address</b>	_____
<b>Mailing City, State, Zip</b>	_____

### Section 2 – To Be Completed By Local Zoning Official

Based on the information given above:	
<input type="checkbox"/>	I have received a copy of the air permit application form A1, S1 or T1 , AND...
<input type="checkbox"/>	There are no applicable zoning ordinances for this facility at this time.
<input type="checkbox"/>	The proposed operation <u>IS</u> consistent with applicable zoning ordinances.
<input type="checkbox"/>	The proposed operation <u>IS NOT</u> consistent with applicable zoning ordinances. (please include a copy of the applicable zoning regulations in the package sent to the air quality office)
<input type="checkbox"/>	The determination is pending further information and can not be made at this time.
<input type="checkbox"/>	Other: _____
<b>Completed By:</b>	
<b>Agency/Jurisdiction</b> (print)	_____
<b>Name of Designated Official</b> (print)	_____
<b>Title of Designated Official</b> (print)	_____
<b>Signature</b>	_____
<b>Date</b>	_____
<b>Attn: Local Zoning Official - Please return completed form to facility contact at mailing address listed above.</b>	



*Note to Air Permit Applicant: Use this template letter when requesting a Zoning Determination via mail*

<<Date>>

**VIA <<HAND DELIVERY/DOMESTIC MAIL DELIVERY SERVICE>>**

<<Mr./Ms./Mrs. >> << Last Name of Zoning Administrator>> <<Title>>  
<<City/Town of?>>  
<<Department>>  
<<Mailing Address>>  
<<City, North Carolina <<Zip Code>>

Dear <<Mr./Ms./Mrs.>> <<Last Name>>

On behalf of <<Legal Name of Company>>, I am writing to inform you that we intend to construct and operate a <<Describe Type of Plant>> at <<Address>> in <<City/Town Name>> and Mecklenburg County. I hereby certify that to the best of my knowledge, <<the Town of ?/the City of ?>> is the only local government having jurisdiction over any part of the land on which the facility and its appurtenances are to be located. <<If applicable, also include: The other local government(s) which may have jurisdiction are: ?. Similar packages have been sent to those authorities as well.>>

In accordance with Mecklenburg County Air Pollution Control Ordinance Regulation 1.5212 – “Applications”, we hereby request that you issue a determination as to whether your municipality has in effect a zoning or subdivision ordinance that is applicable to the proposed facility. Additionally, please issue a determination as to whether the proposed use would be consistent with applicable zoning or subdivision ordinances. For your convenience, I have included a form with which you may send your determination and a copy of the draft air permit application form<<A1, S1 or T1 (Choose Appropriate Form)>>. As a means of demonstrating proof of transmittal, please sign, title, and date the enclosed form and return to the facility mailing address (see form for mailing address) at your earliest convenience.

Thank you for your prompt attention to this matter. If you have any questions regarding this request, please contact me at <<Telephone Number>>.

Sincerely,

<<Your Name>>  
<<Your Title>>

Enclosures:

Zoning Consistency Determination Form  
Mecklenburg County Air Quality Permit Application Form <<Choose: A1, S1 or T1>>