



The Town of
Davidson

College Town, Lake Town, Your Town

Site Plan

Development Application

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 site plan 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

Table of Contents

Introduction

1. Welcome Letter
2. Table of Contents

Forms, Process, & Requirements

3. Application Requirements
4. Contact Information
5. Project Description
6. Project Details
7. Site Plan Approval Process

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 webpage .
	Contact Information
	General Statement of Intent (Including a description of the building type, intended uses, square footage and height, and general design features).
	Site Construction Documents (In accordance with Section 14.13.8)
	Drainage Calculations (In accordance with Mecklenburg County requirements)
	Landscape Construction Documents (In accordance with Section 14.13.6)

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: _____ Manager Name: _____

Email: _____

Mailing Address: _____

Business Phone: _____ Mobile Phone: _____

Project Description

Please attach additional documentation if necessary

Name of Project: _____

Application Date: _____

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

Tax Parcel(s): _____

Planning Area & Applicable Overlay Districts: _____

Master or Conditional Plan (Attach Conditions of Approval): _____

General Statement of Intent (Describe project aims):

Project Details

Name of Project: _____

Number of Lots: _____

Use(s): _____

Height & Stories: _____

Square Footage (per Use): _____

Design Features: _____

Other: _____

Existing Site Conditions (Describe the site features, including general features or unique conditions):

Outline of Steps & Checklist – Site Plan

Name of Project: _____

This process is iterative. Multiple submissions to EPM and review cycles may be required.

Date Completed	Checklist	Process Milestone
	<input type="checkbox"/>	Step 1: Initial Meeting
	<input type="checkbox"/>	Step 2: Application and Fee
	<input type="checkbox"/>	Step 3: Planning Director Review of Application for Completeness
	<input type="checkbox"/>	Step 4: Planning Department & Mecklenburg County Technical Review (May repeat several times until approval received by each entity).
	<input type="checkbox"/>	Step 5: Planning Director Approval of Site Plan Documents
	<input type="checkbox"/>	Step 6: Installation or Bonding of All Required Improvements