



TOWN OF CORNELIUS

Planning Department

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LAND DEVELOPMENT APPLICATION FORM

Staff Only:
Date Rec'd: _____
Rec'd by: _____
Case #: _____

1. Application Type	✓	Fee	✓	Fee
• Sketch Plan/Plat (Major Sub):	<input type="checkbox"/>	_____	• Conditional Zoning (CZ)	<input type="checkbox"/> _____
• Preliminary Plat (Major Sub):	<input type="checkbox"/>	_____	• Special Use Permit (SUP)	<input type="checkbox"/> _____
• Final Plat (Major Sub):	<input type="checkbox"/>	_____	• Major Architectural Variation	<input type="checkbox"/> _____
• Construction Documents:	<input type="checkbox"/>	_____	• Minor Architectural Variation	<input type="checkbox"/> _____
• General Rezoning	<input type="checkbox"/>	_____	• Other: _____	<input type="checkbox"/> _____
Fee Total:				_____

2. Project Information

Date of Application: _____ Name of Project: _____

Location: _____ Property Size (acres): _____ # of Units/Lots: _____

Current Zoning: _____ Proposed Zoning: _____

Current Land Use: _____ Proposed Land Use: _____

Tax Parcel Number(s): _____

3. Contact Information	
_____ Owner, Applicant, or Developer _____ Address _____ City, State Zip _____ Telephone _____ Fax _____ _____ Signature _____ Print Name _____ Date _____ Email - _____	_____ Agent(s) (Engineer, Architect, Etc.) _____ Address _____ City, State Zip _____ Telephone _____ Fax _____ _____ Signature _____ Print Name _____ Date _____ Email - _____

4. The following items may also be required to be considered part of a complete application, please check all that apply on this list:

<input type="checkbox"/> Signed "Original" application	<input type="checkbox"/> Illustrative (color) site/sketch plan for presentation purposes with same layers as described above
<input type="checkbox"/> Project Fee(s) – See Fee Schedule	<input type="checkbox"/> Architectural elevations, Perspective Renderings, and Architectural Review Board Checklist may include multiple pages and must be drawn to scale by an architect. Include all primary and accessory buildings (all building sides), an illustrative color package, and black and white w/dimensions. Other architectural elements/features of the site such as gazebos, trellis's, garden walls, retaining walls, or other items over 4-feet in height must also be included (NOT REQUIRED, BUT OPTIONAL FOR SINGLE-FAMILY RESIDENTIAL DEVELOPMENTS).
<input type="checkbox"/> Written Summary/Description of Request can be on company letterhead. Shall include requested use or uses, sq. feet of non-residential space, or density and number of units/lots for residential, or any other applicable information. For CZ's, must also describe any variations proposed from the Land Development Code	<input type="checkbox"/> Charlotte Water Capacity Assurance Review Application Provide copy with application, and send original to CW.
<input type="checkbox"/> Property Survey (at least one copy), including existing buildings, topography, wetlands, streams, vegetation (trees over 18" in diameter), and other natural features.	<input type="checkbox"/> Illustrative (color) elevations for presentation purposes for all items described above, as well as perspective (3D) renderings and photograph examples
<input type="checkbox"/> Site/sketch plan (at least one copy), may contain multiple pages and must be drawn to scale by an engineer or landscape architect. Shall include locations of buildings and/or lots, streets, parking, proposed grading, landscaping/screening, open space, watershed/storm water information, associated storm water measures, and proposed utilities and lighting. Shall also include general information from adjoining lots	<input type="checkbox"/> Digital Files of all items listed above