



Town of Huntersville, North Carolina 2010 Plan Submission Schedule



Process Type	Pre-Submittal Meeting 1	APF Application Due* 2	Plan Submission Dates 3	Call Public Hearing 4	Neighborhood Meeting 5	Agenda Deadline 6	Town Board Hold Public Hearing 7	Planning Board Meeting 8	Town Board Final Action 9
Rezoning/Text Amend			Feb 1	Mar 1		Mar 15	Apr 5	Apr 27	May 17
Conditional Rezoning	Any Time	Jan 4	Feb 1	Apr 5	Mar 17 to Apr 7	Apr 12	May 3	May 25	Jun 21
Subdivision/Sp Use	Any Time	Jan 4	Feb 1		Mar 11 to Apr 1	Apr 6	-----	Apr 27	May 17
Rezoning/Text Amend			Mar 1	Apr 5		Apr 12	May 3	May 25	Jun 21
Conditional Rezoning	Any Time	Feb 1	Mar 1	May 3	Apr 21 to May 12	May 17	Jun 7	Jun 22	Jul 19
Subdivision/Sp Use	Any Time	Feb 1	Mar 1		Apr 8 to Apr 29	May 4	-----	May 25	Jun 21
Rezoning/Text Amend			Apr 1	May 3		May 17	Jun 7	Jun 22	Jul 19
Conditional Rezoning	Any Time	Mar 1	Apr 1	Jun 7	May 19 to Jun 9	Jun 14	Jul 6	Jul 27	Aug 16
Subdivision/Sp Use	Any Time	Mar 1	Apr 1		May 6 to May 27	Jun 1	-----	Jun 22	Jul 19
Rezoning/Text Amend			May 3	Jun 7		Jun 14	Jul 6	Jul 27	Aug 16
Conditional Rezoning	Any Time	Apr 1	May 3	Jul 6	Jun 16 to Jun 7	Jul 12	Aug 3	Aug 24	Sep 20
Subdivision/Sp Use	Any Time	Apr 1	May 3		Jun 10 to Jul 1	Jul 6	-----	Jul 27	Aug 16
Rezoning/Text Amend			Jun 1	Jul 6		Jul 12	Aug 2	Aug 24	Sep 20
Conditional Rezoning	Any Time	May 3	Jun 1	Aug 2	Jul 21 to Aug 11	Aug 16	Sep 7	Sep 28	Oct 18
Subdivision/Sp Use	Any Time	May 3	Jun 1		Jul 8 to Jul 29	Aug 3	-----	Aug 24	Sep 20
Rezoning/Text Amend			Jul 1	Aug 2		Aug 16	Sep 7	Sep 28	Oct 18
Conditional rezoning	Any Time	Jun 1	Jul 1	Sep 7	Aug 18 to Sep 8	Sep 13	Oct 4	Oct 26	Nov 15
Subdivision/Sp Use	Any Time	Jun 1	Jul 1		Aug 12 to Sep 2	Sep 7	-----	Sep 28	Oct 18
Rezoning/Text Amend			Aug 2	Sep 7		Sep 13	Oct 4	Oct 26	Nov 15
Conditional Rezoning	Any Time	Jul 1	Aug 2	Oct 4	Sep 15 to Oct 6	Oct 11	Nov 1	Nov 16	Dec 20
Subdivision/Sp Use	Any Time	Jul 1	Aug 2		Sep 9 to Sep 30	Oct 5	-----	Oct 26	Nov 15
Rezoning/Text Amend			Sept 1	Oct 4		Oct 11	Nov 1	Nov 16	Dec 20
Conditional rezoning	Any Time	Aug 2	Sept 1	Nov 1	Oct 20 to Nov 10	Nov 15	Dec 6	Dec 21	Jan 18, 2011
Subdivision/Sp Use	Any Time	Aug 2	Sept 1		Oct 7 to Oct 28	Nov 2	-----	Nov 16	Dec 20
Rezoning/Text Amend			Oct 1	Nov 1		Nov 15	Dec 6	Dec 21	Jan 18, 2011
Conditional rezoning	Any Time	Sept 1	Oct 1	Dec 6	Nov 17 to Dec 8	Dec 13	Jan 4, 2011	Jan 25, 2011	Feb 21, 2011
Subdivision/Sp Use	Any Time	Sept 1	Oct 1		Nov 11 to Dec 2	Dec 7	-----	Dec 21	Jan 18, 2011
Rezoning/Text Amend			Nov 1	Dec 6		Dec 13	Jan 4, 2011	Jan 25, 2011	Feb 21, 2011
Conditional Rezoning	Any Time	Oct 1	Nov 1	Jan 4, 2011	Dec 22 to Jan 12	Jan 14, 2011	Feb 7, 2011	Feb 22, 2011	Mar 21, 2011
Subdivision/Sp Use	Any Time	Oct 1	Nov 1		Dec 9 to Dec 30	Jan 4, 2011	-----	Jan 25, 2011	Feb 21, 2011
Rezoning/Text Amend			Dec 1	Jan 4, 2011		Jan 14, 2011	Feb 7, 2011	Feb 22, 2011	Mar 21, 2011
Conditional Rezoning	Any Time	Nov 1	Dec 1	Feb 7, 2011	Jan 19 to Feb 9	Feb 14, 2011	Mar 7, 2011	Mar 22, 2011	Apr 18, 2011
Subdivision/Sp Use	Any Time	Nov 1	Dec 1		Jan 6 to Jan 27	Feb 1, 2011	-----	Feb 22, 2011	Mar 21, 2011
Rezoning/Text Amend			Jan 4, 2011	Feb 7, 2011		Feb 14, 2011	Mar 7, 2011	Mar 22, 2011	Apr 18, 2011
Conditional Rezoning	Any Time	Dec 1	Jan 4, 2011	Mar 7, 2011	Feb 16 to Mar 9	Mar 14, 2011	Apr 5, 2011	Apr 26, 2011	May 16, 2011
Subdivision/Sp Use	Any Time	Dec 1	Jan 4, 2011		Feb 3 to Feb 24	Mar 1, 2011	-----	Mar 22, 2011	Apr 18, 2011

Note: bold print represents meeting date change due to holiday

NOTE: Traffic Impact Analysis shall be prepared while school is in session.



Description of Steps:

- 1** Pre submittal meeting with staff to discuss adequate public facilities, Transportation Impact Analysis (TIA) scope and proposed subdivisions
- 2** Adequate Public Facilities(APF) Application Due (if applicable)
- 3** Completed application (with required fees) must be submitted along with a Town staff approved scope of work for a TIA (if required).
The draft TIA must be completed 30 days prior to public hearing or Planning Board meeting (as appropriate).
- 4** BOC calls the public hearing for the following month (allow for required advertisements).
- 5** Suggested Neighborhood Meeting dates are listed. Neighborhood Meetings shall not be held on Town Board, Planning Board or Board of Adjustment meeting nights. Invitations, accommodations and all other associated logistical requirements are the Petitioner's responsibility. Please inform the Huntersville Planning Department of the time, date, and location of the neighborhood meeting. Neighborhood Meeting Report must be submitted to town along with any revised plans.
Neighborhood Meetings are NOT required for Special Use Permits
- 6** Staff prepares the request for Board of Commissioners (BOC) meeting to call the public hearing.
Last time to submit changes prior to meeting.
- 7** A public hearing is held before the BOC. Staff presentation, petitioner presentation, neighbor's comments, town citizens comments are heard.
- 8** Petition is on the Planning Boards agenda for the formulation of a recommendation that will be presented to the BOC.
- 9** BOC votes / Final decision. The sealed TIA must be approved by Town staff prior to Final Action.

Last updated on 11-13-09