



# Huntersville Residential Preliminary Subdivision Plan Checklist

Revised 05/17/06

Plan Reviewer \_\_\_\_\_

Date Submitted \_\_\_\_\_

<b>Subdivision Name</b> _____ <i>(As shown on title block)</i>		
<b>Phase</b> _____		
<b>Contact</b> _____	<b>Name</b> _____	<b>Phone</b> _____ <b>Fax</b> _____
<b>Tax Parcel(s) #</b> _____ <i>(Mecklenburg County Polaris GIS System)</i>		<b>Address</b> _____ <b>Location</b> _____
<b>Zoning District</b> _____	<b>Notes from the Sketch Plan</b> _____	
<b>Overlay</b> _____ <i>(If Applicable)</i> <i>(Art. 3)</i>	<b>Conditional District Rezoning Plan</b> _____	
	<b>Development Standards Manual</b> _____	
<b>Approved Sub. Sketch Plan Name</b> _____	<b>Proposed Use(s)</b> _____ <i>(Art. 3 Permitted uses- See applicable zoning district)</i>	
<b>Building Types</b> _____	<b>Total Acreage</b> _____	
<b>Lot Diagrams</b> _____ <i>(Article 4- List and Show)</i>	<b>Total Square Feet</b> _____	
<b>Building Elevation Package</b> _____ <i>(Every proposed elevation and layout must be approved and signed by the planning staff prior to approvals)</i>	<b>Number of Lots Proposed</b> _____ <i>(Art. 3 Permitted building and lot types-for the applicable zoning district)(Art. 4 Building Types-for the applicable building and lot type; Art. 8.10 Building Separation)</i>	
<b>Total # of Dwellings: Detached</b> _____	<b>Apartment Units</b> _____	
<b>Attached</b> _____	<b>Mixed-Use/Livework Units</b> _____	
<b>Lot Widths to Depth Ratio</b> _____ <i>(Art. 3 Permitted building and lot types-for the applicable zoning district)</i>	<b>Show Lot Widths &amp; # of Lots</b> _____ Ex. <u>Lot Width</u> <u># of Lots</u> 61'                                      55 75'                                      35	
<b>Front build-to-lines (Range):</b> _____	<b>Corner Side yard Setback</b> _____	
<b>Left Side Yard:</b> _____	<b>Rear Setback</b> _____	
<b>Right Side Yard:</b> _____	* Establish all building envelopes on the plans.	
<b>Label Existing Easements</b> <i>(Provide Widths on plans)</i>	Driveway: _____ CMUD/ Utility: _____ Railroad R/W: _____	Duke Right of Way: _____ Piedmont Natural Gas: _____ Other: _____

**Streetscape & Traffic Calming**  
(Art. 5 & Art. 7.7 & Sect.6.200.2, 7-9)

Street Names Listed & Coordinated with the County \_\_\_\_\_  
 Building Elevation Relative to Future Road Construction \_\_\_\_\_  
 Ingress & Egress Points on both sides of the street w/in 500' of the subject property \_\_\_\_\_  
 Existing Adjacent Stub Streets \_\_\_\_\_, Half Streets \_\_\_\_\_  
 Street Layout in accordance with Approved Rezoning/Sketch Plan \_\_\_\_\_  
 Proposed Stub Streets to Vacant Parcels \_\_\_\_\_  
 Proposed Alleyways & Setbacks \_\_\_\_\_  
 Relationship to Railroad R/W- Street Pattern Design for Grade Separation \_\_\_\_\_  
 Street Cross Sections provided for all Proposed Streets and Alleys \_\_\_\_\_  
 Street Cross Sections provided for all Existing Adjacent Streets and Alleys \_\_\_\_\_  
 (Only where interconnectivity is a possibility)  
 Methods of Traffic Calming Used \_\_\_\_\_

**Curb and Gutter**  
(Sect. 8.130)

Curb and gutter provided on all arterial and collector streets and on all town streets  
 (exception of alleys, lanes, and other rural street applications) \_\_\_\_\_  
  
 Sidewalk Width \_\_\_\_\_ (min 5') *If sidewalk is placed outside of the Public R/W, then it  
 will need to be placed in a 10' sidewalk easement will need to be recorded on the final plat*  
  
 Planting Strip Width \_\_\_\_\_ (min 7' between road & sidewalk within the R/W)  
 Additional row of street trees on all Thoroughfares \_\_\_\_\_ (10' Landscape Easement  
 between sidewalk and the building - within the build-to-line area)

**Block Length**

(Art. 5 & Sect.6.200.2, 7)

*Urban Conditions- Street Blocks  
 Range 250-500' between Cross Streets*

*Major Subdivisions- Street Blocks may  
 not exceed 800' between Cross Streets*

*Large Lot Subdivisions- Street Blocks  
 may not exceed 1500' between Cross  
 Streets (All lots min. ¾ acre in size)*

*-See Article 5 for Exceptions*

Street Name/Label \_\_\_\_\_ Proposed Block Length \_\_\_\_\_  
 Street Name/Label \_\_\_\_\_ Proposed Block Length \_\_\_\_\_  
 Street Name/Label \_\_\_\_\_ Proposed Block Length \_\_\_\_\_  
 Street Name/Label \_\_\_\_\_ Proposed Block Length \_\_\_\_\_  
 Street Name/Label \_\_\_\_\_ Proposed Block Length \_\_\_\_\_  
 Street Name/Label \_\_\_\_\_ Proposed Block Length \_\_\_\_\_

*\* Show on the Sketch Plan in diagram form.*

**Street Off-Sets**  
(Sect 7.170)

Offset of CL not less than 300' for Arterials (if applicable) \_\_\_\_\_

**Cul-de sacs (if approved)**  
(Sect 7.150)

Not Longer than 350' \_\_\_\_\_ Terminated by Vehicular Turnaround \_\_\_\_\_

**Street Markers and Barricades**  
(Sect. 8.170)- Place on Traffic Plan

Place street markers and barricades at all applicable locations \_\_\_\_\_

**Street Lighting**  
(Section 8.160)

Street Lighting Plan Provided \_\_\_\_\_, Street Light Locations \_\_\_\_\_  
 Provide Notes & Information proving compliance with Section 8.160 \_\_\_\_\_

<p><b>Proposed Water and Sewer System</b> <i>(Section 6.2.00, 15)</i></p>	<p>Availability &amp; method of providing potable water _____ Availability of system of sanitary sewage collection and disposal _____</p>
<p><b>Existing and Future Thoroughfare &amp; Street Improvements</b> <i>(Art. 8.15 &amp; Sect. 7.100)</i></p>	<p>Transitional and Existing Right of Way Width &amp; Setbacks _____ Existing and Future Thoroughfares Alignments (Through and Adj. to the Site) _____ Traffic Improvements must meet the Approved Traffic Impact Analysis _____ Improvements to existing roads _____</p>
<p><b>Sight Triangles &amp; Sight Distance</b> <i>(Art. 8.9) Restriction(s) shown accurately on the plans. (Place on all plans)</i></p>	<p>35 x 35 _____      10x Posted Speed Limit _____ Vertical: _____      Vertical: _____ Horizontal: _____      Horizontal: _____</p>
<p><b>SWIM Buffers (If Applicable)</b> <i>(Art. 8.25) (Verify SWIM Widths and location with a Recorded Survey &amp; Check with Mecklenburg County Environmental Protection)</i></p>	<p>Label Buffer Widths &amp; Buffer Zones on all plans _____ Label Top of Bank _____ (Break down the different zones &amp; display widths on plans) Perennial Stream Vegetative Watershed Buffer _____ (If applicable, refer to the USGS Map for Stream Designation. Measured from banks on each side of the stream) All Flood (way, fringe, plan) lines delineated _____</p>
<p><b>Watershed (circle yes or no)</b> <i>(Art. 3) (See official Watershed Map)</i></p>	<p>Watershed District _____ Low Density / High Density (circle 1) (Some districts do not allow high density option) % of lot area set aside for future impervious by homeowner _____ (1% is required, but no less than 150 sq/ft) Impervious Areas Allowed per Watershed District _____ Impervious Areas Designed per Watershed District _____ Show acreage of all LID's and Detention Basins on site _____</p>
<p><b>Storm Drainage</b> <i>(Article 7.4 &amp; Sect. 8.120)</i></p>	<p>Show all existing Sanitary Sewers _____ Storm Drains _____ Culverts within the tract(s) _____ Culverts immediately adjacent to the tract(s) _____</p>
<p><b>HVAC/Other Utilities</b> <i>(Article 8.8.2)</i></p>	<p>Show All Attached or Detached HVAC/Other Utilities on Lot Diagram _____ All HVAC/Other Utilities must be located outside an established setback, required side yard, and not within 5' of a side or rear lot line _____</p>

**Water Quality Management Plan**

(Sect. 6.400 #18; Art 8.17.6&8;  
Sect. 3 & 9 of the H'ville Water Quality Design Manual)

**REVIEWED AND APPROVED BY**  
**MECKLENBURG CO. LUESA NORTH OFFICE**

SET Outputs & Supporting Computations \_\_\_\_\_  
 Water Courses on land to be subdivided or developed \_\_\_\_\_  
 Soil Analysis including (HSG) and limits \_\_\_\_\_  
 Slope Analysis (0-10%, 10-15%, 15-25%, >25%) \_\_\_\_\_  
 Drainage areas (including natural) that are served by specific storm  
 water management facilities and/or BMP's \_\_\_\_\_  
 Average slope and the longest flow length for each drainage area \_\_\_\_\_  
 Number of Homes within project to be served by septic systems \_\_\_\_\_

BMP Summary Table (Show all BMPs corresponding to NAD 83 \_\_\_\_\_  
 Land Areas in sq/ft of all Storm Water Management Facilities  
 (including structural and design features) \_\_\_\_\_  
 Calculations & Design Drawings for Impervious Areas for each BMP &  
 Calculations & Design Drawings for Overall Site Hydrology \_\_\_\_\_  
 Measures for Storm Water Management (Sect. 8.17.6) \_\_\_\_\_  
 Long-Term Maintenance Plan of all BMPs (Schedule for Routine  
 Maintenance) \_\_\_\_\_  
 Pollutant removal efficiencies and hydraulic properties (that are not  
 included in the menu of BMP choices) \_\_\_\_\_  
 BMP Planting Plans & Schedules (Locations/Species/Quantity) \_\_\_\_\_

Land areas in sq/ft as occupied by the pervious areas:

Forest/Wetlands \_\_\_\_\_, Lawn \_\_\_\_\_  
 Meadow (OPS maintained in a natural condition) \_\_\_\_\_

Land Areas in sq/ft as occupied by impervious areas:

Rooftops (all buildings) \_\_\_\_\_, Roads \_\_\_\_\_, Sidewalks \_\_\_\_\_  
 Driveways and other parking areas including gravel surfaces \_\_\_\_\_  
 Other impervious areas (tennis courts, patios) \_\_\_\_\_  
 Land Areas of all previous impervious areas (as listed above) \_\_\_\_\_

\* Prior to approval of the Water Quality Management Plan and the  
 issuance of any land development permits, a posting of financial  
 security is req. in compliance w/ H'ville Water Quality Ordinance \_\_\_\_\_

**Tree Preservation**

(Article 7.4)

Number of Heritage & Specimen Trees Saved Per Approved Plan \_\_\_\_\_ / \_\_\_\_\_  
 % of Heritage & Specimen Trees Saved Per Approved Plan \_\_\_\_\_ / \_\_\_\_\_  
 Areas and % Of Site Covered by Tree Canopy \_\_\_\_\_  
 Approved Areas and % Of Tree Canopy Actually Saved \_\_\_\_\_

**Tree Protection Fencing**

(Article 7.4)

Tree Save Areas on Plans \_\_\_\_\_  
 (Show on Grading & Erosion Control and Landscaping plans)

**Residential Lot Trees**

(Article 7.7.3)

Lots Less than 10,000 sq/ft. 1 Front Yard, 1 Rear Yard Tree Required \_\_\_\_\_  
 Lots 10,000-15,000 sq/ft. 1 Front Yard, 2 Rear Yard Tree Required \_\_\_\_\_  
 Lots 15,001- 20,000 sq/ft. 2 Front Yard, 2 Rear Yard Tree Required \_\_\_\_\_  
 More than 20,000 sq/ft. 3 Front Yard, 3 Rear Yard Tree Required \_\_\_\_\_

**Landscape Easement for  
Thoroughfares**

(Art. 7.4 H & Art. 7.7.2 C)

Residential - 20' easement between proposed sidewalk and proposed lots \_\_\_\_\_  
 Commercial - 10' easement between proposed sidewalk and proposed lots \_\_\_\_\_

**Buffer Yards**

(Art. 7.5)- Show on all Sketch Plans

\*N/A for the TC, TOD-R & TOD-E Districts

20' Residential Landscape Buffer Located in all Applicable Areas \_\_\_\_\_  
 50' I-77 Buffer Located in all Applicable Areas \_\_\_\_\_

<p><b>Residential Parking Tabulations</b>  <i>(Article 5 Street Design)</i>  <i>(Article 6- Off Street- Amount Required)</i></p>	<p>Provide chart showing # of dwelling units &amp; the required # off street spaces _____                  Show all access easements _____</p> <p>On-street Parking adj. to Urban Open Space (Show &amp; # of Spaces) _____                  On-street Parking adj. to Apts. Attached &amp; Detached House Lots (<math>\leq 60'</math>) _____                  * <i>On-street may count towards total if layout is specially designed to meet the parking needs of the residential buildings.</i></p>
<p><b>Garages (Attached &amp; Detached)</b>  <i>(Article 4 Lot &amp; Building Type &amp; 8.16)</i></p>	<p>&gt; 60' lot width- Front loaded are recessed 10' behind primary front facade _____  <math>\leq 60'</math> Alley access is required if on-site parking is provided _____                  Detached Garages must be located in the rear yard (show on diagram) _____</p>
<p><b>Conformity &amp; Compatibility</b>  <i>(Section 6.200.2) &amp; Article 3</i></p>	<p>Design of lot sizes to transition with adjacent development _____                  Design of buildings to respect the general spacing of existing structures _____                  Design of the buildings to transition w/massing &amp; volume w/adj. structures _____                  Design of the buildings to transition in scale _____                  Matching the Orientation of adjacent Principal Structures _____</p>
<p><b>Consistency with Adopted Plans</b>  <i>(Section 6.200.1, 11)</i></p>	<p>Compliance with Meck. County Bicycle Master Plan _____                  Compliance with Meck. County Greenway Master Plan _____                  Special Area, Long Range, or Corridor Plans _____                  Located Outside of any Public School or Public Park Plans _____                  Potential areas for Greenway Dedications, Land Conservation or an other Special Interest Group _____</p> <p>Show other yard requirements of all lot types the various conditions that may apply to each should be refined from the Approved Sketch Plan if necessary to insure developer's/builder's design consideration of each neighborhood block _____</p>
<p><b>Open Space Requirements</b>  <i>(Article 7.10-7.13)</i>                  ** <i>Please note Urban Open Space is not required in the Rural District</i></p>	<p>Open Space Matches with the Approved Rezoning/Sketch Plan _____</p> <p>Types of Urban Open Space Provided _____                  Sizes of Urban Open Space Provided _____                  On-street parking provided on adj. Street _____                  If Large Lot subdivision, are all lots located within <math>\frac{1}{2}</math> mile of the UOPS _____                  If Smaller Lot subdivision are all lots located within <math>\frac{1}{4}</math> mile of UOPS _____</p> <p>For Rural Zoning Show the Natural Recreational &amp; Agricultural OPS on the Plan _____                  List the Acreage for the Natural Recreational &amp; Agricultural OPS _____</p>

**Existing Features (Site Analysis) Plan**

(Section 6.300, 14)

Provide all the applicable items listed above on a topographical map showing original contours at intervals of not less than four feet \_\_\_\_\_

Location and area calculations of constraining features including wetlands \_\_\_\_\_

Location of Watercourses, intermittent streams and floodways, S.W.I.M. buffers (outside of floodways), watershed buffers \_\_\_\_\_

Location of all rights-of-way and easements (current and future) \_\_\_\_\_

Location of all slopes over 25% \_\_\_\_\_

Location of woodlands, tree lines, specimen & heritage trees \_\_\_\_\_

Location of open fields or meadows, scenic views into or out of the property \_\_\_\_\_

Location of watershed divides and drainage ways \_\_\_\_\_

Location of existing structures, cemeteries, roads, tracks and trails \_\_\_\_\_

Location of significant wildlife habitat; prime agricultural farmland \_\_\_\_\_

Location of historic, archeological and cultural features listed (or eligible to be listed) on national, state or county registers or inventories \_\_\_\_\_

Location of aquifers and their recharge areas \_\_\_\_\_

Location of existing or planned utility easements (above and below ground) to include, but not limited to power/transmission, water, sewer, gas, phone, and cable \_\_\_\_\_

**\* See the Residential Four Step Design Process Based off the (Existing Features Site Analysis Plan) at the end of this checklist if proposal is located in the Rural & Transitional Residential Districts.**

**Bonding Improvements**

Article 8.17.11 & Article 8.25.11  
Section 7.295(11) & Section 8.400

Bonds are review and approved by Mecklenburg County \_\_\_\_\_

Notes placed on plans for Maintenance and Security of Bonds and Improvements \_\_\_\_\_

**General Requirements**

(Sect. 6.300, 1, 2, 3)

Boundary lines of the property being subdivided and intersecting the subdivision \_\_\_\_\_

Railroad lines, water courses and other significant features \_\_\_\_\_

Zoning district of each adjacent property \_\_\_\_\_

Finished Grades \_\_\_\_\_

Scale of the plan, not smaller than 100 feet to the inch \_\_\_\_\_

North point; date; a small scale vicinity map \_\_\_\_\_

## Guidelines for Preliminary Plan Approval

- **This checklist is accompanied with the [Huntersville Preliminary Subdivision Checklist for Plan Submission](#) and [Preliminary Subdivision Review Additional Town and County Reviews](#). The developer will need to review that checklist for all submittal and resubmittal requirements.**
- **Contact the Mecklenburg County Engineering & Water Quality Departments, and NCDOT (Project involves State Roads) for any additional checklists and requested items for submittal.**

### General Notes to Place on Plans

- Provide notations on the processes of mail delivery and garbage pick-up.
- Show on Plans: (Fire Apparatus) Intersections of streets & alleys must accommodate & utilize “No Parking Zones” & flared alley entrances when necessary. Coordinate w/ Meck. Co Fire Marshal to determine the most strategic fire hydrant location.
- Show on Plans: (Mail delivery) On street Parking will dictate group mailboxes to be strategically located. Sites within the development need to be identified. Prominent “civic” locations, focal points, or destination within the neighborhood should be used for this purpose.
- Show on Plans: (Garbage Pick-up) On-street parking will require that garbage collection areas (dumpsters) be centralized and accessible. Label a functional location that will be used for garbage collection.
- Show on Plans (Parking Areas) Identify areas on plan to be posted (by developer) as “No Parking Zones” Consider Mail and Garbage services.
- Place the Huntersville Construction Sequence on the grading and erosion control plans, see below for this language.
- Note: Block Lengths shall adhere to the approved subdivision sketch plan.
- Note: Side Lot Lines. Side lot lines shall, as nearly as practicable, be at right angles or radial to street lines. Where side lot lines intersect at the rear of the lot, the angle of intersection shall not be less than 60 degrees. (Sect. 7.220 TOH SO).
- Note: Building Separation. All detached principal structures in all districts shall preserve a minimum building separation of 10 feet. The requirement of the district to conform to an existing pattern of building spacing along a street may require a greater separation or the provision of specified side yards. All detached accessory structures in all districts shall maintain a minimum building separation of 4 feet, as measured from the overhang (Article 8.10 TOH ZO).
- Note: All HVAC/Other Utilities must be located outside an established setback, required side yard, and not within 5’ of a side or rear lot line. (Article 8.8.2 TOH ZO).
- Note: Residential Garages. On lots greater than 60 feet in width, front-loading garages shall be recessed at least 10 feet behind the primary plane of the front facade of the structure. **Exception for single family detached dwellings with 1400 square feet or less of heated space:** single bay front loading garages may be built flush with, but may not project in front of, the primary plane of the front facade of the structure; double bay front loading garages shall be recessed at least 10 feet behind the primary plane of the front facade of the structure. On lots 60 feet or less in width, alley access is required if on-site parking is provided except as provided below. Detached garages may only be placed in the established rear yard. Garages for more than two cars must be detached and located in the established rear yard or be attached side or rear loading, (Article 8.16.1 & 2 & 6TOH ZO).
- Note: Build-to line. A line extending through a lot which is generally parallel to the front property line and marks the location from which the principle vertical plane of the front building elevation, exclusive of porches, bay windows and similar appurtenances, must be erected; intended to create an even building façade line on a street. The build-to line is established on the record plat (final plat). (Article 12 of the TOH ZO).
- Note: Any construction or use within the areas delineated by floodway fringe district boundary line and floodway district encroachment line is subject to the restrictions imposed by floodway regulations.
- Note: This property may be subject to any easements and/or right-of-way of record.
- Note: That lots subject to flooding should not be est. in subdivisions except as provided in Section 7.280 (*if applicable*)
- Note: Direct access from lots to a thoroughfare or collector street is prohibited unless shown on the approved rezoning or subdivision sketch plan.
- Note: When Structural BMP's (wet detention ponds and all other BMP's) are required under the High Density Option, the approval of the High Density Development Permit will be subject to developer compliance with Section 7.200.10 subparagraph 3. of the Mecklenburg County Subdivision Ordinance
- Note: All signs will be reviewed & approved separately and shall meet Article 10 of the TOH ZO.
- Note: All areas designated as common open space shall be owned and maintained by the homeowners association.
- Note: Access (ingress/egress) location and design shown on this preliminary plans are subject to achieving vertical and horizontal sight distances, turn lane improvements (including) right-of-way) and intersection with adjacent and opposing access points. Modifications to plan may result.

- Note: Large maturing trees will be planted 40' on center within the required planting strip along all streets with the exception of rural parkways where existing trees can satisfy the street tree requirement. Small maturing trees are to be used where overhead power lines exist.
- Note: All alleyways shall be open from general usage by the general public but shall not be accepted by the public for maintenance. Maintenance shall be responsibility of developer/associations of homeowners.
- Note: All applicable federal, state, and local environmental permits and approvals will be obtained by Developer.
- (If Applicable) Note: Acres to be dedicated to \_\_\_\_\_ (name of entity) and provide explanation of intent and commitment needs on the plan.
- Note (Traffic Control/Pavement Markings & Street Lighting Plan) – (1) Standard street markers must be installed by the developer at one corner of all street intersections, including private streets, before any certificates of occupancy may be issued for buildings or residences along those streets. The design, material, location and installation of the signs must be in accordance with standards specified in the Land Development Standards Manual unless an alternative design is approved. (2) Barricades must be installed at the end of all dead-end streets except cul-de-sac streets, which have been improved with a permanent turnaround as required by this Ordinance. Design, material and installation of the barricades must be in accordance with the Land development Standards Manual. (3) No department, officer, agent, or employee of the town will accept for maintenance, lay out, open, improve, grade, pave or light any streets or authorize the laying of water mains, sewers, electrical service extensions or other facilities or utilities in any street within the town unless: such street has been accepted or opened as, or has otherwise received the legal status of, a public street prior to the effective date of this ordinance; or for any new street, such street corresponds in its location and lines with a street shown on a preliminary subdivision plan, tentatively approved by the Town Manager or Designated Administrative Agent; or such street has been accepted as a public street by a vote of a majority of all the members of the Town Board or by the State of North Carolina; or such street has been accepted as a public street by the State of North Carolina; or such street is an approved private street built in conformance with the provisions of all applicable ordinances. (*Section 8.170 & 8.200 TOH SO*)
- Note: Maintenance Guarantee. All improvements required by this ordinance shall be guaranteed against defects in workmanship and materials by the subdivider for a period of one year from the date of the filing of the final plat or the date of the completion of the improvement, whichever is later. The subdivider shall file with the Town a maintenance bond with adequate sureties in an amount determined by the Town of Huntersville/Mecklenburg County to be sufficient to assure proper maintenance and repair of such improvements for the one-year warranty period. (*Section 8.400 TOH SO*)
- Note: Water Quality LID. Financial Arrangements are to be made through Meck. County guaranteeing the installation and maintenance of required BMPs until the issuance of CO's for seventy-five percent (75%) of all construction which might reasonably be anticipated to be built within the area which drains into the BMP, allowing credit for improvements completed prior to the submission of the final plat. The approval of the High Density Development Permit will be subject to developer compliance with Section 10.509 paragraph 3 of the Mecklenburg County Zoning Ordinance, the provisions of which, including subsequent amendments, are incorporated herein.
- Note: Water Quality LID Maintenance. BMPs that are constructed on privately owned land and that are not within a public easement shall be maintained by a Property Owners Association or the owner of the subject property. BMPs that are constructed on public land within public rights-of-way, and/or within public easements shall be maintained by the public body with ownership/jurisdiction of the subject property
- Note: Maintenance Covenants. Prior to the issuance of an Occupancy Permit for any building within a permitted development served by a BMP, the applicant or owner of the BMP shall establish a formal Maintenance Covenant approved by the Mecklenburg County Land Use and Environmental Services Agency and recorded in the Office of the Register of Deeds in which the owner acknowledges the duty of the owner and all subsequent owners of the property to maintain the BMP in accordance with the terms of the Covenant.
- (If applicable) Note: Structural BMP. The approval of the High Density Development Permit will be subject to developer compliance with Section 10.509 paragraph 3 of the Mecklenburg County Zoning Ordinance, the provisions of which, including subsequent amendments, are incorporated herein.
- (If applicable) Note: Structural BMP. When structural BMPs (wet detention ponds and other BMPs) are approved for mitigation of a buffer disturbance, the approval will be subject to the owner filing a surety bond or letter of credit or making other financial arrangements which are acceptable to the Mecklenburg County Department of Environmental Protection, in a form which is satisfactory to the County Attorney, guaranteeing the installation and maintenance of the required structural BMPs until the issuance of certificates of occupancy for seventy-five percent (75%) of all construction which might reasonably be anticipated to be built within the area which drains into the BMPs, allowing credit for improvements completed prior to the submission of the final plat.
- *FYI The developer is responsible for contacting CMUD for all water and sewer issues. A parcel with on-site septic, 100% of the repair area does not need to be cleared initially (only the area for the original septic field). Please consider this when looking at tree preservation requirements.*

- *FYI if you are proposing to develop a residential subdivision inside the MIL-O or LN-O Watershed Districts you shall reserve 1% of the lot area but not less than 150 sq/ft impervious area per lot to allow for addition of future impervious area by the homeowner/occupant.*
- *FYI Lands that are disturbed during land development activities shall be excluded from open space calculation areas. Examples: Temporary Sediment Basins, Temporary Ditches, Areas where grades push into open space.*

### **Huntersville Construction Sequence**

- 1) Install tree / vegetation protection measures along buffer area(s) and any tree save areas delineated on the plan.
  - (a) The buffer line (measured from the creek bank or property line, or whatever is applicable) shall be staked.
  - (b) Protection measures shall be installed as dictated by the drip-line of vegetation that is within the buffer. Where drip line(s) do not extend beyond the buffer line the buffer line shall be respected.
  - (c) Tree / vegetation protection measures must be used where any clearing or grading activities will occur within 100' of a buffer. Protection measures shall be orange tree fencing, or continuous flagging on vegetation or stakes. Flags should be max. 20' on center, which may be used only where thick underbrush exists.
- 2) Request TREE INSPECTION - Town of Huntersville, Planning Staff (875-7000).
- 3) Setup pre-construction conference with Mecklenburg County Land Development & Town of Huntersville Planning Staff (875-7000).
- 4) Continue construction sequence per Mecklenburg County as required.
- 5) Where standards and responsibility for infrastructure construction, including but not limited to streets, sidewalks, and landscaping, are specified in the Zoning and/or Subdivision Ordinances of the Town of Huntersville, town standards shall control. In the absence of a specified town standard, construction shall be in conformance with the then most recent version of the Charlotte-Mecklenburg Land Development Standards Manual (CMLDS).

### **SECTION 6.400 PRELIMINARY PLAN REQUIREMENTS (IN ADDITION TO THE ITEMS LISTED ABOVE)**

1. The boundary of the area to be subdivided and the location within the area, or contiguous to it, of any existing streets, railroad line, water courses, easements or other significant features of the tract.
2. The location, size, elevations of existing sanitary sewers, storm drains, and culverts within the tract and immediately adjacent thereto.
3. Original contours, including tree lines, shown at intervals of not less than 4 feet for the entire area to be subdivided and extended into adjoining property for a distance of 300 feet at all points where street rights-of-way connect to the adjoining property. These contours shall be referenced to mean sea level datum established by the U.S. Coast and Geodetic survey. Proposed contours for the full width of all street rights-of-way, along open drainage channels and in all other portions of the subdivision where extensive grading is proposed must be shown. These requirements shall not apply where the size of the subdivision and the topography make such information unnecessary.
4. The location of proposed streets, alleys, easements, lots, parks or other open spaces, reservations, other property lines, front build-to lines and rear and side yard dimensions for each lot, street dimensions, tentative building locations, and the location of any building restriction flood lines required by Section 7.280. The location and area calculations of constraining features including wetlands, slopes over 25%, watercourses, intermittent streams and floodways, S.W.I.M. buffers (outside of floodways), watershed buffers, and all rights-of-way and easements (current and future)
5. The location of all proposed storm drains and appurtenances with grades, inverts, and sizes indicated, together with a map of the drainage area or areas tributary to the proposed storm drains, a copy of the data used in determining the sizes of drainage pipes and structures, and the Building Restriction Floodline and Flood Protection Elevation for each lot subject to flooding as defined in Section 7.280.

6. The name of the subdivision; the name and signature of the owner or the owner's duly authorized agent; the name of the surveyor, engineer or designer; the names of proposed streets; the names of adjoining subdivisions or property owners. The name assigned to the subdivision and the names assigned to streets at this time will be used throughout the review and approval process for preliminary and final plats and may not be changed without approval of the Planning Director and or Designated Administrative Agent.
7. The scale of the plan, which shall not be smaller than 100 feet to the inch, north point, date.
8. Typical cross sections of internal or abutting streets showing width, sidewalk, and planting details and proposed construction of roadways.
9. Proposed profiles of roadways. Where a proposed street is an extension of an existing street the profile shall be extended to include 300 feet of the existing roadway and storm drains if present and a cross section of the existing street shall be shown. Where a proposed street within the subdivision abuts a tract of land that adjoins the subdivision and where said street may be expected to extend into said adjoining tract of land, the profile shall be extended to include 300 feet of the said adjoining tract.
10. The proposed method of water supply and sewer disposal.
11. A small-scale vicinity map showing the location of the subdivision with respect to adjacent streets and properties.
12. The location of any existing LCID landfills on the site and the location of any proposed LCID landfills on the site.
13. A timetable for estimated project completion of the area covered by the preliminary plan.
14. The zoning district(s) in which the project is located.
15. For projects in the Mountain Island Lake Watershed Overlay District, the calculated built-upon area permitted for each building lot, taking into account permanently preserved open space.
16. For subdivisions within which open space is required, a draft of the documents by which irrevocable preservation of open space shall be assured.
17. A Landscape/Preservation Plan is required for all subdivisions. Items to be included on the plan are as follows:
 

Project Name, Owner Name, Landscape Architect's seal and signature, Tree save calculations Tree save areas – must also be shown on all sheets to be included within the Preliminary Plan, Street Trees Proposed, Additional trees to be planted to meet minimum tree save requirements and appropriate table (if any), Individual residential lot trees and a table showing total amount by lot type, Landscape easements properly labeled – must also be shown on the site plan and final plat, Notes on plan related to maintenance of street trees by individual homeowner or homeowners association – must also be noted on all preliminary plans and final plats to be recorded and documented within the homeowner's covenants and restrictions, and Proposed utilities in relation to tree save areas.
18. Water Quality Management Plan. A Water Quality Management Plan shall be submitted along with preliminary plans for each proposed development. The Plan shall demonstrate compliance with Section 8.17.6, Performance Criteria of the Huntersville Zoning Ordinance, unless otherwise exempted. The Plan shall contain SET outputs, supporting computations, drawings, soil analyses, calculations for each BMP, and overall site hydrology calculations as well as other information sufficient to describe the manner, location, and type of measures for managing storm water from the development in compliance with Section 8.17.6. In addition, the Plan shall specify those parties responsible for long-term maintenance of all BMPs. Section 9 of the Huntersville Water Quality Design Manual contains specific submission requirements. The Mecklenburg County Land Use and Environmental Services Agency shall review the Plan to determine compliance with the Performance Criteria listed in Section 8.17.6. Approval of the Water Quality Management Plan by the Mecklenburg County Land Use and Environmental Services Agency is required prior to the initiation of land disturbing activities and said Plan shall serve as the basis for all subsequent construction. . Information requirements may be adjusted by the Zoning Administrator or designee for a particular development application upon written request of the applicant, provided at least one of the following circumstances can be demonstrated:
  - (1) Alternative measures for on-site and/or offsite management of storm water have been proposed and these measures are approved for compliance with the Performance Criteria in Section 8.17.6.
  - (2) It is otherwise demonstrated that the proposed development will not produce any significant change to the existing, pre-development stream hydrology and pollutant loading.