



Major Subdivision Final Plat Review Requirements & Checklist

Project Name: _____ Date: _____

Initiation: Submission occurs at different times depending upon the type of development. All residential plats shall be recorded so that addresses can be assigned. Only after addresses and tax parcel numbers have been assigned can the building permits be issued. Administrative review and approval is required for the following:
Single Family Residential – plats are submitted for review when developer is prepared to sell lots and after the approval of Subdivision Preliminary Plans.

Attached Dwellings – (town homes/condominiums) – a plat must be recorded for the public streets. After construction is complete a plat revision will be needed to record the as-built location of dwellings.

Multi-family Dwellings – a final plat will be recorded for the dedication of street right-of-ways. This plat needs to be recorded so that addresses can be assigned.

Subdivision, Major:

A subdivision not otherwise exempt from these regulations that involves any of the following:

1. The creation of any new public street or street right-of-way, or improvements to an existing street.
2. A future public school, park, greenway, or open space site shown in any adopted plan or policy document.
3. The extension of any needed right-of-way or easement for the water or sewer system operated by Charlotte-Mecklenburg Utility Department.
4. The installation of drainage improvements through one or more lots to serve one or more other lots.
5. The installation of a private waste water treatment plant or a private water supply system for more than one lot or building site.

Major Subdivision Criteria:

- Provide the Town of Huntersville Application & Review Fee (*See Approved TOH Fee Schedule*)
- 4 paper copies of initial submittal

Items shown on the Final Plat (Section 6.600 Subdivision Ordinance):

- Provide a Plat Map Name, North Point (specify type: true, magnetic, etc.), Graphic Scale (no smaller than 1"=100'); Vicinity Map & Date Survey was conducted.
- Show Tax Parcel ID #'s & Addresses of all newly created properties and all the existing adj. property owners (Mecklenburg County will need to issue addresses and they are to be placed on the plat prior to approvals).
- Provide Zoning District classification for new and existing parcels.
- Provide deed references for tract being divided
- Acreage listed for all lots both created and existing.
- Provide a Purpose Statement (i.e. what lots you are subdividing & the map that is being superceded).
- Right-of-way dedication / reservation (if applicable)
- Existing and Transitional (from the Thoroughfare Plan) Road Right of Ways, Street Names

and Centerlines of Road

- Driveway locations and applicable sight distance triangles.
- Easements for reference.
- Show build-to-lines or front setbacks (whichever is appropriate). Sides, side corners, and rear yards are to be noted and shown on the plat. Building envelope must be defined on plats and typically varies depending upon building type and lot width.
- Show all lot widths of proposed and existing lots. (Either in a line table or written separately on each lot)
- Setbacks for alleys are to be noted and shown on the plat. *(If applicable- Major Subdivisions)*
- Provide watershed / impervious notes / tabulations. Each lot is to have a specific amount of impervious area assigned if located in a Watershed District.
- Show all S.W.I.M. buffers on the plat – per Article 8 of the Zoning Ordinance (if applicable).
- Show Community Flood Fringe Line (line depicting the maximum elevation subject to inundation by the Community base flood; elevation associated with this line plus surcharge is used to determine minimum construction elevation.
- Show all areas of designated Open Space – must show meets and bounds description of open space are on plat. Provide copy of recorded documents for such.
- Show all areas of Urban Open Space (Major Sub. & Multiple Building Sites, excluding Rural District). Provide copy of covenants/restrictions on such.
- Show all septic field areas *(if applicable)*.
- Show the location of the proposed sidewalk *(if applicable)*. If reserving the right of way make sure to label the sidewalk as a sidewalk easement, if dedicating make sure to label the sidewalk and show it in it's entirety in the Public Right of Way.
- Mecklenburg County Bond Administrator signature required on Mylar prior to Huntersville signature. (If bonding is required for street improvements, street trees, and planting in open space (if any), etc in the miscellaneous portion of the bond).
- Town of Huntersville Signature Block *(County Engineering and Addressing must sign off prior to zoning)*
- Certification of Approval and Final Plat Review Officer requirements. The Town of Huntersville will not sign as review officer until Mecklenburg County Engineering has given plat approval. This is critical for plats containing: storm drains, floodways, road improvements, impervious area.
- Provide Certification of Surveyor and Certification of Ownership
- Show location of BMP's or water quality structures (if applicable).
- Show location of street lights.

For Huntersville Staff:

- Review Subdivision plans for applicable build-to-line/setback/buffer information. (If applicable)
- Check zoning files for any required improvements and See Article 6.600 in the Huntersville Subdivision Ordinance. *(Holds on CO's for an outstanding issue, etc)*

Notes to show on plat:

- Note this property may be subject to any easements and/or rights-of-way.
- Note if the Area is determined by a coordinate computation.
- Note separately if the parcels are located in any regulated watershed, floodplains, special flood hazard area as designated on firm map community panel _____ zone, dated _____.
- Note all responsible parties for maintenance of designated open space areas.

- Notes referencing the establishment of a HOA.
 - Include statement RE: Vegetation within the Planting Strip (public right of way) to be maintained by the property owner(s) or HOA.
- Note that garages will meet the requirements of Article 8.16 in the Town of Huntersville Zoning Ordinance.
- Note “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.
- Definition of Build-to-line written out per Article 12 (if applicable).
- For residential subdivisions **approved after 2/17/03 and if in a watershed**, add note: One percent of the lot area but not less than 150 sq. ft. impervious area per lot has been reserved for the addition of future impervious area by the homeowner/occupant.
- For residential subdivisions with alleyways, add 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.

Rural and Transitional Residential Districts Requirements (if applicable)

- Show all adjusted tract acreage calculations including the total acreage for the proposed development (for developments approved prior to May 15, 2006)
- Show all the calculations of designated open space including the density permitted (for developments approved prior to May 15, 2006).
- Provide a note for the average and minimum lot sizes required per the district. Also show what the actual average and minimum lot sizes are on the plat.

Final Plat Signature Blocks:

Place the following subdivision block, as well as the Review Officer (Signed off by Huntersville Planner) and Owner Certification Block (Signed off by Owner) on the Final Plat for review and approval by the Huntersville Planning Department.

MAJOR SUBDIVISION

APPROVED IN ACCORDANCE WITH THE PROVISIONS AS SET FORTH IN THE SUBDIVISION ORDINANCE OF THE TOWN OF HUNTERSVILLE NORTH CAROLINA.

Town Planner

Date

REVIEW OFFICER BLOCK

I, _____, REVIEW OFFICER OF MECKLENBURG COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER

Date

OWNER CERTIFICATION

I hereby certify that I am the owner of the property shown and described hereon and that I hereby adopt this plan of subdivision with my free consent, and dedicate all streets, alleys, walks, parks, and other sites and easements to public or private use as noted. Furthermore, I dedicate all sewer lines and all water lines to the Charlotte-Mecklenburg Utility Department, if applicable.

Date

Owner(s)