

Step 1 Submittal

- Submit 4 paper copies of the final plat, a completed Town of Huntersville Application, and Review Fee to the Town of Huntersville Planning Department for planning review. Two copies will be forwarded to the Mecklenburg County LUESA (Land Use & Environmental Services Agency) North Office (704-432-2520). The applicant will be responsible for providing any additional forms and fees at the county's request.
- Submit 1 paper copy to Mecklenburg County Addressing in Charlotte (704-336-6537).

Step 2 Initial Review by Town Staff

To ensure that your submittal complies with Town of Huntersville development standards, it is helpful to review the *Town of Huntersville Residential Major Plat Checklist*

Staff has 30 business days to review and comment on the submittal. The plat reviewer shall inform the surveyor/contact on whether or not additional reviews will be necessary, or that minor corrections are needed.

- **If there are corrections needed** the surveyor/contact should submit 4 paper copies of the final plat for a second review along with any of Staff's redlines and comments. Staff has up to 14 business days to review and comment on the second submittal. (Repeat as necessary).
- **If there are no corrections needed** the surveyor may proceed to **Step 4**.

The surveyor will be responsible for providing any additional forms or fees required by LUESA. LUESA will estimate bond amounts (if applicable) and administrate the bond posting process. They will also review all the engineering aspects of the plan including the tabulation of impervious coverage for the subdivision (*if subject to watershed restrictions*).

Step 3 Final Approval (Mylar Submittal)

Once all comments are addressed, the applicant shall submit 2 Mylar maps (which are used for recordation at Mecklenburg County Register of Deeds) and 1 paper copy for final review. Signatures shall be obtained from the Owner, Mecklenburg County, and the North Carolina Department of Transportation (if applicable) prior to submission to Huntersville for Review Officer and Town Planner signatures.

Step 4 Recordation

The mylars must then be recorded at the Mecklenburg County Register of Deeds office (704-336-2443).

Step 5 Return Two Recorded Copies

Return two paper copies of the recorded plat to the Huntersville Planning Department. This step is necessary for building permit issuance, and failure to do so will hold up the permitting process.

Contact Information

Huntersville Major Residential Plat Review	Lisa McCarter	704-766-2298	lmccarter@huntersville.org
	David Peete	704-766-2216	dpeete@huntersville.org
	Whitney Hodges	704-766-2212	whodges@huntersville.org
Mecklenburg County Engineering- West Huntersville	Tom Hodges	704-336-4321	Tom.Hodge@mecklenburgcountync.gov
Mecklenburg County Engineering- East Huntersville	Mike MacIntyre	704-432-3963	Mike.MacIntyre@meckgov.org
Mecklenburg County LUESA North Office		704-432-2520	
Register of Deeds		704-336-2443	
Mecklenburg County Addressing		704-336-6537	
Mecklenburg County Environmental Health (well and septic)	Jeremy Michelone	704-336-5572	Jeremy.Michelone@mecklenburgcountync.gov
Mecklenburg County Plat Review	Lynn Wade	704-432-2526	Lynn.Wade@MecklenburgCountyNC.gov

Major Subdivision Process Review Chart

