



## Huntersville Preliminary Subdivision Checklist for Plan Submission

(Revised 5/10/04)

Listed below are the submittal requirements for sketch plan submission to the Town of Huntersville. Plans will not be accepted without all required information. Please contact planning staff if you have questions concerning the submission, (704) 875-7000.

### PRELIMINARY PLAN SUBMITTAL

#### Packet 1 – PLANNING

- \_\_\_ Completed Town of Huntersville Application
- \_\_\_ Huntersville Review ~~Fee~~- See Fee Schedule  
(Checks Payable To: Town Of Huntersville)
- \_\_\_ 2 Complete **FOLDED** Sets of plans  
(Including Demolition Plan, Preliminary Site Plan, Site Analysis & Existing Features Plan, Grading & Stormwater Management Plan, Erosion & Sediment Control Plan, Traffic Control/Pavement Markings & Street Lighting Plan, Road Profile Plans, Phasing Plan, Low Impact Development Plans, Construction Detail Sheets, Covenants & Maintenance Plan and Elevations)
- \_\_\_ Any additional requested applications, letters, and plans (Requested by the plan reviewer)

#### Packet 2 – COUNTY ENGINEERING

- \_\_\_ County Engineering Review Fee-  
(See County Fee Schedule)  
(Checks Payable To: Mecklenburg County)
- \_\_\_ Financial Responsibility Form
- \_\_\_ Permit to Conduct Land Disturbing Activity Form (1 acre or more)
- \_\_\_ Flood Land Development Permit Application  
(If applicable- FEMA Related Floodplain)
- \_\_\_ 5 Complete **FOLDED** Sets of plans  
(Including Demolition Plan, Preliminary Site Plan, Site Analysis & Existing Features Plan, Grading & Stormwater Management Plan, Erosion & Sediment Control Plan, Traffic Control/Pavement Markings & Street Lighting Plan, Road Profile Plans, Phasing Plan, Low Impact Development Plans, Construction Detail Sheets and Covenants & Maintenance Plan)
- \_\_\_ 2 sets of LID Calculations (SET Evaluation Tool)
- \_\_\_ Town Driveway Permits (4 copies of the application, if part of Subdivision Review)

### PRELIMINARY PLAN RESUBMITTALS

#### Packet 1 - PLANNING

- \_\_\_ Planning Department Redlines
- \_\_\_ 2 Complete **FOLDED** Sets of plans  
(Including Demolition Plan, Preliminary Site Plan, Site Analysis & Existing Features Plan, Grading & Stormwater Management Plan, Erosion & Sediment Control Plan, Traffic Control/Pavement Markings & Street Lighting Plan, Road Profile Plans, Phasing Plan, Low Impact Development Plans, Construction Detail Sheets, Covenants & Maintenance Plan and Elevations)
- \_\_\_ Any additional requested applications, letters, and plans (Requested by the plan reviewer)

#### Packet 2 – COUNTY ENGINEERING

- \_\_\_ 4 Complete **FOLDED** Sets of plans  
(Including Demolition Plan, Preliminary Site Plan, Site Analysis & Existing Features Plan, Grading & Stormwater Management Plan, Erosion & Sediment Control Plan, Traffic Control/Pavement Markings & Street Lighting Plan, Road Profile Plans, Phasing Plan, Low Impact Development Plans, Construction Detail Sheets and Covenants & Maintenance Plan)
- \_\_\_ 2 sets of LID Calculations (SET Evaluation Tool)
- \_\_\_ State Driveway Permits (4 site plans & 4 copies of the application, and \$50 Review Fee);  
Toward the end of the Preliminary Plan Review

### APPLIES TO ALL SUBMITTALS & RESUBMITTALS

#### Packet 3 – FINAL PLAT REVIEW – Planning & County (After Preliminary Plan Approval)

- \_\_\_ 2 Paper copies of the Final plat (Submitted by Surveyor, see Attachment for all requirements)

- Please see [Preliminary Subdivision Review Additional Town and County Reviews & Huntersville Residential Preliminary Subdivision Plan Checklist](#) for all the zoning items needed on the requested plans.
- Contact the Mecklenburg County Engineering and Water Quality Departments for any additional checklists and requested items for submittal.