

Project Meetings and Review Types

❖ **Project Feasibility Meeting**

A project feasibility meeting is a meeting to discuss potential projects and land development requirements. There are no minimum requirements or plans required to schedule a meeting of this type. Multiple project feasibility meetings may be held for a project or idea.

❖ **Pre-submittal Meeting**

A pre-submittal meeting **must** be held before projects are submitted to the Mecklenburg County Electronic Plan Management (EPM) System for Land Development review. Meetings will be coordinated with the assigned Project Manager from the Huntersville Planning Department. A representative from Huntersville Planning, Huntersville Engineering, and Mecklenburg County Land Use and Environmental Services Agency (LUESA) will be present at the meeting with the Consultant. One week prior to the scheduled meeting, the Consultant must email the assigned Project Manager from the Huntersville Planning Department a set of plans so that staff has time to complete a cursory review prior to the meeting date. At a **minimum**, the pre-submittal plan set should include a site plan, rough grading plan, and BMP locations.

- **NOTE:** Pre-submittal meetings are not required for Plats, As-Builts, Erosion Control Plans, Minor Revisions to Approved Plans (RTAPs), and other minor projects that staff determines a pre-submittal meeting is not required.

❖ **Electronic Plan Management (EPM) Review**

All Land Development projects must be submitted to the EPM System for review and approval. Major Land Development projects (Commercial Site Plans, Preliminary Plans, Sketch Plans, Conditional District (CD) Rezoning, etc.) require a pre-submittal meeting prior to project submission. When a complete plan set is submitted to the EPM system (meaning all required items are present in the submittal package), the Town and County have 2 days to accept or reject intake. Once intake is accepted by both the Town and County gatekeepers, all applicable review agencies are routed the plans for review. Town and County reviewers have up to 14 calendar days (per cycle) to review plats and up to 21 calendar days (per cycle) to review all other project types.

- **NOTE:** The above turnaround time requirements are associated with reviews performed by staff. It excludes the time required to obtain Town Board approval (when necessary) or any additional outside agency reviews (i.e.; NCDOT).

❖ **Pre-Resubmittal Meeting**

Prior to resubmitting to EPM, an agency or the Consultant can require a pre-resubmittal meeting to go over how the Consultant addressed the agencies comments that were made on the previous submittal. The pre-resubmittal meeting will include agencies that had unresolved issues, the submitting Consultant and the owner. The Consultant must bring a revised plan set and a comment response letter to the meeting to be reviewed by staff. If a pre-resubmittal meeting is required, the review cycle for the resubmitted plans will not be initiated until after the pre-resubmittal meeting occurs for the current cycle.