

## 1. Submit application to Town via email, mail, in-person

Complete Zoning Use Permit Application and Plot Plan (as applicable)  
Mailing Instructions below, Email: [planning@huntersville.org](mailto:planning@huntersville.org)

## 2. Town Zoning Review Fee

Payment via Mail or In-Person, Cash or Check Only  
Electronic Payment, Link Below

## 2. Zoning Review

Permit reviewed and processed by Town/County Staff

## 3. Permit Issued & Zoning Inspection Scheduled

Zoning inspection scheduled by Town Staff for 30 days after issuance

Huntersville Planning Department, 704-875-7000, <https://www.huntersville.org/228/Planning-Department>

Physical Address: 105 Gilead Road | Third Floor (**Fed Ex, UPS, and Couriers**)

Mailing Address: P.O. Box 664 | Huntersville, North Carolina 28070 (**USPS**)

Attention: Planning Department

Please make checks payable to: Town of Huntersville

Include a project number and/or project description in the memo

Electronic Payment, <https://www.huntersville.org/FormCenter/Planning-5/Planning-and-Zoning-Fees-99>