



# General Application

**INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED. PLEASE CHECK ALL ITEMS CAREFULLY.**

## 1. Application Type

Please indicate the type of application you are submitting. In addition to the application, the submission process for each application type can be found at <https://www.huntersville.org/528/Permits-Process>

<input type="checkbox"/> Change of Use <input type="checkbox"/> Commercial Site Plan <input type="checkbox"/> Conditional Rezoning <input type="checkbox"/> General Rezoning <input type="checkbox"/> Master Signage Program <input type="checkbox"/> Special Use Permit <input type="checkbox"/> Revision to Original Project # _____ <input type="checkbox"/> Other _____	SUBDIVISION CATEGORIES: Per the Huntersville Subdivision Ordinance <input type="checkbox"/> Sketch Plan <input type="checkbox"/> Preliminary Plan <input type="checkbox"/> Final Plat (Includes Minor Subdivision) <input type="checkbox"/> Exempt Subdivision <input type="checkbox"/> Final Plat Revision <input type="checkbox"/> Farmhouse Cluster
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## 2. Project Data

Date of Application \_\_\_\_\_

Name of Project \_\_\_\_\_ Phase # (if subdivision) \_\_\_\_\_

Project Address \_\_\_\_\_

Parcel Identification Number(s) (PIN) \_\_\_\_\_

Current Zoning District \_\_\_\_\_ Proposed District (for rezoning only) \_\_\_\_\_

Property Size (acres) \_\_\_\_\_ Street Frontage (feet) \_\_\_\_\_

Current Land Use \_\_\_\_\_

Proposed Land Use(s) \_\_\_\_\_

Is the project within Huntersville's corporate limits?  
 Yes \_\_\_\_\_ No \_\_\_\_\_ If no, does the applicant intend to voluntarily annex? \_\_\_\_\_

## 3. Description of Request

Explain the nature of this request. If a separate sheet is necessary, please attach to this application.

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## 4. Site Plan Submittals

Consult the particular type of *Review Process* for the application type selected above. These can be found at <https://www.huntersville.org/528/Permits-Process>.

## 5. Outside Agency Information

Other agencies may have applications and fees associated with the land development process. The *Review Process* list includes plan documents needed for most town and county reviewing agencies. For major subdivisions, commercial site plans, and rezoning petitions please enclose a copy of the Charlotte-Mecklenburg Utility *Willingness to Serve* letter for the subject property.

## 6. Applicant

Printed Name \_\_\_\_\_

Corporation     Limited Liability Company     Trust     Partnership     Other: \_\_\_\_\_

By signature below, I hereby acknowledge, as/on behalf of (circle one) the applicant my understanding this application will be considered in a quasi-judicial proceeding and that neither I, nor anyone on my behalf, may contact the Board of Commissioners except through sworn testimony at the public hearing. (Applicable if box is checked.)

Signature \_\_\_\_\_

Title \_\_\_\_\_ Email \_\_\_\_\_

Address of Applicant \_\_\_\_\_

## 7. Property Owner (if different than applicant)

\* Printed Name \_\_\_\_\_

Corporation     Limited Liability Company     Trust     Partnership     Other: \_\_\_\_\_

By signature below, I hereby acknowledge, as/on behalf of (circle one) the owner my understanding this application will be considered in a quasi-judicial proceeding and that neither I, nor anyone on my behalf, may contact the Board of Commissioners except through sworn testimony at the public hearing. (Applicable if box is checked.)

Signature \_\_\_\_\_

Title \_\_\_\_\_ Email \_\_\_\_\_

Address of Property Owner \_\_\_\_\_

\* Property owner hereby grants permission to the Town of Huntersville personnel to enter the subject property for any purpose required in processing this application.

Every owner of each parcel included in this application, or the owner (s) duly authorized agent, must sign this application. If signed by an agent on behalf of the Owner, this petition **MUST** be accompanied by a Limited Power of Attorney signed by the property owner (s) and notarized, specifically authorizing the agent to act on the owner (s) behalf in signing this application. Failure of each owner, or their duly authorized agent, to sign, or failure to include the authority of the agent signed by the property owner, will result in an **INVALID APPLICATION**. **If additional space is needed for signatures, attach the Town of Huntersville Signature Addendum Form.**

## 7. Development/Design Firm Contact Information

Development Firm	Name of Contact	Phone	Email
Design Firm	Name of Contact	Phone	Email

## Contact Information

<b>Town of Huntersville</b>	Phone:	704-875-7000
<b>Planning Department</b>	Fax:	704-992-5528
PO Box 664	Physical Address:	105 Gilead Road, Third Floor
Huntersville, NC 28070	Website:	<a href="https://www.huntersville.org/228/Planning-Department">https://www.huntersville.org/228/Planning-Department</a>