



# Electronic Plan Management (EPM) Applicant Instructions

## Submission Process

1. Visit the EPM website at <https://epm.mecklenburgcountync.gov>.
  - Open **Internet Explorer 9** or higher
    - EPM is **not compatible** with Chrome, Firefox, Safari, Opera, and other internet browsers.
  - All documents must be submitted as **unlocked/unrestricted Adobe PDF** files.
    - EPM is only compatible with Adobe Reader 8 or higher.
2. First-time Users: click “*Create Company Account Now*” link from the grey Sign-In Box located in the upper right-hand corner of the page.  
Returning Users: Log-in with username and password.
3. Click “*Submit County Land Development Application*” link from the Tool Box menu, in the upper right-hand corner of the page.
4. Click “*Land\_Dev\_Application.pdf*” and use “File > Save As” to save a copy of this form to your computer.
  - Only use Adobe Reader 8 or higher, to open and complete this form.
  - Use the EPM Intake Checklist obtained during the Pre-Submittal Meeting to complete this form.
  - When the form is completed, upload it into EPM by taking the following actions; click the “*Browse*” button at the bottom of the page. Navigate to your saved *Land Development Application Form*. Click “*Open*”. Click “*Upload*” button. A project number is now created.
5. Click “*Add File*” button in EPM to upload additional documents (as applicable).
  - Each document uploaded to EPM must be an **unlocked/unrestricted PDF file, under 40MB file size or the submittal will be rejected**.
  - Documents prepared by a professional engineer or licensed land surveyor must be stamped and signed accordingly. **Un-stamped and un-signed documents will be rejected**.
    - *Town of Huntersville General Application* is required with every submittal.
      - Huntersville Limited Power of Attorney to Sign Applications form is required if the General Application is signed by an agent on behalf of the property owner
    - EPM Intake Checklist
      - This document is required for all submittal except: Plats, As-Builts, Erosion Control Only, and Revisions to Approved Plans unless the revisions are extensive.
    - Driveway Permit Applications (NCDOT and Town)
    - Storm water/Erosion Control/BMP Routing Calculations (stamped & signed by PE)
    - Site Plan (must be horizontally oriented)
    - Charlotte Water Willingness to Serve Letter
    - Address Verification Signed by GIS Staff
    - APFO Application
    - Adjoining Property Owner’s List

- In addition to uploading a PDF copy of the adjoining property owners, the applicant must also email the Town Planner an Excel file of the adjoining property owners list.
- Other documents deemed necessary per the Town of Huntersville Planning Staff.

If the project is on a state road, NCDOT must also review the plans. NCDOT does not participate in EPM. Applicants must deliver a set of plans to the NCDOT office – located at 7605 District Drive, Charlotte, NC 28213. After delivering plans to NCDOT please follow one of the two steps below so Town of Huntersville Planning Department is aware that NCDOT received the necessary plans.

1. Deliver 4 sets of plans to NCDOT prior to EPM submittal and upload a copy of the transmittal with the EPM submittal.
2. Email a copy of the NCDOT transmittal to the Town of Huntersville Planner for upload into EPM.

**Please note, all required fees must be paid and documents must be uploaded to EPM within 48 hours (2 business days) for the submittal to be complete. Incomplete submittals will be rejected.**

### Review Process

After all required documents have been uploaded to EPM, the Town of Huntersville will contact the applicant to discuss payment options. The Town has 48 hours, (2 business days), to obtain payment of fees; review all documents for completeness and accept intake. Once the Town accepts intake, the review period begins. The review period for land development projects are as follows:

Commercial Site Plans (PC01 and PC05*)	15 Business Days
Subdivision Sketch Plans (PC01)	
Subdivision Preliminary Plans (PC05*)	
As-Builts	
Conditional Rezonings (PC01)	
Final Plats	10 Business Days

1. To learn which review agencies are assigned to the project:
  - Click “*Active Projects*” tab.
  - Select the appropriate project number.
  - Use the Tool Box menu on the left side of the page to navigate.
  - Select “*Graphical View*” to see which agencies have been assigned to review the project and their current review status.
2. To review redline comments posted by each reviewer:
  - Click “*Review Results*” from the Tool Box menu. You will find each reviewer’s results in the Result column of the first table.
  - If there are comments, the document that has comments will be marked “Yes” in the section *Feedback Files Generated on Demand*.
  - Individual redlines comments will be posted at the bottom of the page under the “Redlines Comments” section.

### Resubmittal Process

To resubmit the plan, see Submission Process Step 5. **It is only necessary to upload documents that have been revised.**

### Approved Plans

Once the plans have been approved, the approved files can be saved and/or printed by clicking on the “Approved Package” tab under the “Overview” section on the left side of the Project Details page.