

Contact Information

Town of Huntersville	Phone:	704-875-7000
Planning Department	Fax:	704-992-5528
PO Box 664	Physical Address:	105 Gilead Road, Third floor
Huntersville, NC 28070	Website:	http://www.huntersville.org/departments/planning.aspx

Step 1 Presubmittal Conference

Applicants must schedule a pre-submittal conference with town staff to discuss the submittal process, site plan issues, and applicability of the Adequate Public Facilities (APF) and Traffic Impact Analysis (TIA) Ordinances.

Step 2 Determination of Adequate Public Facilities and/or Traffic Impact Assessment

It is recommended that both the APFO application and the Determination of Need for a TIA be submitted to the Town prior to the sketch plan submission. However; if the development is subject to the APF ordinance, an APF application must be submitted at the same time as the application. The "Determination of Adequacy (DOA)" must be issued prior to the Planning Board meeting.

If it is determined that a TIA is also required, the scope of work must be approved by the town prior to submission of the rezoning plan.

Step 3 Initial Submittal Requirements

The Towns and Mecklenburg County LUESA use **Electronic Plan Management (EPM)** to route and review plans. Please go to <https://epm.mecklenburgcountync.gov> to upload all documents. The following are required for **Town of Huntersville Review**. Please see the LUESA website for additional submittal requirements.

- County Application. On the submittal page, this document is titled WLR.pdf
- Huntersville Application. Please fill out, sign and scan. Upload this document with the title, Name of Project-Hunt Application-Date.pdf (Ex: Vermillion PH2-Hunt Application 4-16-12.pdf)
- Review Fee. A PDF of fee check if the fee has not been paid prior to submission. Payments can be addressed **Attention: Planning Department** and mailed to the contact address listed at the top of this page. The Planning Dept. must receive the fee within 48 hours of application submission or the application will be rejected and the applicant will need to resubmit all documents. A separate fee to LUESA may also apply.
- APFO Application (if applicable)
- TIA Application (if applicable)
- Complete set of Sketch/Site Plans (see below)
- A list of adjacent property owners and addresses within 250 feet of proposed rezoning request
- LID Calculations (SET Evaluation Tool)
- Stormwater Concept Plan Application
- Any other documents that are necessary for review (PDFs)
- A DWG or GIS compatible. This file must be emailed to csawyer@huntersville.org and cannot be uploaded through the EPM system.

A COMPLETE SET OF PLANS INCLUDE:

- Sketch/Site Plan
- Existing Features (Site Analysis) Plan
 - The Existing Features (Site Analysis) Plan analyzes each site's special features, as they form the basis of the design process for open space lands, building locations, street alignments and lot lines. Detailed requirements for Existing Features Plans at the minimum must include:

- The location and area calculations of constraining features including wetlands, slopes over 25%, watercourses, intermittent streams and floodways, S.W.I.M. buffers (outside of floodways), watershed buffers, and all rights-of-way and easements (current and future);
 - The location of significant features such as woodlands, tree lines, specimen and heritage trees, open fields or meadows, scenic views into or out of the property, watershed divides and drainage ways; existing structures, cemeteries, roads, tracks and trails; significant wildlife habitat; prime agricultural farmland; historic, archeological and cultural features listed (or eligible to be listed) on national, state or county registers or inventories; and aquifers and their recharge areas;
 - The location of existing or planned utility easements (above and below ground) to include, but not limited to power/transmission, water, sewer, gas, phone, and cable;
 - A topographical map showing original contours at intervals of not less than four feet and existing tree lines;
- Other items specified in Section 6.300 of Subdivision Ordinance
<http://www.huntersville.org/Departments/Planning/OrdinancesandManuals/SubdivisionOrdinance/SECTION6TheSubdivisionProcess.aspx#6.300>
 - Phasing Plan
 - Elevations and other details (if applicable)

Some applications may be exempt from water quality measures. Please consult Article 8.17.3 for Exceptions to Applicability.

If the project is located along Hwy 73, 2000 feet from an adjoining municipality, and/or the Mountain Island and Lake Norman Watersheds, additional peer review is required.

Step 4 Review and Consultation Meetings

Once the application has been uploaded to EPM, both the Town and LUESA must accept the Intake. Each agency has 48 hours to review the materials for their completeness. Once the Intake has been accepted the review “time clock” begins, and plans are routed to the Reviewing Agencies. Agencies have fifteen (15) working days to complete reviews. Agencies participating in EPM include Town of Huntersville Planning, Engineering, and Parks and Recreation; Mecklenburg County Engineering (LUESA) and Fire Marshall; Charlotte-Mecklenburg Schools (CMS).

The Planning Department may also route plans to Charlotte-Mecklenburg Utilities, Mecklenburg County Parks and Recreation, Huntersville Volunteer Fire Department and electric service providers. If the sketch plan is located on a state road it is also reviewed by NCDOT for comments.

Once all review agencies have posted redline comments, the applicant may request a consultation meeting with their Town Project Coordinator and/or Mecklenburg County LUESA.

The applicant is not allowed to resubmit plans to EPM until all reviewing agencies have posted a comment

Step 5 Neighborhood Meeting

Coordinating the neighborhood meeting is the responsibility of the applicant. This meeting is held so that neighbors can ask questions about the request to the applicant and the applicant can garner feedback about the concerns of the community. The meeting must be held on a day specified on the *Review Schedule: Plan Submission Dates*. Neighborhood meetings shall not be held on Town Board meeting nights (first and third Monday of the month) or Planning Board and Board of Adjustment meeting nights (second and fourth Tuesday of the month). Before a public hearing may be held on a petition for a

conditional zoning, the petitioner must file in the Office of the Town Clerk a written report of at least one neighborhood/community meeting held by the petitioner. Below are the petitioner's responsibilities for the neighborhood meeting.

Who to Notify

- Owner of each property petitioned for rezoning
- Owner of each abutting property
- Owner of each property within 250 feet of the petitioned property
- Owner of each property directly across a street, easement, or right-of-way (public or private) from the petitioned property
- Neighborhood, property owner and homeowner associations registered with the Huntersville Planning Department within 2,000 feet of any portion of the rezoning site (distance scaled on a TOH or Mecklenburg County official map). If fewer than two registered associations are identified, the applicant must include unregistered associations or associations beyond 2000 feet of the site. No fewer than two neighborhood, property owner or homeowner associations are notified of the neighborhood meeting.
- Mayor, Town Board of Commissioners, Planning Board Members and Town Clerk, Town Manager and Assistant Town Manager
- Planning Department Project Coordinator

Information Included on Invitation to Meeting

- Date of the meeting
- Time of the meeting
- Location of the meeting
- Zoning petition number of the subject petition as assigned by planning staff (Ex: R#07-76)
- Address/Parcel number of the property petitioned for rezoning (location).
- Property owner names and applicant names (if different)
- Statement describing the purpose of the meeting/ purpose of the zoning request

Step 6 Resubmittal

Use Electronic Plan Management to resubmit plans. It is not necessary to resubmit redlines. Please go to <https://epm.mecklenburgcountync.gov> to upload all documents, including the following:

- Complete set of Site/Sketch Plan
- LID Calculations (SET Evaluation Tool) If these were not included in the original submittal then they would not be included in the resubmittal package.
- Any other documents that are necessary for review (PDFs)
- A DWG or GIS compatible. This file must be emailed to csawyer@huntersville.org and cannot be uploaded through the EPM system.

After an applicant uploads the revised plans to EPM, both the County and Town must accept the intake of the resubmission. Each agency has 48 hours to review the materials for their completeness. Once the Intake has been accepted the review "time clock" begins again. Reviewing agencies have fifteen (15) working days to complete reviews. Applicants may periodically check EPM to see the status of their reviews.

Step 7 Call Public Hearing

Staff sends a memo to the Town Board of Commissioners to call a public hearing. The item is placed on the consent agenda. The applicant does not have to attend this meeting.

Step 8 Legal Ads and Adjoining Property Notification

Planning Staff is responsible for notifying the local paper and adjoining property owners of the public hearing date and posting a zoning sign on the property once the Town Board has called the public hearing. The public hearing must be advertised in a paper with local circulation at least 10 days prior to the public hearing and no more than 25 days prior to the public hearing date. Additionally, staff must send letters through first-class mail to all adjoining property owners at least 10 days prior to the public hearing and no more than 25 days prior to the public hearing date. The list of adjoining property owners is provided by the applicant in the initial submittal and is verified by staff prior to mailing of the notification letters. Owners of the property are generated through the most current Mecklenburg County Tax Records.

Step 9 Agenda Packet Deadline

The last day to submit changes to the conditional rezoning application is three weeks prior to the Public Hearing. This date is shown as the Agenda Deadline which can be found on *Review Schedule: Plan Submission Dates*. TWENTY (20) complete FOLDED sets of plans **MUST be submitted** for the Public Hearing.

Step 10 Public Hearing

Public Hearings are held by the Town Board on their first meeting of the month. Planning Staff presents the staff report to the public and submits a recommendation on the request. The Planning Board and public are invited to attend. The applicant should attend the public hearing to answer any questions the Board or public may have about the project. Changes to the request can be offered by the applicant at the public hearing. The Town Board does not make a decision at this meeting. See the *Review Schedule: Plan Submission Dates* for the date of the public hearing. (Article 11.4.6, Zoning Ordinance)

Step 11 Submittal for Planning Board Meeting

The applicant must submit 15 complete FOLDED sets of plans for the Planning Board meeting one week after the public hearing. Include any changes to the request offered at the public hearing.

Step 12 Planning Board Recommendation

Planning staff presents the conditional rezoning request to the Planning Board for their recommendation. The applicant should attend the Planning Board meeting to answer any questions the Planning Board or public may have about the project. The public is only allowed to speak at the beginning of the meeting. The Planning Board may recommend approval, denial or may defer decision for 30 days. See the *Review Schedule: Plan Submission Dates* for the date of the Planning Board meeting. (Article 11.4.7, Zoning Ordinance)

Step 13 Submittal for Town Board Final Action

The applicant must submit 10 complete FOLDED sets of plans for Town Board Final Action one week after the Planning Board meeting. Two of the copies will be used by staff to record the Town Board decision and will remain with the file. Any additional copies that the applicant would like to have stamped for their own records may be submitted after final action.



Conditional District (CD) Rezoning Review Process

Step 14 Town Board Final Action

Once the Planning Board has made a recommendation, the conditional rezoning request is submitted to the Town Board for Final Action. See the *Review Schedule: Plan Submission Dates* for the Town Board Meeting date.

Useful Websites

Agency	Phone Number	Website
Mecklenburg County Land Use and Environmental Services Agency (LUESA) North Office	704-432-2520	http://www.charmeck.org/mecklenburg/county/LUESA/pages/default.aspx
POLARIS—Property Ownership and Land Record Information System	N/A	http://polaris3g.mecklenburgcountync.gov
Charlotte Mecklenburg Utilities	704-399-2221	http://www.charmeck.org/Departments/Utilities/Home.htm
NC Department of Environment and Natural Resources	State:919-733-4984 Local: 704-663-1699	http://www.ncdenr.gov/web/guest
NC Department of Transportation	980-523-0000	http://www.ncdot.gov/doh
Huntersville Water Quality Ordinance	N/A	http://www.huntersville.org/portals/0/planning/HSV%20WQ%20design%20manual%20January%201%202008%20version.pdf
Electronic Plan Management (EPM)	N/A	https://epm.mecklenburgcountync.gov

