



# Farmhouse Cluster Checklist

This checklist provides specific requirements that are a part of the Farmhouse Cluster process.

### Application Information

- Complete Application Form
  - Application Fee
  - Pre-Submittal Meeting
- Date Submitted \_\_\_\_\_  
 Plan Reviewer \_\_\_\_\_  
 EPM# \_\_\_\_\_

### Project Information

Subdivision Name (as shown on title block) \_\_\_\_\_ Phase \_\_\_\_\_

Subdivision Name (as approved by Town Board) \_\_\_\_\_

Engineering Firm \_\_\_\_\_ Contact Name \_\_\_\_\_

Phone number \_\_\_\_\_ Fax number \_\_\_\_\_ Contact Email Address \_\_\_\_\_

Tax Parcel Number(s) (Mecklenburg County Polaris GIS System) \_\_\_\_\_

Location \_\_\_\_\_

Address \_\_\_\_\_

Is the project within the corporate limits?  Yes  No

If no, did the applicant agree to voluntary annexation?  Yes  No

If yes to voluntary annexation, has the applicant submitted an annexation petition that has been accepted as sufficient by the Legal Dept.?  Yes  No

If annexation Petition has not been submitted, the following note must be placed on the Preliminary Plan: "A sufficient voluntary annexation petition has been agreed to be provided and must be submitted prior to any Final Plat approvals".

### Farmhouse Cluster Ordinance Requirements (Z.O. Article 3)

- Project size and public frontage: 10 acres with a minimum of 30 feet of frontage on a public road either by fee simple ownership or by exclusive easement.
- There shall be no more than two farmhouse cluster developments permitted per tract as that tract existed on February 18, 2003.
- Private drives shall be paved in accordance with the Town of Huntersville construction standards.

- The private street right-of-way or easement shall be sufficient width to accommodate drainage/water quality treatment associated with the private drive. Further, the recorded easement shall have at least 30' of frontage on a public street. In the event two farmhouse clusters are established, the private drive serving those farmhouse clusters may be connected provided:
- The subdivision plat and associated deeds shall clearly state such drive shall remain private and will not be taken over by a public entity in the future unless such street complies with the construction standards of that public entity.
- Where feasible, there shall be two means of ingress and egress into the combined farmhouse cluster development. Only in the event the original tract does not have the adequate frontage on a public road to obtain two driveway permits would one private drive be allowed to serve the combined farmhouse cluster development;
- An association of all property owners shall be established for maintenance of all commonly held spaces, if any. Where there are no commonly held spaces except for a shared driveway or private driveway, a legally binding shared driveway and/or private street use and maintenance agreement shall be filed at the Register of Deeds of Mecklenburg County. Furthermore, the shared driveway or private road shall be shown, along with all appropriate and necessary easements, on a recorded plat and a note shall be attached thereto stipulating the use and maintenance of the driveway and referencing the recorded agreement(s).
- The location of building sites shall be determined through a site analysis which identifies features listed in Article 7 to be preserved as open space;
- No minimum lot size or width is required, so long as the project meets all other standards of the district;
- At least 50% of the tract shall be designated as open space. Open space preservation shall be irrevocable. A metes and bounds description of the space to be preserved and limits on use shall be recorded on the subdivision plat and on individual deeds when open space lands are not held entirely in common. Open space lands may be part of a deeded lot so long as it reflects an irrevocable conservation or open space easement requiring such portions of individual lots to remain and be used as open space as provided in this section.
- Permitted uses of open space lands to be preserved shall correspond generally to physical conditions at the time of subdivision approval. Restrictive covenants shall limit uses to the continuation of certain agricultural activities (pastureland, crop cultivation) or recreation uses that preserve the view from public streets of rural heritage features to be preserved. For example, fields or pasture land preserved as required open space may continue to support cultivation or grazing; however existing woodlands may not be clear-cut. In order to ensure septic tanks are located on the most suitable soils, septic fields may be located in common open space provided a maintenance easement is established for access.
- The project shall maintain a generally rural appearance from public road(s).
- Where a farmhouse cluster would eliminate a planned street connection or a street connection indicated on a plan adopted by the Town of Huntersville or the Charlotte-Mecklenburg Thoroughfare Plan, and no alternate alignment can reasonably provide the connection, the design of the farmhouse cluster shall provide for said connection by the dedication of right-of-way for streets less than 70 feet in width and by the reservation of right-of-way for streets 70 feet or wider.
- A Farmhouse Cluster requires an approved **Farmhouse Cluster Subdivision Plan**, according to the requirements of the Huntersville Subdivision Ordinance including approval by the Town Board and shall meet all other requirements for review and approval, which may include preliminary plan approval prior to approval of a final plat.



# Farmhouse Cluster Checklist

Please provide this information in a table format in the site plan package.

Total Acreage	
Total Square Feet	
Frontage on Public Street (ft)	
Principal Uses (Z.O. Article 3)	
Building Type (Z.O. Article 3, 4, and 8.10)	
Zoning District (Z.O. Article 3)	
Overlay District, if applicable (Z.O. Article 3)	
Percentage of Impervious Area Allowed (Z.O. Article 3)	
Percentage of Impervious Shown	
Lot Count	
Total Number of Dwellings	
Lot Size Range	
Lot Widths Range (Z.O. Article 3)	
<b>Setbacks and Build-to-lines (Z.O. Articles 3, 4, and 8)</b>	
Front Setback	
Corner Setback	
Rear Setback	
Right Side Yard Setback	
Left Side Yard Setback	
<b>Watershed Information (Z.O. Article 3 and S.O. Section 7.290)</b>	
Is the property in a regulated Watershed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Watershed District	
Low Density/High Density	
Percentage of Impervious Area Allowed (Z.O. Article 3)	
Percentage of Impervious Shown on Plans	
Amount of Lot Area Reserved for Future Impervious Additions <i>FYI if you are proposing to develop a residential subdivision inside the MIL-O or LN-O Watershed Districts you shall reserve 1% of the lot area. At least 150 sf impervious area per lot must be reserved for future impervious additions by the homeowner/occupant.</i>	

<b>Site Plan</b>
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- Boundary lines of the property being subdivided and intersecting the subdivision
- Rough finished grades
- Zoning District for each adjacent property
- Scale of the plan not smaller than 100 feet to the inch
- North point
- Small scale vicinity map
- Date of plan
- Revision block (master revision block and revisions for each page)
- Label existing Easements and provide widths of easements



# Farmhouse Cluster Checklist

- Driveway
- Charlotte Mecklenburg Utility
- Railroad Right-of-Way
- Electric Utility Right-of-Way
- Gas Utility Right-of-Way
- Other \_\_\_\_\_
- Proposed Water and Sewer System (S.O. Section 6.200, 15, b)
  - Noted on plans the proposed method of providing potable water and system of sanitary sewage collection and disposal.
  - For well and septic must show repair areas and well locations
    - Note on the plan: This plan is subject to attaining development permits from Mecklenburg County Groundwater, Wastewater, and Environmental Health. Reduction in lots may occur when soils are tested for septic suitability.
    - A parcel with on-site septic, 100% of the repair area does not need to be cleared initially (only the area for the original septic field). Please consider this when assessing tree preservation requirements.
    - Ensure water, sewer, and other utilities do not impact tree canopy and tree save
- Garbage, mail delivery and fire apparatuses
  - Show on Plans: (Fire Apparatus) Intersections of streets & alleys must accommodate & utilize "No Parking Zones" & flared alley entrances when necessary. Coordinate w/ Meck. Co Fire Marshal to determine the most strategic fire hydrant location.
  - Show on Plans: (Mail delivery, as applicable)
  - Show on Plans: (Garbage Pick-up, as applicable) Label a functional location that will be used for garbage collection.
  - Show on Plans (Parking Areas, as applicable) Identify areas on plan to be posted (by developer) as "No Parking Zones" Consider Mail and Garbage services.

<b>Tree Preservation and Canopy (Z.O. Article 7.4)</b>
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<b>Heritage Trees</b>	
Number of Heritage trees on-site	
Number of Heritage trees saved	
Percentage of Heritage trees required to save	
Percentage of Heritage trees actually saved	
<b>Specimen Trees</b>	
Number of Specimen trees on-site	
Number of Specimen trees saved	
Percentage of Specimen trees required to save	
Percentage of Specimen trees actually saved	
<b>Tree Canopy</b>	
Percentage of site covered by Tree Canopy	
Percentage of tree canopy preservation required by district	
Percentage of tree canopy actually saved	

- Tree Protection fencing shown on the following plans:
  - Grading
  - Erosion Control
  - Landscaping

**SWIM Buffers and Flood Plain** (Z.O. Article 8.25 and S.O. Sections 7.280 and 7.300)

- Buffer widths and buffer zones are labeled on all plans
- Buffer zones and widths on plans are shown on plans
- Top of Bank labeled
- Cross section provided on each type of SWIM buffer in detail section
- Perennial Stream Vegetative Watershed Buffer (If applicable, refer to the USGS Maps for Stream Designation – measured from banks on each side of the stream)
- All Flood Lines delineated (floodway, flood fringe, community encroachment areas, etc.)

**Open Space** (Z.O. Article 7.10-7.13)

- At least 50% of the tract shall be designated as open space. Open space preservation shall be irrevocable. A metes and bounds description of the space to be preserved and limits on use shall be recorded on the subdivision plat and on individual deeds when open space lands are not held entirely in common. Open space lands may be part of a deeded lot so long as it reflects an irrevocable conservation or open space easement requiring such portions of individual lots to remain and be used as open space as provided in this section.
- Permitted uses of open space lands to be preserved shall correspond generally to physical conditions at the time of subdivision approval. Restrictive covenants shall limit uses to the continuation of certain agricultural activities (pastureland, crop cultivation) or recreation uses that preserve the view from public streets of rural heritage features to be preserved. For example, fields or pasture land preserved as required open space may continue to support cultivation or grazing; however existing woodlands may not be clear-cut. In order to ensure septic tanks are located on the most suitable soils, septic fields may be located in common open space provided a maintenance easement is established for access.
- The project shall maintain a generally rural appearance from public road(s).

**Streetscape and Traffic Calming** (Z.O. Articles 5, 7.7, and 8.9; S.O. Sections 6.200.2, 7-9, 7.150, and 7.170; Huntersville Engineering Standards and Procedures Manual)

- Street names listed and coordinated with the Mecklenburg County Geospatial Information Services (GIS)
- Show existing and proposed ingress and egress points on both sides of the street within 500' of the subject property
- Show new street centerlines not less than 300' on arterial streets (if applicable)
- Show existing street stubs from adjacent properties
- Show proposed street stubs to adjacent properties
- Show relationship to railroad right-of-way street pattern design for grade separation (if applicable)
- Street cross sections provide for all proposed streets
- Street cross sections provide for all existing adjacent streets (Only where interconnectivity is a possibility)
- Curb and gutter provided on all arterial and collector streets and on all Town streets (exception of alleys, lanes, and other rural street applications)
- Sight triangle and sight distance place on all applicable plans
  - 35 x35
  - 10 x posted speed limit
- Place street markers and barricades on all applicable locations
- A street marking plan should be provided



# Farmhouse Cluster Checklist

**Existing and Future Road Improvements (Z.O. Articles 7.4 and 8.15, S.O. Section 7.100)**

- Future and existing right-of way widths
- Transition setbacks for thoroughfares
- Improvements recommended by the TIA
  - Need for turn lanes
  - Improvement to existing roads – on and off site
- 20' Landscape easement between future right-of-way and proposed streets or lots

**Residential Lot Trees (Z.O. Article 7.7.3)**

In a **table format** provide the following information on residential lot trees on the Landscaping/Planting Plan:

Lot #	Lot Size	Front Yard Trees	Rear Yard Trees

The number of canopy trees for each lot is based on lot size. Below are the requirements per lot size.

- Lots Less than 10,000 square feet – 1 Front Yard Tree, 1 Rear Yard Tree
- Lots 10,001 – 15,000 square feet – 1 Front Yard Tree, 2 Rear Yard Trees
- Lots 15,001 – 20,000 square feet – 2 Front Yard Trees, 2 Rear Yard Trees
- Lots more than 20,000 square feet – 3 Front Yard Trees, 3 Rear Yard Trees

**Buffers (Z.O. Articles 3.2.1, 3.2.2, and 7.5)**

- 50' I-77 buffer located in all applicable areas

**Existing Features (Site Analysis) Plan (S.O. Sections 3 and 6.300)**

For Subdivisions in the Rural and Transitional Residential Zoning District:

- Provide all the applicable items listed above on a topographical maps showing original contours at intervals of not less than four feet
- Contour map at two (2) foot intervals extending 100 feet beyond the property boundary
- Location and area calculations of constraining features including wetlands
- Location of wetland limits
- Location of watercourses, intermittent streams and floodways, S.W.I.M. buffers (outside of floodways), watershed buffers, natural drainage ways (woodlands swales, concentrated flows), ponds
- Location of all rights-of-way and easements (current and future)
- Location of all slopes over 25%
- Slope Analysis showing (0-10%, 10-15%, 15-25%, >25%)



- Location of woodlands, tree lines, specimen & heritage trees
- Location of open fields or meadows, scenic views into or out of the property
- Location of watershed divides and drainage ways
- Location of existing structures, cemeteries, roads, tracks and trails
- Location of significant wildlife habitat, prime agricultural farmland
- Location of historic, archeological and cultural features listed (or eligible to be listed) on national, state or county registers or inventories
- Location of aquifers and their recharge areas
- 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

### **Conformity and Compatibility** (Z.O. Article 3 and S.O. Section 6.200.2)

- Design of lot sizes to transition with adjacent development
- Design of buildings to respect the general spacing of existing structures
- Design of the buildings to transition with massing and volume with adjacent structures
- Design of the buildings to transition in scale
- Matching the orientation of adjacent principal structures

### **Consistency with Adopted Plans** (S.O. Sections 6.200.1)

- Compliance with the Town of Huntersville Greenway and Bikeway Master Plan
- Compliance with Mecklenburg County Bicycle Master Plan
- Compliance with Mecklenburg County Greenway Master Plan
- Special Area, Long Range, or Corridor Plans
- Located outside of any public school or public park plans
- Potential areas for greenway dedication, land conservation, or any other special interest group

### **Water Quality** (Town of Huntersville Engineering)

The Town of Huntersville Engineering Department will review and approve for detailed environmental elements including but not limited to water quality, stormwater management, and impervious area. Contact the Town of Huntersville Engineering and Water Quality Departments for any additional checklists and requested items for submittal.

Applicable Town of Huntersville Ordinances include:

- Town of Huntersville Zoning Ordinance
  - Article 8.17
  - Article 8.25
- Town of Huntersville Subdivision Ordinance
  - Section 7.290
  - Section 7.295
  - Section 7.300
- Huntersville Water Quality Design Manual  
<http://www.charmeck.org/Departments/StormWater/Contractors/Huntersville+LID.htm>

## General Notes to Place on Plans

**Please place notes on plan in this order.** Read through the “if applicable” section to see which notes in that section apply to this sketch plan.

### Notes to be placed on plans in this order.

- All development and construction shall comply with all zoning and subdivision standards of the Town of Huntersville, Mecklenburg County, and NCDOT, as applicable.
- This property may be subject to any easements and/or right-of-way of record.
- All applicable federal, state, and local environmental permits and approvals will be obtained by Developer.
- All areas designated as common and/or urban open space shall be owned and maintained by the homeowners association and dedicated for perpetuity.
- Access (ingress/egress) location and design shown on this sketch plan area subject to achieving vertical and horizontal sight distances, turn lane improvements (including right-of-way) and intersection with adjacent and opposing access points. Modifications to plan may result.
- Provide notations on the processes of mail delivery, garbage pick-up and any special notation for fire apparatuses.
- Building Separation. All detached principal structures in all districts shall preserve a minimum building separation of 10 feet. The requirement of the district to conform to an existing pattern of building spacing along a street may require a greater separation or the provision of specified side yards. All detached accessory structures in all districts shall maintain a minimum building separation of 4 feet, as measured from the overhang (Article 8.10 TOH ZO).
- HVAC and Other Utilities must be located outside an established setback, required side yard, and not within 5' of a side or rear lot line. (Article 8.8.2 TOH ZO).
- All signs will be reviewed & approved separately and shall meet Article 10 of the TOH ZO.
- Traffic Control/Pavement Markings & Street Lighting Plan – (1) Standard street markers must be installed by the developer at one corner of all street intersections, including private streets, before any certificates of occupancy may be issued for buildings or residences along those streets. The design, material, location and installation of the signs must be in accordance with standards specified in the Land Development Standards Manual unless an alternative design is approved. (2) Barricades must be installed at the end of all dead-end streets except cul-de-sac streets, which have been improved with a permanent turnaround as required by this Ordinance. Design, material and installation of the barricades must be in accordance with the Land Development Standards Manual. (3) No department, officer, agent, or employee of the town will accept for maintenance, lay out, open, improve, grade, pave or light any streets or authorize the laying of water mains, sewers, electrical service extensions or other facilities or utilities in any street within the town unless: such street has been accepted or opened as, or has otherwise received the legal status of, a public street prior to the effective date of this ordinance; or for any new street, such street corresponds in its location and lines with a street shown on a preliminary subdivision plan, tentatively approved by the Town Manager or Designated Administrative Agent; or such street has been accepted as a public street by a vote of a majority of all the members of the Town Board or by the State of North Carolina; or such street has been accepted as a public street by the State of North Carolina; or such street is an approved private street built in conformance with the provisions of all applicable ordinances. (Section 8.170 & 8.200 TOH SO)
- Maintenance Guarantee. All improvements required by this ordinance shall be guaranteed against defects in workmanship and materials by the subdivider for a period of one year from the date of the filing of the final plat or the date of the completion of the improvement, whichever is later. The subdivider shall file with the Town a maintenance bond with adequate sureties in an amount



determined by the Town of Huntersville/Mecklenburg County to be sufficient to assure proper maintenance and repair of such improvements for the one-year warranty period. (Section 8.400 TOH SO)

- Water Quality LID. Financial Arrangements are to be made through the Town of Huntersville guaranteeing the installation and maintenance of required BMPs until the issuance of CO's for seventy-five percent (75%) of all construction which might reasonably be anticipated to be built within the area which drains into the BMP, allowing credit for improvements completed prior to the submission of the final plat.
- Water Quality LID Maintenance. BMPs that are constructed on privately owned land and that are not within a public easement shall be maintained by a Property Owners Association or the owner of the subject property. BMPs that are constructed on public land within public rights-of-way, and/or within public easements shall be maintained by the public body with ownership/jurisdiction of the subject property
- Maintenance Covenants. Prior to the issuance of an Occupancy Permit for any building within a permitted development served by a BMP, the applicant or owner of the BMP shall establish a formal Maintenance Covenant approved by the Mecklenburg County Land Use and Environmental Services Agency and recorded in the Office of the Register of Deeds in which the owner acknowledges the duty of the owner and all subsequent owners of the property to maintain the BMP in accordance with the terms of the Covenant.
- *FYI The developer is responsible for contacting CMUD for all water and sewer issues. A parcel with on-site septic, 100% of the repair area does not need to be cleared initially (only the area for the original septic field). Please consider this when looking at tree preservation requirements.*
- *FYI if you are proposing to develop a residential subdivision inside the MIL-O or LN-O Watershed Districts you shall reserve 1% of the lot area but not less than 150 sq/ft impervious area per lot to allow for addition of future impervious area by the homeowner/occupant.*
- *FYI Lands that are disturbed during land development activities shall be excluded from open space calculation areas. Examples: Temporary Sediment Basins, Temporary Ditches, Areas where grades push into open space.*
- Place the Huntersville Construction Sequence on the grading and erosion control plans, see below for this language.

### **Huntersville Construction Sequence**

- Install tree / vegetation protection measures along buffer area(s) and any tree save areas delineated on the plan.
- The buffer line (measured from the creek bank or property line, or whatever is applicable) shall be staked.
- Protection measures shall be installed as dictated by the drip-line of vegetation that is within the buffer. Where dripline(s) do not extend beyond the buffer line the buffer line shall be respected.
- Tree / vegetation protection measures must be used where any clearing or grading activities will occur within 100'nof a buffer. Protection measures shall be orange tree fencing, or continuous flagging on vegetation or stakes. Flags should be max. 20' on center, which may be used only where thick underbrush exists.
- Request Tree Inspection with the Town of Huntersville Planning Department (704-875-7000).
- Setup Pre-Construction Conference with the Town of Huntersville Public Works Department (875-7000).
- Continue construction sequence per Mecklenburg County as required.

- Where standards and responsibility for infrastructure construction, including but not limited to streets, sidewalks, and landscaping, are specified in the Zoning and/or Subdivision Ordinances of the Town of Huntersville, town standards shall control. In the absence of a specified town standard, construction shall be in conformance with the then most recent version of the Charlotte-Mecklenburg Land Development Standards Manual (CMLDS).

**If applicable, place the following notes on the plans**

- Direct access from lots to a thoroughfare is prohibited (if applicable).
- Lots subject to flooding should not be established in subdivisions except as provided in Subdivision Ordinance Section 7.280 (if applicable).
- Any construction or use within the areas delineated by floodway fringe district boundary line and floodway district encroachment line is subject to the restrictions imposed by floodway regulations (if applicable).
- All alleyways shall be open from general usage by the general public but shall not be accepted by the public for maintenance. Maintenance shall be responsibility of developer/associations of homeowners (if applicable).
- The (number of) acres to be dedicated to \_\_\_\_\_(name of entity) and provide explanation of intent & commitment needs on the plan.
- Place the Town of Huntersville of Build to Line definition (Zoning Ordinance Article 12.2.1) on plans (if applicable). If the subdivision is zoned R or TR, setbacks are used instead of build-to-lines.
- Setback, required. The minimum distance required by this ordinance or established by recorded plat between the street right-of-way line and the front building line of a principal building or structure, projected to the side lines of the lot. For flag lots, the minimum setback shall be measured between the front property line of the buildable portion of the lot and the front building line of the principal structure, projected to the side lines of the lot. (Zoning Ordinance Article 12)
- Structural BMP. The approval of the High Density Development Permit will be subject to developer compliance with Section 10.509 paragraph 3 of the Mecklenburg County Zoning Ordinance, the provisions of which, including subsequent amendments, are incorporated herein (if applicable).
- Structural BMP. When structural BMPs (wet detention ponds and other BMPs) are approved for mitigation of a buffer disturbance, the approval will be subject to the owner filing a surety bond or letter of credit or making other financial arrangements which are acceptable to the Mecklenburg County Department of Environmental Protection, in a form which is satisfactory to the County Attorney, guaranteeing the installation and maintenance of the required structural BMPs until the issuance of certificates of occupancy for seventy-five percent (75%) of all construction which might reasonably be anticipated to be built within the area which drains into the BMPs, allowing credit for improvements completed prior to the submission of the final plat (if applicable).

## Required Features of Final Plat

- Title of Plat
  - Including: Property designation; name of Subdivision, Phase Number, and Map Number (if applicable), name of owner, location to include township, county and state, the date or dates the survey was made; scale or scale ratio in words or figures and bar graph; name and address of surveyor or firm preparing the plat
- Purpose Statement (i.e. Indicate the purpose of plat is to create a farmhouse cluster subdivision compliant with the Town of Huntersville Zoning and Subdivision Ordinances. Indicate which lots are being subdivided.)
- Certification of Surveyor including seal and stamp; Certification of Ownership; Certification of Approval by Town of Huntersville Planning Department
- Name and address of Property Owner/Developer
- North Point: Accurately positioned north arrow coordinated with any bearings shown on the plat. Show whether north index is true, magnetic, North Carolina grid ("NAD 83" or "NAD 27"), or is referenced to old deed or plat bearings
- Graphic Scale (1 inch = 100 feet or less)
- Method of Computation (Acreage of Plat)
- Vicinity Map
- New addresses shall need to be requested from Mecklenburg County GIS. Building permits cannot be issued until new tax parcels are assigned addresses.
- Show Tax Parcel Identification Numbers and Addresses of all existing adjacent property owners.
- Provide Zoning District classification for new and existing properties
- Provide deed references for property being divided
- Acreage for all lots – newly created and existing
- Lot and Block numbers for all lots
- Property Boundary with Metes and Bounds description
- Right-of-way Dedication or Reservation (if applicable)
- Two concrete monuments per block (cannot be located within an easement or stump hole)
- Driveway locations and applicable sight distance triangles
- Show all septic fields (if applicable)
- Show well areas (if applicable)
- Tie to existing monument (if NGS within 2000 feet). If there is not a tie, please state "No tie within 2000 feet."
- Existing and Transitional road right-of-ways and setbacks, street names, and centerlines of road (from Thoroughfare Plan; also, see Article 8.15)
- Existing Easements (Utility, Access, etc.)
- Show build-to-lines or front setbacks (whichever is applicable).
- Sides, side corners, and rear yards are to be noted and shown on plat. Building envelope must be defined on plat.
- Show all lot widths of proposed and existing lots, either in a line table or written within each lot.
- Show location of street lights, if existing.
- Show location of BMPs or water quality structures (if applicable). All BMPs shall be named with corresponding NDA 83 (feet) coordinates. (See Town of Huntersville Water Quality Design Manual)
- Dimensions of BMP easement area with the corresponding BMP identification name/number.

- Show storm drainage easement around BMP or leading to BMP including access easement.
- Show all street cross-sections, including street trees. For property located on a major or minor thoroughfare, excluding Town Center zoning an additional row of street trees are required to be located behind the proposed sidewalk in a 10-foot landscape easement. (See Article 7.7 of the Town of Huntersville Zoning Ordinance)
- Greenways: Label and show all metes and bounds of area to be dedicated to the public.
- Label all tree save areas with acreage.
- Show all sidewalk and landscape easements.
- Show all cross access easements.
- Show all buffer areas (undisturbed residential, thoroughfare/street, landscaping, storm water, etc.)
- Provide Watershed and/or impervious information in a table or within each lot for all lots including Watershed (if applicable), tabulations, and maximum impervious allocation per lot. Each lot is to have a specific amount of impervious area assigned if located within a Watershed Overlay District or otherwise subject to impervious restrictions.
- Show all S.W.I.M. buffers and their buffer zones on the plat – per Article 8 of the Zoning Ordinance (if applicable). If a 100+1 Flood Study is required all FPE's shall be on the plat.
- Show Community Flood Fringe Line (line depicting the maximum elevation subject to inundation by the Community Base Flood; elevation associated with this line plus surcharge is used to determine minimum construction elevation).
- Show and label typology of all areas of designated Open Space – must show metes and bounds description of Open Space on plat.
- Certification of Approval and Final Plat Review Officer Requirements – The Town of Huntersville will not sign as review officer until plat review is completed and approved by all review agencies and the plat is signed by all property owners



# Farmhouse Cluster Checklist

**Notes**

- Note this property may be subject to any easements and/or rights-of-way.
- Note if the area is determined by a coordinate computation.
- Note separately if the parcels are located in any regulated watershed, floodplains, or special flood hazard area as designated on firm map community panel \_\_\_\_\_ zone, dated \_\_\_\_\_.
- Note that Open Space is dedicated in perpetuity.
- Note all responsible parties for maintenance of designated open space areas.
- Note that garages will meet the requirements of Town of Huntersville Zoning Ordinance Article 8.16.
- For residential subdivisions **approved after 2/17/03 and located within a regulated watershed**, add note: One percent of the lot area, but not less than 150 sq. ft. impervious area per lot has been reserved for the addition of future impervious area by the homeowner/occupant.
- Note all tree save areas are not to be disturbed.
- For lots 60 feet wide or less, driveways shall be no more than 14 feet wide as measured along the public street right-of-way for a detached house and two-unit attached house type. (if applicable)
- For lots wider than 60 feet, driveways shall be no more than 20 feet wide as measured along the public street right-of-way for a detached house and two-unit attached house type. (if applicable)
- Tree canopy requirements:

Lot Size	Required Number of Canopy Trees
Less than 10,000 sf	1 Front Yard, 1 Rear Yard
10,001-15,000 sf	1 Front Yard, 2 Rear Yard
15,001-20,000 sf	2 Front Yard, 2 Rear Yard
More than 20,000 sf	3 Front Yard, 3 Rear Yard

**100+1 Building Restriction Floodline Notes**

- If applicable, add note: "Lots located within the Storm Water Protection Line (Building Restriction Flood Line) are subject to flooding during heavy rainfall. Habitable buildings or structures shall be located outside the Storm Water Elevation Line (Building Restriction Flood Line). The lowest usable and functional part of the structure shall not be below the Storm Water Protection Elevation (Building Restriction Flood Elevation). The lowest adjacent grade of habitable buildings with enclosed areas (including crawlspaces) below the Storm Water Protection Elevation (Building Restriction Flood Elevation) is prohibited."
- If applicable, add note: "The building restriction floodline has been located from a field survey."

**Note for SWIM Buffers Along Creeks**

- If applicable add note: "This is a 30-foot "vegetated buffer" including a 10-foot zone adjacent to the bank. Disturbance of the buffer is allowed; however, any disturbance area must be revegetated and disturbance of the 10 foot zone adjacent to the bank shall require stream bank stabilization using bioengineering techniques approved by Mecklenburg County."

**BMP Notes**

- If applicable, add note: "The purpose of the BMP is to treat/reduce the pollutants associated with storm water runoff in order to minimize negative effects to downstream receiving waters. The removal of plants or disturbance of the BMP structure or otherwise affecting the overall functionality of the BMP for reasons other than maintenance is strictly prohibited. The easement around the BMP is to allow storm water conveyance and system maintenance. Any building and/or obstructions which impeded storm water flow or maintenance are prohibited."
- If applicable, add note: "This property contains water quality features that must be maintained according to the Operating and Maintenance Agreement and Plan recorded in Deed Book \_\_\_\_\_ and Page \_\_\_\_\_."