

Contact Information

Town of Huntersville Planning Department PO Box 664 Huntersville, NC 28070	Phone: Physical Address: Website:	704-875-7000 105 Gilead Road, Third Floor, Huntersville, NC 28078 https://www.huntersville.org/planning
---	---	---

A Farmhouse Cluster permits the subdivision of land for up to six house lots accessed by way of a shared private drive when the applicable conditions of the Town Zoning and Subdivision Ordinances are met.

Step 1 Pre-Submittal Meeting

Applicants must schedule a Pre-Submittal Meeting with Town staff to discuss site plan issues and the submittal process. Plans and documents required for the Pre-Submittal Meeting shall be submitted at least one week prior to the Pre-Submittal Meeting.

Step 2 Initial Submittal Requirements

The Town 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.

- EPM Land Development Application
- Town and County Fees May Apply
- Town of Huntersville General Application
- Farmhouse Cluster Plan including Existing Features Plan (PDFs)
- Other items specified in Subdivision Ordinance or otherwise requested by Review Agencies (PDFs)
- EPM Intake Checklist

A COMPLETE SET OF PLANS INCLUDE:

- Farmhouse Cluster Plan, See Town of Huntersville Farmhouse Cluster Checklist Form (PDFs)
- Other items specified in Subdivision Ordinance or otherwise requested by Review Agencies (PDFs)

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 3 Completeness of Review, 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. The Town has fourteen (14) calendar days to complete reviews of plats and twenty-one (21) calendar days to review all other plans. **EPM intake will not be accepted for incomplete submittals.**

The farmhouse cluster plan may also be reviewed by plans to Charlotte-Mecklenburg Utilities, Mecklenburg County Parks and Recreation, Huntersville Volunteer Fire Department and electric service providers. If the project 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 redline meeting with their Town Planner.

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

Step 4 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:

- Farmhouse Cluster Plan including Existing Features Plan (PDFs)
- Comment Response Memo
- Other items specified in Subdivision Ordinance or otherwise requested by Review Agencies (PDFs)

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. The Town has fourteen (14) calendar days to complete reviews of plats and twenty-one (21) calendar days to review all other plans. Applicants may periodically check EPM to see the status of their reviews.

Step 5 Agenda Packet Deadline

Once a farmhouse cluster is compliant with the Subdivision and Zoning Ordinance, the subdivision will be taken to the next regularly scheduled Town Board meeting. See the *Town of Huntersville Plan Submission Schedule* for the Town Board Meeting date. The Town Board must approve the farmhouse cluster. Two weeks prior to the meeting, the applicant shall submit 5 complete FOLDED sets of plans.

DISCLAIMER: A FARMHOUSE CLUSTER SUBDIVISION PROCESS IS A QUASI-JUDICIAL PROCEDURE. CONTACT WITH BOARD OF COMMISSIONERS SHALL ONLY OCCUR UNDER SWORN TESTIMONY.

Step 6 Town Board Final Action

The Town Board renders a decision to approve or deny the plan based on findings of facts as to whether the farmhouse cluster subdivision meets the standards of the Subdivision and Zoning Ordinances.

Step 7 Final Plat Submittal

If the Town Board approves the farmhouse cluster subdivision, then Planning staff may process a final plat. To ensure that your submittal complies with Town of Huntersville development standards, it is helpful to review the *Town of Huntersville Farmhouse Cluster Plat Checklist*. Use Electronic Plan Management to submit final plats. Please go to <https://epm.mecklenburgcountync.gov> to upload all documents, including the following:

- EPM Land Development Application
- Town and County Fees May Apply
- Town of Huntersville General Application
- Final Plat

EPM Intake will not be accepted for incomplete submissions.

Step 8 Initial Review by Town Staff

After an applicant uploads the final plat to EPM, both the County and Town must accept the intake of the submission. 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 fourteen (14) calendar days to complete reviews. Applicants will be notified through EPM when the review cycle is complete.

- **If there are corrections needed** the surveyor/contact should follow **Step 4** to resubmit. (Repeat as necessary—*Town Board approval is only needed for major revisions to the approved plan as defined by Section 3.100.10 of the Subdivision Ordinance*).

- **If there are no corrections needed** the surveyor may proceed to **Step 9**.

The surveyor will be responsible for providing any associated forms and fees required by LUESA. The Town of Huntersville Public Works Department will estimate bond amounts (if applicable) and administer the bond posting process. Town of Huntersville Staff will also review all the engineering aspects of the plan including the tabulation of impervious coverage for the subdivision (*if subject to watershed restrictions and flood plain review*).

Step 9 Final Approval (Mylar Submittal)

Once all comments are addressed, the applicant shall submit a Mylar maps (which is used for recordation at Mecklenburg County Register of Deeds). Signatures shall be obtained from the Owner, Mecklenburg County (if applicable), and the North Carolina Department of Transportation (if applicable) prior to submission to Huntersville for Review Officer and Town Planner signatures.

Step 10 Recordation

The mylars must then be recorded at the Mecklenburg County Register of Deeds Office.

Step 11 Return Recorded Copy

Return an electronic copy of the recorded plat to the Huntersville Planning Department. This step is necessary for building permit issuance, and failure to do so will delay the permitting process.

Resources

- **Electronic Plan Management**
 - <https://epm.mecklenburgcountync.gov>
- **Mecklenburg County Land Use and Environmental Services Agency**
 - <https://www.mecknc.gov/luesa>
- **POLARIS – Property Ownership and Land Record Information System**
 - <http://polaris3g.mecklenburgcountync.gov/>
- **Charlotte Water**
 - <https://charlottenc.gov/water>
- **NC Department of Environment and Natural Resources**
 - <https://www.nc.gov/agencies/environment-natural-resources>
- **NC Department of Transportation**
 - <https://www.ncdot.gov>
- **Huntersville Water Quality Ordinance**
 - <https://www.huntersville.org/544/Ordinances-Manuals>
- **Huntersville Zoning Ordinance**
 - <https://www.huntersville.org/544/Ordinances-Manuals>
- **Huntersville Subdivision Ordinance**
 - <https://www.huntersville.org/544/Ordinances-Manuals>

