



# Final Plat for Major Subdivision **Checklist**

Project Name and EPM #: \_\_\_\_\_

Date: \_\_\_\_\_

This form is a checklist of Zoning Ordinance requirements that for major residential subdivision plats to assist the applicant in their submittal. It is not intended to be a comprehensive list of all the Zoning Ordinance requirements. Additional requirements may apply upon review.

### **Major Subdivision Criteria:**

Please refer to the definition “Major Subdivision” within the Town of Huntersville Subdivision Ordinance (Section 2.100) for the elements that qualify as a Major Subdivision. Also, see Section 6.600 of the Subdivision Ordinance for Final Plat Requirements.

### **Major Subdivision Plat Review Requirements**

- EPM Land Development Application
- Town and County Fees (As Applicable)
- Town of Huntersville General Application
- Major Subdivision Plat
- All HOA Covenants should be submitted to the Planning Department at the time of final plat
- Provide Master Plan sheet outlining each plat that has been approved and recorded and highlighting all new areas to be plated
- Mecklenburg County Plat Sheet Size Requirement (18 inches by 24 inches or 24 inches by 36 inches)

### **Items to Show on the 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- Purpose Statement (Indicate what lots are being divided, the map that is being superseded, etc.)
- 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 (No less than 1 inch = 100 feet)
- Method of Computation (Acreage of Plat)
- Vicinity Map
- Show Tax Parcel Identification Numbers and Addresses of all newly created properties (New addresses will need to be requested from Mecklenburg County GIS and placed on the plat prior to approvals. Building permits cannot be issued until Tax Parcel Numbers 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)

- 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.
- Setbacks for alleys are to be noted and shown on the plat. (If applicable – Major Subdivisions)
- Show all lot widths of proposed and existing lots, either in a line table or written within each lot.
- Show a detailed lot diagram for typical and corner lot types to include driveway details (width at street and depth of driveway).
- Show all areas of Urban Open Space and label appropriately (Major Subdivision and Multiple Building Site, excluding Rural District). Provide copy of covenants/restrictions on such. Urban Open Space designs shall be submitted and approved prior to plat approval.
- Show the location of proposed sidewalk (if applicable). If reserving right-of-way, make sure to label the sidewalk within a sidewalk easement. If dedicating right-of-way make sure to label the sidewalk and show it is entirely within the public right-of-way.
- 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 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.
- Show all Septic Field areas (if applicable).
- Show all Well areas (if applicable).

- 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

**For Multiple Building Site Plans**

- Show the use, height, bulk, and location of all buildings and structures
- Show all land uses
- Show the location, use, improvements, ownership, and manner of maintenance for all open space for all common areas

**To Be Completed by Huntersville Staff**

- Review subdivision plans for applicable build-to-line/setback/buffer information (if applicable)
- Check zoning files for any required improvements and See Section 6.600 in the Huntersville Subdivision Ordinance for any zoning holds for outstanding issues
- Verify with Transportation Staff that TIA Mitigation has occurred or plan is in place to occur
- If the project is not in the corporate limits and the applicant agreed to voluntarily annex, check for annexation documents.

**Notes**

- Iron pins at all property corners, unless otherwise noted.
- The purpose of the final plat is to indicate the enforceable restrictions on property usage that run with the land to ensure that future development and redevelopment maintains the site in compliance with Ordinance requirements. The restrictions on this recorded final plat shall be shown on any survey of any of the properties within the plat. Property owners have record notice of these restrictions and shall maintain the site in compliance with Ordinance requirements. It is recommended that real estate professionals (surveyors, title company representatives, real estate agents, closing attorneys) make property owners or purchasers aware of these restrictions at or prior to closing.
- All conditions on approved plans must be shown on final plat.
- For Plat Revisions, always include “Revised” in the title block. Include revision note of the Map Book and Page Number of the original recorded plat.
- Note all tree save areas are not to be disturbed.
- This property may be subject to any easements and/or right-of-ways.
- Note if the area is determined by a coordinate computation.
- Note definition of build-to-line and required setback indicated in the Town of Huntersville Zoning Ordinance, Article 12 (as applicable).
- Note separately if the parcels are located in any regulated Watershed, floodplains, special flood hazard area as designated on firm map community panel \_\_\_\_\_ zone, dated \_\_\_\_\_.
- Open space, including Urban Open Space (if applicable), is dedicated in perpetuity.
- Note all responsible parties for maintenance of designated open space and urban open space areas. “Common Open Space and/or Urban Open Space in the development shall be owned and maintained by the Homeowner’s Association or assigns.”
- Note that garages will meet the requirements of Article 8.16 in Town of Huntersville Zoning Ordinance.
- For residential subdivisions approved after 02/17/2003 located within a Watershed, add note: One percent of the lot area but not less than 150 square feet impervious area per lot has been reserved for the addition of future impervious area by the homeowner/occupant.
- For residential subdivisions with alleyways, add note: 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 the responsibility of developer/associations of homeowners.

- Note all tree save areas are not to be disturbed.
  - Notes referencing the establishment of a HOA.
    - Include statement RE: Vegetation within the Planting Strip (public right of way) to be maintained by the property owner(s) or HOA.
  - Driveways shall extend at least twenty (20) feet from a public right-of-way and public sidewalk easement to prevent on-site residential parking from encroaching into the public right-of-way or easement for public sidewalk.
  - 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)
  - For three or more unit attached house types, driveway width shall not occupy more than 50% of the public street front of a lot as measured along the public street right-of-way. (if applicable) Once the streets are accepted by the Town, street trees shall be maintained and cared for by the property owner adjacent to the tree except in subdivisions where the property owner association is responsible for maintenance (ZO, Article 7.3.7).
  - If approved plan is prior to July 1, 2007 Post Construction requirements do not apply. Provide approved plan set.
  - If plat is prior to Post Construction, add note: "The property/subdivision shown on this plat was approved prior to the adoption of Post Construction Storm Water Ordinance."
  - If applicable add note: "The subdivided property is considered a larger common plan of development and therefore will be subject to the applicable portions of the Town of Huntersville Post-Construction Storm Water Ordinance during development and redevelopment (including expansion.)"
  - If applicable, add note: "This Plat contains water quality features that must be maintained in accordance with recorded Maintenance Covenant as specified in Article 8.17 of the Huntersville Zoning Ordinance. Removal of plants or disturbance of the BMP structure or otherwise affecting the overall functionality of the BMP other than maintenance is prohibited."
- 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



## Final Plat for Major Subdivision **Checklist**

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 \_\_\_\_\_.”
- Urban 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

### **Rural and Transitional Residential Districts Requirements (If Applicable)**

- Show all adjusted tract acreage calculations including the total acreage for the proposed development (for developments approved prior to May 15, 2006).
- Show all the calculations of designated open space including the density permitted (for developments approved prior to May 15, 2006).
- Provide a note for the average and minimum lot sizes required per the district. Also show what the actual average and minimum lot sizes are on the plat.

### **Final Plat Signature Blocks**

Place all of the following signature blocks on the Final Plat for review and approval by the Huntersville Planning Department. The property owner(s) must sign the mylar prior to Huntersville Planning Department Staff signing as Planner and Review Officer.

#### **MAJOR SUBDIVISION**

APPROVED IN ACCORDANCE WITH THE SUBDIVISION PROVISIONS AS SET FORTH IN THE SUBDIVISION ORDINANCE OF THE TOWN OF HUNTERSVILLE, NORTH CAROLINA.

\_\_\_\_\_  
**Town Planner**

\_\_\_\_\_  
**Date**

#### **REVIEW OFFICER BLOCK**

I, \_\_\_\_\_, REVIEW OFFICER OF MECKLENBURG COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

\_\_\_\_\_  
**REVIEW OFFICER**

\_\_\_\_\_  
**Date**

#### **OWNER CERTIFICATION**

I hereby certify that I am the owner of the property shown and described hereon and that I hereby adopt this plan of subdivision with my free consent, and dedicate all streets, alleys, walks, parks, and other sites and easements to public or private use as noted. Furthermore, I dedicate all sewer lines and all water lines to the Charlotte-Mecklenburg Utility Department, if applicable.

\_\_\_\_\_  
**Owner(s)**

\_\_\_\_\_  
**Date**