



Final Plats for Major Residential and Commercial Subdivisions **Checklist**

Project Name: _____ Date: _____

This form is a checklist of Zoning Ordinance requirements for major residential and commercial 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:

Mecklenburg County and the Town of Huntersville use **Electronic Plan Management (EPM)** to route and review plans. Please go to <https://epm.mecklenburgcountync.gov> to upload all documents. This will include a County application (on the EPM submittal page, this document is titled WLR.pdf), Town application (found at www.huntersville.org at "Departments", "Planning", "Review Process", "General Application", the plat and any other necessary documents. Send payment prior to submittal or pdf of payment fee if the fee has not been paid prior to submittal (*See Approved TOH Fee Schedule*). Copy of final plat is to be delivered to Town Planning Department within 5 days of recording.

Items shown on ALL Final Plats (Section 6.600 Subdivision Ordinance and G.S. 47-30):

- All HOA Covenants should be submitted to the Planning Department at the time of final plat.
- Provide Master Plan sheet, which outlines each plat that has been approved and recorded. Highlighting all new areas being plated.
- Provide a Plat Map Name, North Point (specify type: true, magnetic, etc.), Graphic Scale (no smaller than 1"=100'); Vicinity Map & Date Survey was conducted.
- Show Tax Parcel ID #'s & Addresses of all newly created properties and all the existing adjacent property owners (Mecklenburg County will need to issue addresses and they are to be placed on the plat prior to approvals).
- Provide Zoning District classification for new and existing parcels.
- Provide deed references for tract being divided.
- Acreage listed for all lots both created and existing.
- Provide a Purpose Statement (i.e. what lots you are subdividing & the map that is being superseded).
- Right-of-way dedication / reservation (if applicable).
- Existing and Transitional (from the Thoroughfare Plan) road right-of-ways and setbacks, street names and centerlines of road (Article 8.15)
- Any easements for reference.
- Show build-to-lines or front setbacks (whichever is appropriate). Sides, side corners, and rear yards are to be noted and shown on the plat. Building envelope must be defined on plats and typically varies depending upon building type and lot width.
- Show all lot widths of proposed and existing lots. (Either in a line table or written separately on each lot).
- Show detailed lot diagram for typical and corner lot types to include driveway details (width at street and depth of driveway).
- Setbacks for alleys are to be noted and shown on the plat. (*If applicable- Major Subdivisions*).

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- Provide watershed / impervious notes / tabulations / maximum impervious allocation. Each lot is to have a specific amount of impervious area assigned if located in a Watershed District.
- Show all S.W.I.M. buffers on the plat – per Article 8 of the Zoning Ordinance (if applicable). If a 100+1 flood study are 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 meets and bounds description of open space on plat. Provide copy of recorded documents for such.
- Show all areas of Urban Open Space and label appropriately (Major Sub. & Multiple Building Sites, excluding Rural District). Provide copy of covenants/restrictions on such. Note: Urban Open Space design/s shall be submitted and approved prior to plat approval.
- Show all septic field areas (*if applicable*).
- Show all wells (*if applicable*)
- Show the location of the proposed sidewalk (*if applicable*). If reserving the right of way make sure to label the sidewalk as a sidewalk easement, if dedicating make sure to label the sidewalk and show it in it's entirety in the public right-of-way.
- Mecklenburg County Bond Administrator signature required on Mylar prior to Huntersville signature. (If bonding is required for street improvements, street trees, and planting in open space (if any), etc in the miscellaneous portion of the bond).
- Town of Huntersville Signature Block (*County Engineering and Addressing must sign off prior to zoning*)
- Certification of Approval and Final Plat Review Officer requirements. The Town of Huntersville will not sign as review officer until Mecklenburg County Engineering has given plat approval and applies to plats containing: storm drains, floodways, road improvements, impervious area.
- Provide Certification of Surveyor and Certification of Ownership. Including date of survey
- Show location of street lights, if existing.
- Show location of BMP's or water quality structures (if applicable). All BMP's shall be named with corresponding NDA 83 (feet) coordinates (Town's Water Quality Design Manuel)
- 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-section, 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 section 7.7 of Town's Zoning Ordinance).
- Greenways: label and show all meets and bounds of area to be dedicated to the public.
- Show the meets and bounds and 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,



stormwater, etc...)

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For Multiple-Building Site Plats:

- 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 Article 6.600 in the Huntersville Subdivision Ordinance. (*Holds on CO's for an outstanding issue, etc.*).
- 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 voluntary annex, check for annexation documents.

Notes to show on plat:

- 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.
- This property may be subject to any easements and/or rights-of-way.
- If the Area is determined by a coordinate computation.
- If the parcels are located in any regulated watershed, floodplains, special flood hazard area as designated on firm map community panel _____ zone, dated _____.
- Note all responsible parties for maintenance of designated open space areas.
- 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.
- Garages will meet the requirements of Article 8.16 in the Town of Huntersville Zoning Ordinance.
- 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)
- Definition of Build-to-line written out per Article 12 (if applicable).



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- For residential subdivisions **approved after 2/17/03 and if in a 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.
- 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 responsibility of developer/associations of homeowners.
- 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).
- "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 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"
- "This Plate contains water quality features that must be maintained in accordance with recorded Maintenance Covenant as specified in Section 8.17.13(a) of the Huntersville Zoning Ordinance. Removal of plant or disturbance of the BMP structure or otherwise affecting the overall functionality of the BMP for reasons other than maintenance is prohibited"
- Urban tree canopy requirements:

Lot Size

Less than 10,000 sq./ft.
10,000 – 15,000 sq./ft.
15,001 – 20,000 sq./ft.
More than 20,000 sq./ft.

Required Number of Canopy Trees

1 Front yard, 1 Rear yard
1 Front yard, 2 Rear yard
2 Front yard, 2 Rear yard
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.



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Final Plat Signature Blocks:

Place the following subdivision block, as well as the Review Officer (Signed off by Huntersville Planner) and Owner Certification Block (Signed off by Owner) on the Final Plat for review and approval by the Huntersville Planning Department.

MAJOR SUBDIVISION

APPROVED IN ACCORDANCE WITH THE 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.

Date

Owner(s)