

Initiation: Submission can occur at any time. All plats shall be recorded so that building permits can be issued. Administrative review and approval is required for major subdivisions, which are defined as:

**Major Subdivision:** A subdivision not otherwise exempt from these regulations that involves any of the following:

1. The creation of any new public street or street right-of-way, or improvements to an existing street.
2. A future public school, park, greenway, or open space site shown in any adopted plan or policy document.
3. The extension of any needed right-of-way or easement for the water or sewer system operated by Charlotte-Mecklenburg Utility Department.
4. The installation of drainage improvements through one or more lots to serve one or more other lots.
5. The installation of a private waste water treatment plant or a private water supply system for more than one lot or building site.

### Step 1 Submittal

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.

- A County Application. On the EPM submittal page, this document is titled WLR.pdf
- A [Huntersville Application](#) - available at link below. Please fill out, sign and scan. Upload this document with the title, Name of Project-Hunt Application-Date.pdf [http://www.huntersville.org/Portals/0/Planning/Application%20Form%20Official%20203\\_.pdf](http://www.huntersville.org/Portals/0/Planning/Application%20Form%20Official%20203_.pdf).
- Payment Fee. Send fee to ATTN:PLANNING DEPT. and mail to PO Box 664, Huntersville, NC 28070. Checks should be made payable to "Town of Huntersville".
- PDF of Payment Fee if the fee has not been paid prior to submission. The fee must be received by the town within 48 hours of application submission or the application will be rejected and the applicant will need to resubmit all documents.
- Plat, any other documents that are necessary for review by the Town of Huntersville (PDFs), and any other forms or fees required by LUESA (LUESA will administer the bond posting process)
- Please submit a DXF or .SHP (GIS compatible file) to the Town. This type of file cannot be uploaded through the EPM system.

### Step 2 EPM Routes Plans to Reviewing Agencies

**To ensure that your submittal complies with Town of Huntersville development standards, it is helpful to review the *Town of Huntersville Residential Major Plat Checklist***

Through the EPM system, plans will be routed to reviewing agencies. The Town of Huntersville staff has 30 business days to review and comment on the submittal. Using the EPM system an applicant can check the status of their application. Once a reviewer with any of the reviewing agencies finishes their review, redlines will be available to download from the EPM system. After the applicant has received redline comments from **all** review agencies, the applicant may resubmit through the EPM system.

### Step 3 Final Approval (Mylar Submittal)

Once all comments are addressed, the applicant shall submit 2 Mylar maps (which are used for recordation at Mecklenburg County Register of Deeds) and 1 paper copy for final review. Signatures shall be obtained from the Owner, Mecklenburg County, and the North Carolina Department of Transportation (if applicable) prior to Huntersville for Review Officer and Town Planner signatures.

### Step 4 Recordation

The mylars must then be recorded at the Mecklenburg County Register of Deeds office (704-336-2443).

### Step 5 Return Two Recorded Copies

Return two paper copies of the recorded plat to the Huntersville Planning Department. This step is necessary for building permit issuance, and failure to do so will hold up the permitting process.



# Final Plats for Major Residential and Commercial Subdivisions **Review Process**

## Contact Information

Huntersville Major Residential Plat Review	Broderick Whitlock	704-766-2298	<a href="mailto:bwhitlock@huntersville.org">bwhitlock@huntersville.org</a>
	David Peete	704-766-2216	<a href="mailto:dpeete@huntersville.org">dpeete@huntersville.org</a>
	Whitney Hodges	704-766-2212	<a href="mailto:whodges@huntersville.org">whodges@huntersville.org</a>
Huntersville Commercial Plat Review	Brad Priest	704-766-2214	<a href="mailto:bpriest@huntersville.org">bpriest@huntersville.org</a>
Huntersville Public Works	Justin Carroll	704-766-2221	<a href="mailto:jcarroll@huntersville.org">jcarroll@huntersville.org</a>
Mecklenburg County Engineering	M.J Namin	704-814-4654	<a href="mailto:M.Namin@mecklenburgcountync.gov">M.Namin@mecklenburgcountync.gov</a>
Mecklenburg County LUESA			
North Office		704-432-2520	
Register of Deeds		704-336-2443	
Mecklenburg County Addressing		704-336-6537	
Mecklenburg County Environmental Health (well and septic)	Jeremy Michelone	704-336-5572	<a href="mailto:Jeremy.Michelone@mecklenburgcountync.gov">Jeremy.Michelone@mecklenburgcountync.gov</a>
Mecklenburg County Plat Review	Brian Sifford	704-336-3575	<a href="mailto:Brian.Sifford@mecklenburgcountync.gov">Brian.Sifford@mecklenburgcountync.gov</a>

## Major Subdivision Plat Process Review Chart

