

Initiation: Administrative review and approval is required for minor subdivisions which are defined as:

Minor Subdivision: A subdivision that is not otherwise exempt from the provisions of this ordinance and that does not involve 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 Pre-submittal Conference with Town Staff

Please set up a meeting by calling the Planning Department at 704-875-7000. It is recommended that you bring the following items to the pre-submittal meeting:

- Existing features Plan
- Rough Sketch of how you would like to subdivide the property
- Adequate Public Facilities (APF) Application (if more than 20 units or lots will be created)
- Traffic Impact Analysis (TIA) Determination of Need Application (if more than 100 peak hour or 1,000 or more daily trips are expected to be created)

Step 2 Submittal through EPM

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.

On the EPM Land Development Application beside “**Town Plan Type**” choose “**Minor Subdivisions or Exempt Plat**”.

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 (As Applicable)
- Town of Huntersville General Application
- Minor Subdivision Plat

The following items may be required for some minor subdivisions:

1. An **Adequate Public Facilities Application (APF)** is required for residential Development Proposals that involve more than twenty (20) lots or dwelling units. (Article 13, Zoning Ordinance)
2. A **Traffic Impact Analysis (TIA)** is required for any residential subdivision, multifamily site plan, or nonresidential development, or portion thereof, which is expected to create fifty (50) or more peak hour vehicle trips or 500 or more daily vehicle trips. Daily trips are those occurring on peak days on the roadway adjacent to the proposed development, based on the current edition of the ITE Trip Generation Manual. (Article 14, Zoning Ordinance).

Submit PDFs only to the EPM System. To ensure your submittal contains criteria needed for an exempt subdivision, it is helpful to review the *Town of Huntersville Minor Subdivision Plat Checklist*. If the submittal does not contain all required documents, or if fees are not received within 48 hours of submittal, intake will be rejected.

Step 3 EPM Routes Plans to Reviewing Agencies

Plans will be routed to Town staff and reviewing agencies (if applicable). Town of Huntersville staff has 14 calendar days to review and comment on the submittal. Using the EPM system an applicant can check the status of their application. Once a reviewer (or any of the reviewing agencies) finishes their review, redlines are 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.



Minor Residential Subdivisions Review Process

Step 4 Submit Mylar for Signature

Once the plat is approved, the applicant shall submit a Mylar map for signatures. Signatures shall be obtained from the Owner and the North Carolina Department of Transportation (if applicable) prior to submission to Huntersville for Review Officer and Town Planner signatures.

Step 5 Recordation

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

Step 6 Return Recorded Plat to Planning Department

Return an electronic copy (PDF) 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>
- **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>
- **Huntersville Engineering Standards and Procedures Manual**
<https://www.huntersville.org/544/Ordinances-Manuals>
- **Mecklenburg County Register of Deeds**
<https://www.mecknc.gov/ROD/>
- **Mecklenburg County Environmental Health (Well and Septic)**
<https://www.mecknc.gov/HealthDepartment/EnvironmentalHealth/>
- **Mecklenburg County GIS**
<https://www.mecknc.gov/LUESA/GIS/>