

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 general rezoning is a change from one zoning districts to another without any required conditions or site plans presented with the request. A general rezoning cannot be used to change the current district to a Mobile Home (MH) Overlay District. The petitioner should review *Zoning Ordinance Article 11.4.3 Amendment Process* prior to submitting a general rezoning application.

A general rezoning request may be submitted by the following:

- 1) by the Town Board or the Planning Board on its own resolution;
- 2) by the property owner(s), upon filing an official petition, submitting the fee (See Town Fee Schedule) established by the Town Board, and providing a list of adjoining properties (within 250 feet) including tax parcel numbers and the name and address of each owner, provided in digital form if possible;
- 3) by someone other than the property owner following:
 - (a) filing of an official petition and submission of the established fee (See Fee Schedule) by the initiating party; and in addition, for a map amendment, providing a list of adjoining properties (within 250 feet) including tax parcel numbers and the name and address of each owner
 - (b) preliminary evaluation by the Planning Board to evaluate consistency of the proposal with the objectives and policies of plans adopted by the Town of Huntersville; and
 - (c) determination by the Town Board whether the petition should be granted a public hearing or rejected.

Step 1 Pre-Submittal Meeting (Optional)

Applicants may schedule a Pre-Submittal Meeting with Town staff to discuss proposed rezoning 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

Petitioner must submit an application in accordance with the Plan Submission Schedule.

The following are required for Town of Huntersville General Rezoning Application:

- Review Fee
- Town of Huntersville General Application
- List of adjoining property owners within 250 feet
- Map of rezoning area

If petitioner is required to submit through Electronic Plan Management (EPM), please see below instructions.

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 the EPM Land Development Application and the above fee and documents for a Town of Huntersville General Rezoning.

Step 3 Completeness of Review, Review and Consultation Meetings (if applicable)

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 general rezoning may also be reviewed by other review agencies. 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 EPM Resubmittal (if applicable)

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.

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 Call Public Hearing

Staff submits a request to the Town Board of Commissioners to call a public hearing. The item is placed on the consent agenda. The applicant is not required to attend this meeting.

Step 5 Agenda Packet Deadline

Once a general rezoning is compliant with the Subdivision and Zoning Ordinance, the subdivision will be taken to the next regularly scheduled Town Board meeting. See the *Yearly 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 16 complete FOLDED sets of plans.

Step 6 Legal Ads and Adjoining Property Notification

Planning Staff is responsible for notifying the local paper and adjoining property owners of the public hearing date and posting zoning sign(s) on the property once the Town Board has called the public hearing. The public hearing must be advertised in a paper with local circulation at least 10 days prior to the public hearing and no more than 25 days prior to the public hearing date. Additionally, staff must send letters through first-class mail to all adjoining property owners at least 10 days prior to the public hearing and no more than 25 days prior to the public hearing date. The list of adjoining property owners is provided by the applicant in the initial submittal and is verified by staff prior to mailing of the notification letters. Owners of the property are generated through the most current Mecklenburg County Tax Records.

Step 7 Public Hearing

Public Hearings are held by the Town Board. Planning Staff presents the staff report to the public and submits a recommendation on the request. The applicant may submit materials to Staff for the presentation by noon the day of the meeting. For security purposes, no removable storage devices may

be used at the meeting. The Planning Board and public are invited to attend. The applicant should attend the public hearing to answer any questions the Board or public may have about the project.

Per Article 11.4.4 (c) of the Town of Huntersville Zoning Ordinance:

c) Once the petition has been filed, the petitioner shall not be allowed to amend it except by request to the Planning Director no later than three weeks prior to the scheduled public hearing date. No changes to the petition shall be accepted in the intervening weeks prior to the public hearing. No changes to the petition shall be made at the hearing, although potential changes proposed by the petitioner, Planning Board, Town Board, and other interested parties may be presented at the hearing and considered by the Planning Board and Town Board during their deliberations.

The Town Board does not make a decision at this meeting. See the *Yearly Plan Submission Schedule* for the date of the public hearing.

Step 8 Planning Board Recommendation

Planning staff presents the rezoning request to the Planning Board for their recommendation. The applicant should attend the Planning Board meeting to answer any questions the Planning Board or public may have about the project. The public is only allowed to speak during the designated public comment time of the meeting. The Planning Board may recommend approval, denial, or may defer as described within Article 11.4.7 (b). See the *Yearly Plan Submission Schedule* for the date of the Planning Board meeting.

Step 9 Town Board Final Action

Once the Planning Board has made a recommendation, the rezoning request is submitted to the Town Board for Final Action. See the *Yearly Plan Submission Schedule* for the Town Board Meeting date.

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>