



# Major Subdivision Preliminary Plan Checklist

This checklist provides specific requirements that are part of the Major Preliminary Plan process. The entire process is described by the *Huntersville Preliminary Plan Review Process* which details all the submittal and resubmittal requirements.

## Application Information

- Complete Application Form
- Application Fee
- Date Submitted \_\_\_\_\_
- Plan Reviewer \_\_\_\_\_

## Project Information

Subdivision Name (as shown on title block) \_\_\_\_\_ Phase \_\_\_\_\_

Subdivision Name (as approved by Town Board) \_\_\_\_\_

Engineering Firm \_\_\_\_\_ Contact Name \_\_\_\_\_

Phone number \_\_\_\_\_ Fax number \_\_\_\_\_ Contact email address \_\_\_\_\_

Tax Parcel Numbers (*Mecklenburg County Polaris GIS System*) \_\_\_\_\_

Location \_\_\_\_\_

Address \_\_\_\_\_

Rezoning Plan Petition # (if applicable) \_\_\_\_\_

- Notes from the sketch plan
- Notes from the conditional rezoning plan
- TIA Mitigation Letter (if applicable)

Is the project within the corporate limits? Yes \_\_\_ No \_\_\_

If no, did the applicant agree to voluntary annexation? Yes \_\_\_ No \_\_\_

If yes to voluntary annexation, has the applicant submitted an annexation petition? Yes \_\_\_ No \_\_\_



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## Site Plan Data Table

Please provide this information in a table format in the site plan package.

Total Acreage	
Total Square Feet	
Principal Uses(s) (Z.O Article 3)	
Building Type (Z.O .Article 3, 4 and 8.10)	
Zoning District (Z.O. Article 3)	
Overlay District, if applicable (Article 3 Z.O.)	
Percentage of Impervious Allowed (Article 3 Z.O.)	
Percentage of Impervious Shown	
Lot Count	
Total number of dwellings (detached/ attached)	
Mixed-use/# of live/work units	
Total Square Foot of non residential	
Lot size range	
Number of lots within each range (Use more lines if needed)	
Lot widths range (Z.O Article 3)	
Number of lots within each width (Use more lines if needed)	
<b>Setbacks and Build-to-lines (Z.O Article 3, 4 &amp;8.)</b>	
Front BTL range or Setback	
Corner setbacks	
Rear setbacks	
Right side setback	
Left side setback	
<b>Watershed Information (Z.O. Article 3 and S.O. Section 7.290)</b>	
Is the property in a regulated watershed district?	___ Yes ___ No
Watershed District	
Low Density/High Density	
Percentage of allowable impervious area	
Percentage of impervious area shown on plans	
Amount of lot area set aside for future impervious by homeowner <i>FYI if you are proposing to develop a residential subdivision inside the MIL-O or LN-O Watershed Districts you shall reserve 1% of the lot area but not less than 150 sq/ft impervious area per lot to allow for addition of future impervious area by the homeowner/occupant.</i>	

**Site Plan**

- Boundary lines of the property being subdivided and intersecting the subdivision
- Rough finished grades
- Zoning District for each adjacent property
- Scale of the plan not smaller than 100 feet to the inch
- North point
- Small scale vicinity map
- Date of plan
- Revision block (master revision block and revisions for each page)
- Lot diagrams provided
- Label existing Easements and provide widths of easements
  - Driveway
  - Charlotte Mecklenburg Utility
  - Railroad R/W
  - Electric Utility R/W
  - Gas Utility R/W
  - Other \_\_\_\_\_
- Proposed Water and Sewer System (*S.O. Section 6.200, 15*)
  - Noted on plans the proposed method of providing potable water and system of sanitary sewage collection and disposal.
  - For well and septic must show repair areas and well locations
    - Note on the plan: This sketch plan is subject to attaining development permits from Mecklenburg County Groundwater Permits. Reduction in lots may occur when soils are tested for septic suitability.
    - A parcel with on-site septic, 100% of the repair area does not need to be cleared initially (only the area for the original septic field). Please consider this when assessing tree preservation requirements.
    - Tree canopy and water and sewer
- Garbage, mail delivery and fire apparatuses
  - Show on Plans: (Fire Apparatus) Intersections of streets & alleys must accommodate & utilize "No Parking Zones" & flared alley entrances when necessary. Coordinate w/ Meck. Co Fire Marshal to determine the most strategic fire hydrant location.
  - Show on Plans: (Mail delivery) On street Parking will dictate group mailboxes to be strategically located. Sites within the development need to be identified. Prominent "civic" locations, focal points, or destination within the neighborhood should be used for this purpose.
  - Show on Plans: (Garbage Pick-up) On-street parking will require that garbage collection areas (dumpsters) be centralized and accessible. Label a functional location that will be used for garbage collection.
  - Show on Plans (Parking Areas) Identify areas on plan to be posted (by developer) as "No Parking Zones" Consider Mail and Garbage services.

**Tree Preservation and Canopy** (*Z.O. Article 7.4*)

<b>Heritage Trees</b>	
Number of Heritage trees on-site	
Number of Heritage trees saved	
Percentage of Heritage trees required to save	
Percentage of Heritage trees actually saved	
<b>Specimen Trees</b>	
Number of specimen trees on-site	
Number of Specimen trees saved	
Percentage of Specimen trees required to save	



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Percentage of Specimen trees actually saved	
Tree Canopy	
Percentage of site covered by Tree Canopy	
Percentage of tree canopy preservation required by district	
Percentage of tree canopy actually saved	

- Tree protection fencing shown on the following plans:
  - Grading
  - Erosion Control
  - Landscaping

**SWIM Buffers and Flood Plain** (Z.O Article 8.25 and S.O. Section 7.300)

- Buffer widths and buffer zones are labeled on all plans
- Buffer zones and widths on plans are shown on plans
- Top of Bank labeled
- Cross section provided of each type of SWIM buffer in detail section
- Perennial Stream Vegetative Watershed Buffer (If applicable, refer to the USGS Map for Stream Designation—measured from banks on each side of the stream)
- All Flood lines delineated (floodway, flood fringe, community encroachment areas, etc) (Section 7.280, S.O.)

**Open Space** (Z.O. Article 7.10-7.13)

- Smaller lot subdivisions, all lots located within ¼ mile of urban open space
- Large lot subdivision, all lots located within ½ mile of urban open space
- Zoned TR, minimum open space is 20 percent and urban open space is required
- Zoned R, minimum open space is 20 percent and no urban open space is required. Urban open space is not required for the Rural District.
- Identify areas/locations of natural, recreational and agricultural open space  
*FYI Lands that are disturbed during land development activities shall be excluded from open space calculation areas. Examples: Temporary Sediment Basins, Temporary Ditches, Areas where grades push into open space.*

Type of Urban Open Space	Size of Urban Open Space	On-street Parking (if applicable)



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**Streetscape and Traffic Calming** (Z.O. Article 5; 7.7; 8.9 and S.O. Section 6.200.2, 7-9; 7.150; 7.170) and Huntersville Engineering Standards and Procedures Manual

Method of traffic calming used	
Sidewalk width	
Planting strip width	

- Street names listed and coordinated with the County Addressing.
- Street layout in accordance with approved site plan
- Show existing and proposed ingress & egress points on both sides of the street within 500' of the subject property.
- Show new street centerlines not less than 300' on arterial streets (if applicable)
- Show existing street stubs from adjacent properties
- Show half streets (if applicable)
- Show proposed street stubs to adjacent parcels
- Proposed alleyways and setbacks for alleys (if applicable)
- Relationship to railroad R/W-street pattern design for grade separation(if applicable)
- Street cross sections provide for all proposed streets and alleys
- Street cross sections provide for all existing adjacent street and alleys (Only where interconnectivity is a possibility)
- Curb and gutter provided on all arterial and collector streets and on all town streets (exception of alleys, lanes, and other rural street applications).
- Cul-de-sac requested
  - Not longer than 350 feet
  - Terminated by vehicular turnaround
- Sight triangle and sight distance placed on all applicable plans
  - 35 x 35
  - 10 x posted speed limit
- Place street markers and barricades on all applicable locations. A street marking plan should be provided
- Block Length Table (shown in diagram form)

Blocks with potential problems meeting the ordinance (Z.O. Article 5 and S.O. Section 6.200.2, 7)	Length

**Existing and Future Road Improvements** (Z.O. Article 7.4 H, 8.15 and S.O. Sect 7.100 )

- Future and existing right-of-way widths
- Transition setbacks for thoroughfares
- Improvements recommended by the TIA
  - Need for Turn Lanes
  - Improvements to existing roads—on and off site
- 20' Landscape easement between future r-o-w and proposed streets or lots

## Residential Lot Trees *(Z.O. Article 7.7.3)*

In a **table format** provide the following information on residential lot trees on the Landscape/Planting Plan:

Lot#	Lot Size	Front Yard Trees	Rear Yard Trees

The number of trees for each lot is based on lot size. Below are the requirements per lot size.

- Lots Less than 10,000 sq/ft. 1 Front Yard, 1 Rear Yard Tree Required
- Lots Less than 10,000-15,000 sq/ft. 1 Front Yard, 2 Rear Yard Tree Required
- Lots Less than 15,001- 20,000 sq/ft. 2 Front Yard, 2 Rear Yard Tree Required
- More than 20,000 sq/ft. 3 Front Yard, 3 Rear Yard Tree Required

## Buffers *(Z.O. Article 3.2.1, 3.2.2 and 7.5)*

- 20' Residential Landscape buffer located in all applicable areas
- 50' I-77 buffer located in all applicable areas
- 80' buffer along existing state maintained road and future thoroughfares in R and TR

## Existing Features (Site Analysis) Plan

For Subdivisions in the Rural and Transitional Residential Zoning District, see the **Residential Four Step Design Process based off the (Existing Features Site Analysis Plan)** *(S.O. Section 6.300; 3)*

- Provide all the applicable items listed above on a topographical map showing original contours at intervals of not less than four feet
- Contour map at two (2) foot intervals extending 100 feet beyond the property boundary
- Location and area calculations of constraining features including wetlands
- Location of wetland limits
- Location of watercourses, intermittent streams and floodways, S.W.I.M. buffers (outside of floodways), watershed buffers, natural drainage ways (woodlands swales, concentrated flows), ponds
- Location of all rights-of-way and easements (current and future)
- Location of all slopes over 25%
- Slope Analysis showing (0-10%, 10-15%, 15-25%, >25%)
- Location of woodlands, tree lines, specimen & heritage trees
- Location of open fields or meadows, scenic views into or out of the property
- Location of watershed divides and drainage ways
- Location of existing structures, cemeteries, roads, tracks and trails
- Location of significant wildlife habitat; prime agricultural farmland
- Location of historic, archeological and cultural features listed (or eligible to be listed) on national, state or county registers or inventories
- Location of aquifers and their recharge areas
- Location of existing or planned utility easements (above and below ground) to include, but not limited to power/transmission, water, sewer, gas, phone, and cable

## Conformity and Compatibility *(Z.O. Article 3 and S.O. Section 6.200.2 )*

- Design of lot sizes to transition with adjacent development
- Design of buildings to respect the general spacing of existing structures



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- Design of the buildings to transition with massing and volume with adjacent structures
- Design of the buildings to transition in scale
- Matching the orientation of adjacent principal structures

## Consistency with Adopted Plans *(S.O. Section 6.200.1, 11)*

- Compliance with the Town of Huntersville Greenway and Bikeway Master Plan
- Compliance with Mecklenburg County Bicycle Master Plan
- Compliance with Mecklenburg County Greenway Master Plan
- Special Area, Long Range, or Corridor Plans
- Located outside of any public school or public park plans
- Potential areas for greenway dedication, land conservation or any other special interest group

## Submittal Package Additional Information

- Building Elevations
- Impervious Area Calculations
- Proposed water quality locations
- LUESA Concept Plan approval

## Water Quality (Mecklenburg County review)

The Town of Huntersville will defer to LUESA for review and approval for detailed environmental elements including but not limited to water quality, stormwater management, and impervious area. Contact the Mecklenburg County Engineering and Water Quality Departments for any additional checklists and requested items for submittal.

Applicable Town of Huntersville Ordinances include:

- Town of Huntersville Zoning Ordinance
  - Article 8.17
  - Article 8.25
- Town of Huntersville Subdivision Ordinance
  - Section 7.290
  - Section 7.295
  - Section 7.300
- Huntersville Water Quality Design Manual  
<http://www.huntersville.org/Departments/Planning/OrdinancesandManuals/WaterQualityDesignManual.aspx>

## General Notes to Place on Plans

**Please place notes on plan in this order.** Read through the "if applicable" section to see which notes in that section apply to this sketch plan.

### Notes to be placed on plans in this order.

- All development and construction shall comply with all zoning and subdivision standards of the Town of Huntersville, Mecklenburg County, and NCDOT, as applicable.
- This property may be subject to any easements and/or right-of-way of record.
- All applicable federal, state, and local environmental permits and approvals will be obtained by Developer.
- All areas designated as common and/or urban open space shall be owned and maintained by the homeowners association and dedicated for perpetuity.
- Access (ingress/egress) location and design shown on this sketch plan area subject to achieving vertical and horizontal sight distances, turn lane improvements (including) right-of-way) and intersection with adjacent and opposing access points. Modifications to plan may result.



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- Large maturing trees will be planted 40' O/C within the required planting strip along all streets with the exception of rural parkways where existing trees can satisfy the street tree requirement. Small maturing trees are to be used where overhead power lines exist.
- Provide notations on the processes of mail delivery, garbage pick-up and any special notation for fire apparatuses.
- Residential Garages. On lots greater than 60 feet in width, front-loading garages shall be recessed at least 10 feet behind the primary plane of the front facade of the structure. **Exception for single family detached dwellings with 1400 square feet or less of heated space:** single bay front loading garages may be built flush with, but may not project in front of, the primary plane of the front facade of the structure; double bay front loading garages shall be recessed at least 10 feet behind the primary plane of the front facade of the structure. On lots 60 feet or less in width, alley access is required if on-site parking is provided except as provided below. Detached garages may only be placed in the established rear yard. Garages for more than two cars must be detached and located in the established rear yard or be attached side or rear loading, (Article 8.16.1 & 2 & 6TOH ZO).
- 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)
- Block Lengths shall adhere to the approved subdivision sketch plan.
- Side Lot Lines. Side lot lines shall, as nearly as practicable, be at right angles or radial to street lines. Where side lot lines intersect at the rear of the lot, the angle of intersection shall not be less than 60 degrees. (Sect. 7.220 TOH SO).
- Building Separation. All detached principal structures in all districts shall preserve a minimum building separation of 10 feet. The requirement of the district to conform to an existing pattern of building spacing along a street may require a greater separation or the provision of specified side yards. All detached accessory structures in all districts shall maintain a minimum building separation of 4 feet, as measured from the overhang (Article 8.10 TOH ZO).
- HVAC/Other Utilities must be located outside an established setback, required side yard, and not within 5' of a side or rear lot line. (Article 8.8.2 TOH ZO).
- Provide notations on the processes of mail delivery and garbage pick-up.
- All signs will be reviewed & approved separately and shall meet Article 10 of the TOH ZO.
- (Traffic Control/Pavement Markings & Street Lighting Plan) – (1) Standard street markers must be installed by the developer at one corner of all street intersections, including private streets, before any certificates of occupancy may be issued for buildings or residences along those streets. The design, material, location and installation of the signs must be in accordance with standards specified in the Land Development Standards Manual unless an alternative design is approved. (2) Barricades must be installed at the end of all dead-end streets except cul-de-sac streets, which have been improved with a permanent turnaround as required by this Ordinance. Design, material and installation of the barricades must be in accordance with the Land development Standards Manual. (3) No department, officer, agent, or employee of the town will accept for maintenance, lay out, open, improve, grade, pave or light any streets or authorize the laying of water mains, sewers, electrical service extensions or other facilities or utilities in any street within the town unless: such street has been accepted or opened as, or has otherwise received the legal status of, a public street prior to the effective date of this ordinance; or for any new street, such street corresponds in its location and lines with a street shown on a preliminary subdivision plan, tentatively approved by the Town Manager or Designated Administrative Agent; or such street has been accepted as a public street by a vote of a majority of all the members of the Town Board or by the State of North Carolina; or such street has been accepted as a public street by the State of North Carolina; or such street is an approved private street built in conformance with the provisions of all applicable ordinances. (Section 8.170 & 8.200 TOH SO)
- Maintenance Guarantee. All improvements required by this ordinance shall be guaranteed against defects in workmanship and materials by the subdivider for a period of one year from the date of the filing of the final plat or the date of the completion of the improvement, whichever is later. The subdivider shall file with the Town a maintenance bond with adequate sureties in an



amount determined by the Town of Huntersville/Mecklenburg County to be sufficient to assure proper maintenance and repair of such improvements for the one-year warranty period. (*Section 8.400 TOH SO*)

- Water Quality LID. Financial Arrangements are to be made through Meck. County guaranteeing the installation and maintenance of required BMPs until the issuance of CO's for seventy-five percent (75%) of all construction which might reasonably be anticipated to be built within the area which drains into the BMP, allowing credit for improvements completed prior to the submission of the final plat. The approval of the High Density Development Permit will be subject to developer compliance with Section 10.509 paragraph 3 of the Mecklenburg County Zoning Ordinance, the provisions of which, including subsequent amendments, are incorporated herein.
- Water Quality LID Maintenance. BMPs that are constructed on privately owned land and that are not within a public easement shall be maintained by a Property Owners Association or the owner of the subject property. BMPs that are constructed on public land within public rights-of-way, and/or within public easements shall be maintained by the public body with ownership/jurisdiction of the subject property
- Maintenance Covenants. Prior to the issuance of an Occupancy Permit for any building within a permitted development served by a BMP, the applicant or owner of the BMP shall establish a formal Maintenance Covenant approved by the Mecklenburg County Land Use and Environmental Services Agency and recorded in the Office of the Register of Deeds in which the owner acknowledges the duty of the owner and all subsequent owners of the property to maintain the BMP in accordance with the terms of the Covenant.
- *FYI The developer is responsible for contacting CMUD for all water and sewer issues. A parcel with on-site septic, 100% of the repair area does not need to be cleared initially (only the area for the original septic field). Please consider this when looking at tree preservation requirements.*
- *FYI if you are proposing to develop a residential subdivision inside the MIL-O or LN-O Watershed Districts you shall reserve 1% of the lot area but not less than 150 sq/ft impervious area per lot to allow for addition of future impervious area by the homeowner/occupant.*
- *FYI Lands that are disturbed during land development activities shall be excluded from open space calculation areas. Examples: Temporary Sediment Basins, Temporary Ditches, Areas where grades push into open space.*
- Place the Huntersville Construction Sequence on the grading and erosion control plans, see below for this language.

## **Huntersville Construction Sequence**

- Install tree / vegetation protection measures along buffer area(s) and any tree save areas delineated on the plan.
- The buffer line (measured from the creek bank or property line, or whatever is applicable) shall be staked.
- Protection measures shall be installed as dictated by the drip-line of vegetation that is within the buffer. Where dripline(s) do not extend beyond the buffer line the buffer line shall be respected.
- Tree / vegetation protection measures must be used where any clearing or grading activities will occur within 100' of a buffer. Protection measures shall be orange tree fencing, or continuous flagging on vegetation or stakes. Flags should be max. 20' on center, which may be used only where thick underbrush exists.
- Request TREE INSPECTION - Town of Huntersville, Planning Staff (875-7000).
- Setup pre-construction conference with Mecklenburg County Land Development & Town of Huntersville Planning Staff (875-7000).
- Continue construction sequence per Mecklenburg County as required.
- Where standards and responsibility for infrastructure construction, including but not limited to streets, sidewalks, and landscaping, are specified in the Zoning and/or Subdivision Ordinances of the Town of Huntersville, town standards shall control. In the absence of a

specified town standard, construction shall be in conformance with the then most recent version of the Charlotte-Mecklenburg Land Development Standards Manual (CMLDS).

**If applicable, place the following notes on the plans**

- A TIA Mitigation Plan has been submitted and approved by the Town of Huntersville. The Mitigation Plan dated (date) is on file with the Town of Huntersville Planning Department.
- Note any Adequate Public Facility mitigation as outlined in the Determination of Adequacy.
- Direct access from lots to a thoroughfare is prohibited (*if applicable*).
- Lots subject to flooding should not be established in subdivisions except as provided in Section 7.280 (*if applicable*).
- Any construction or use within the areas delineated by floodway fringe district boundary line and floodway district encroachment line is subject to the restrictions imposed by floodway regulations (*if applicable*).
- 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 (*if applicable*).
- The (number of) acres to be dedicated to \_\_\_\_\_(name of entity) and provide explanation of intent & commitment needs on the plan.
- Place the Town of Huntersville of Build to Line definition (Art. 12.2.1) on plans (*if applicable*). If the subdivision is zoned R or TR, setbacks are used instead of build-to-lines.  
Build-to line. A line extending through a lot which is generally parallel to the front property line and marks the location from which the principle vertical plane of the front building elevation, exclusive of porches, bay windows and similar appurtenances, must be erected; intended to create an even building façade line on a street. The build-to line is established on the record plat (final plat). (Article 12 of the TOH ZO).
- Structural BMP. The approval of the High Density Development Permit will be subject to developer compliance with Section 10.509 paragraph 3 of the Mecklenburg County Zoning Ordinance, the provisions of which, including subsequent amendments, are incorporated herein(*if applicable*) .
- Structural BMP. When structural BMPs (wet detention ponds and other BMPs) are approved for mitigation of a buffer disturbance, the approval will be subject to the owner filing a surety bond or letter of credit or making other financial arrangements which are acceptable to the Mecklenburg County Department of Environmental Protection, in a form which is satisfactory to the County Attorney, guaranteeing the installation and maintenance of the required structural BMPs until the issuance of certificates of occupancy for seventy-five percent (75%) of all construction which might reasonably be anticipated to be built within the area which drains into the BMPs, allowing credit for improvements completed prior to the submission of the final plat (*if applicable*).