



Major Subdivision
Preliminary Plan

Checklist

This checklist provides specific requirements that are a part of the Major Subdivision Preliminary Plan process.

Application Information

- Complete Application Form
- Application Fee _____
- Date Submitted _____
- Planning Staff _____
- Engineering Staff _____
- Traffic Impact Analysis
- EPM # _____
- Received Date, Review Date**
- Review Cycle #1 _____
- Review Cycle #2 _____
- Review Cycle #3 _____

Project Information

Subdivision Name (as shown on title block) _____ Phase _____

Subdivision Name (as approved by Town Board) _____

Engineering Firm _____ Contact Name _____

Phone 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

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If no, did the applicant agree to voluntarily annex?

- Yes
- No

If yes to voluntary annexation, has the applicant submitted an annexation petition that has been accepted as sufficient by the Legal Department?

- Yes
- No

If annexation petition has not yet been submitted, the following note must be placed on the Preliminary Plan, "A sufficient voluntary annexation petition has been agreed to be provided and must be submitted prior to any final plat approvals."

Existing Features (Site Analysis) Plan

More than one sheet may be used to clearly show all required data if needed.

Provide all the applicable items listed below on a topographical map:

- Original contours with labels at intervals of not less than two 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, watershed divides, natural drainage ways (woodlands swales, concentrated flows), ponds
- Location of all rights-of-way and easements (current and future)
- 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 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

Four Step Process Requirement in the R and TR Zoning Districts (S.O. Section 6.300, 3)

For subdivisions in the Rural and Transitional Residential Zoning Districts (See the Residential Four Step Design Process, Subdivision Ordinance Section 6.300).

Display each part of the Four-Step Process either as (1) four panels on one sheet or (2) four individual sheets.

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Site Plan

Show all the following items on the site plan sheet(s):

- Project Title
- Scale of the plan (Not smaller than 1 in per 100 ft)
- North Point
- Small scale vicinity map
- Date of Plan
- Revision block (master revision block and revisions for each page)
- Zoning district, property owner, parcel number for each adjacent property
- Boundary lines of the property being subdivided and intersecting the subdivision
- Rough finished grades
- Lot diagrams
- 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

- Label existing easements and provide widths of easements
 - Driveway(s), width of easement(s)
 - Water and sewer, width of easement(s)
 - Railroad R/W, width of easement(s)
 - Electric Utility R/W, width of easement(s)
 - Name of Provider: _____
 - Gas Utility R/W, width of easements(s)
 - Name of Provider: _____
 - Other _____
- Proposed Water and Sewer System (S.O. Section 6.200, 15)
 - Provide note 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
 - 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

Checklist

- w/ Meck. Co Fire Marshal to determine the most strategic fire hydrant location(s) (See Page 10 for Resources).
- Show on Plans: (Mail delivery) Group / Cluster Boxes required by USPS. Coordinate cluster box location(s) with local USPS Office. On-street parking may dictate where group mailboxes can be 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. Cluster box should not create crossing traffic and should ideally be placed on the side of the road of traffic into the neighborhood.
- 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. Address roll outs.
- Show on Plans (Parking Areas) Identify areas on plan to be posted (by developer) as "No Parking Zones" Consider Mail and Garbage services.

Modifications Requested	
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Site Plan Data Table

Complete the below table and show in the site plan package.

Total Area (acres, square feet)	
Total Disturbed Area (acres, square feet)	
River Basin	
Stream Classification	
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 nonresidential	
Lot size range	
Number of lots within each range (Use more lines if needed)	
Lot widths range (Z.O Article 3)	

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Number of lots within each width (Use more lines if needed)		
Setbacks and Build-to-lines (Z.O Article 3, 4 &8.)		
Front BTL range or Setback		
Corner setbacks		
Rear setbacks		
Right side setback		
Left side setback		
Watershed Information (Z.O. Article 3 and S.O. Section 7.290)		
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>		
Modifications Requested (Block lengths, etc.)		

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

Show all the following items on the site plan sheet(s)

Heritage Trees	
Number of Heritage trees on-site	
Number of Heritage trees saved	
Percentage of Heritage trees required to save	
Percentage of Heritage trees actually saved	
Specimen Trees	
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 must be located at the drip line +5 ft shown on the following plan sheets (Ordinance Reference):
 - Grading
 - Erosion Control
 - Landscaping

Modifications Requested	
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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
- 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.*)

Modifications Requested	
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Open Space (Z.O. Article 7.10-7.13)

Type of Open Space	Description
Urban Open Space	Planned and improved open space, accessible and usable. For small lot subdivision urban open space shall be provided to persons living within 1/4 mile measured along rights-of-way. In large lot

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	subdivisions urban open space application is required at 1/2 mile.
Agricultural Open Space	Preserve agricultural lands and rural character that would likely be lost through conventional development approaches.
Common Open Space	Any portion of a land that is not part of a private lot or tract of land such as, but not limited to, area devoted to water quality/quantity measures, entryway features including the landscape material, signage and, if applicable berm and any other open space area that is not defined by one of the four other open space types.
Natural Open Space	Preserve forested lands, natural features, and rural character that would likely be lost through conventional development approaches.
Recreational Open Space	to provide for active and passive recreation, including but not limited to, implementation of associated long range Town/County plans.

- 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.
- Zoned TR, minimum open space is 20 percent and urban open space is required
- All zoning districts, except Rural, require Urban Open Space to be incorporated into the design. All open space areas outside of landscape and BMP (stormwater) easements and lots that are not specified as Urban Open Space shall meet one or a combination of the remaining four open space typologies, Agricultural, Common, Natural and Recreational. Article 3 and Article 7.11 shall be referenced for further information. (See Article 7.10 for type of open space allowed per zoning district)
- Smaller lot subdivisions, all lots located within ¼ mile of urban open space as measured from the public right-of-way
- Large lot subdivision, all lots located within ½ mile of urban open space as measured from the public right-of-way
- 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.
- Show the below table on your site plan/landscape plan where open space is shown.

Type of Urban Open Space	Size of Urban Open Space	Number of Spaces Provided (if parking is provided)

Checklist

Modifications Requested	
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Streets (Z.O. Article 5; 7.7; 8.9 and S.O. Section 6.200.2, 7-9; 7.150; 7.170, Z.O. Article 7.4 H, 8.15 and S.O. Sect 7.100)) and Huntersville Engineering Standards and Procedures Manual

- Street layout in accordance with approved sketch/rezoning/site plan
- Show existing and proposed ingress & egress points on both sides of the street within 500' of the subject property.
- Show existing street centerlines adjacent to the subject property
- Show the location, names, and rights-of-way of any existing streets on or within 300 feet of the land to be subdivided
- Show existing and/or proposed street stubs/right-of-way to adjacent properties
- Proposed alleyways and setbacks for alley-fed garages (if applicable)
- Relationship to railroad R/W-street pattern design for grade separation (if applicable)
- Show street cross sections provided for all proposed streets and alleys
- Show street cross sections provided 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
- Sight triangle and sight distance placed on all applicable plans
 - 35 x 35
 - 10 x posted speed limit
- Place street markers and barricades in all applicable locations A street marking plan should be provided.
- Street names listed and coordinated with Mecklenburg County GIS (See Resources)
- Show existing and proposed right-of-way widths
- Transition setbacks for thoroughfares
- List improvements recommended by the TIA
- 20' Landscape easement between future r-o-w and proposed streets or lots
- Show the below table completed on the site plan.

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Method of traffic calming implemented (Discuss with Staff)	
Sidewalk Width (5-6 ft Minimum)	
Planting Strip Width (7 ft Minimum)	

Modifications Requested	
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Residential Lot Trees (Z.O. Article 7.7.3)

Provide the following information on residential lot trees on the Landscape/Planting Plan in a **table format** (Z.O. Article 7.7.3):

Lot#	Lot Size	Front Yard Trees	Rear Yard Trees
Ex. 1-10	7,500 sf	X	Y

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 Trees Required

Modifications Requested	
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Buffers (Z.O. Article 3.2.1, 3.2.2 and 7.5)

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

Modifications Requested	
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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
- Design of the buildings to transition with massing, volume, and scale of adjacent structures
- Compatible or Transitional orientation of adjacent principal structures

Modifications Requested	
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Consistency with Adopted Plans (S.O. Section 6.200.1, 11)

- Compliance with all applicable Town of Huntersville Greenway, Bikeway, and Pedestrian Plans
- Compliance with all applicable Mecklenburg County Greenway, Bikeway, and Pedestrian Master Plans
- 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

Modifications Requested	
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Submittal Package Additional Information

- Building Elevations Required



Checklist

Modifications Requested	
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General Notes to Place on Plans

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, subdivision, and construction 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. Minor modifications to plan may result.
- Large maturing trees will be planted 40' O/C within the required planting strip along all streets. Existing trees along rural parkways may be used to 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.
- 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).

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- All signs will be reviewed & approved separately and shall meet Article 10 of the TOH ZO.
- 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. Direct access from lots to a thoroughfare is prohibited. If no TIA is required, add a note to this effect. *(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 for general usage by the general public but shall not be accepted by the Town for maintenance. Maintenance shall be the responsibility of developer/homeowners associations *(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 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).
- 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)*.
- Place the below “**Huntersville Construction Sequence**” on the grading and erosion control plans. 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.

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- 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 Town of Huntersville Planning Staff (704-875-7000) and Erosion Control Coordinator.
- 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).
- (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 the Town of Huntersville 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

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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 Town of Huntersville 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.

Additional Information

- *The developer is responsible for contacting Charlotte Water 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.*
- *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.*
- *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.*

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Water Quality References

The Town of Huntersville will review and approve plans for detailed environmental elements including but not limited to water quality, stormwater management, and impervious area. See the below manuals for reference.

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.charmeck.org/Departments/StormWater/Contractors/Huntersville+LID.htm>

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>
- **Subdivision Ordinance**
 - <https://www.huntersville.org/544/Ordinances-Manuals/228>
- **Zoning Ordinance**
 - <https://www.huntersville.org/544/Ordinances-Manuals/228>
- **Town Engineering Standards Manual**
 - <https://www.huntersville.org/544/Ordinances-Manuals/228>
- Mecklenburg County GIS
 - <https://www.mecknc.gov/LUESA/GIS/Pages/GIS-Data-Center.aspx>.
- Mecklenburg County Fire Marshal
 - <https://www.mecknc.gov/LUESA/CodeEnforcement/Fire-Marshall/Pages/default.aspx>