

Contact Information

Town of Huntersville	Phone:	704-875-7000
Planning Department	Physical Address:	105 Gilead Road, Third Floor, Huntersville, NC 28078
PO Box 664	Website:	https://www.huntersville.org/planning
Huntersville, NC 28070		

A major subdivision is 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 private water supply system for more than one lot or building site.

(S.O. Section 2.100, Subdivision, Major)

Section 6.400 of the Town of Huntersville Subdivision Ordinance details requirements for a Major Subdivision Preliminary Plan.

Step 1 Pre-Submittal Meeting

Applicants must schedule a pre-submittal meeting with Town Staff to discuss the submittal process, site plan issues, and applicability of the Adequate Public Facilities (APF) and Traffic Impact Analysis (TIA) Ordinances. After the meeting applicants will receive a submittal checklist indicating required documents for review.

A Pre-Submittal meeting **must** be held before projects are submitted to EPM for Land Development review. Meetings will be coordinated with the assigned Project Manager from the Huntersville Planning Department. At least one week prior to the scheduled meeting, the applicant must email the Project Manager a set of plans for a cursory review prior to the meeting. **Applicants may not submit plans to EPM sooner than 5 business days following the Pre-Submittal Meeting.**

Step 2 Initial Submittal Requirements

The Town of Huntersville and Mecklenburg County LUESA use EPM to route and review plans. Please go to <https://epm.mecklenburgcountync.gov> to upload all documents.

The TIA Determination Form and Adequate Public Facilities Ordinance (APF) Application must be included with submitted files to EPM. The Determination of Adequacy (DOA) must be issued prior to the Planning Board meeting.

See Major Subdivision Preliminary Plan Checklist, EPM Intake Checklist and Fee Schedule for required documents, plans, and fees.

Step 3 Determination of Completeness and Review

Once the submittal has been uploaded to EPM, the Town must accept Intake. The Town has 48 hours to review the materials for completeness. Once Intake has been accepted, the review "time clock" begins, and plans are routed to applicable reviewers. **Effective March 1, 2020, Town Staff has 15 business days to complete reviews.** Results may be posted by Town Staff at any time during the review timeline. **Other agencies may exceed this timeframe.**

If the Sketch Plan abuts a state-maintained road or a road regulated by the City of Charlotte, it is also reviewed by the North Carolina Department of Transportation (NCDOT) or the Charlotte Department of Transportation

(CDOT) respectively. The applicant is responsible for routing all plans to NCDOT for review and feedback. **Please note: NCDOT does not review plans within the same time frame as Town Staff.**

Step 4 Redline Meeting

Once all Town Staff have posted redline comments, the applicant may request a Redlines Meeting with their assigned Town Project Manager to review comments and address questions or concerns. Prior to meeting, comments should be addressed and electronically sent Staff to review prior to the Redline Meeting.

Step 5 Resubmittal(s)

Once the applicant has addressed redline comments from the previous review, revised plans shall be uploaded to EPM. **It is not necessary to resubmit redlines; however, applicants are required to submit a Comment Response Memo detailing how redline comments have been addressed after each review. If a Pre-Resubmittal meeting is required by Town Staff, the project may not be resubmitted to EPM until the meeting takes place.** Please go to <https://epm.mecklenburgcountync.gov> to upload all documents, including the following:

- Comment Response Memo
- Complete set of revised Sketch Plan
- Any other revised or required documents that are necessary for review (PDFs)

Intake procedures outlined in Step 5 apply.

Step 6 Approval of Plans

Once all reviewer comments are addressed and the plans are sufficient to be approved, the Town Planning Department Staff will issue the approval letter, applicable permits, and approve and stamp the Sketch Plan. The applicant is responsible for scheduling applicable pre-construction and/or zoning meetings.

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://polaris3q.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>