



# Tips for EPM Project Submissions

Before submitting projects into EPM, please read and follow the steps below.

1. Use **ONLY Internet Explorer 9**  or higher to log into EPM, navigate, upload documents, and submit projects.
  - a. EPM does not function properly with any other web browsers.
  - b. **DO NOT access EPM using Chrome, Firefox, Safari, Opera, Microsoft Edge**
  - c. Once Internet Explorer 9 or higher is open, perform these steps.
    - i. Click the gear icon located in the upper, right-hand menu
    - ii. Select **Compatibility View Setting**
    - iii. Add the website: MECKLENBURGCOUNTYNC.GOV
    - iv. Ensure the box next to the statement “Use Microsoft compatibility lists” **is not checked**
2. Use **ONLY Adobe Reader 8** or higher  to fill out and upload documents
  - a. DO NOT use any other PDF software to edit or complete any fillable forms or applications
  - b. Other PDF editors may appear to work but generate errors and/or stop intake and approval stamping
3. **ONLY Adobe PDF files** may be uploaded / submitted
  - a. PDF/A files are not accepted.
  - b. Locked / Restricted files are not accepted
  - c. Word, PowerPoint, Excel, PNG, or any other file extension other than PDF is not accepted
4. **MAXIMUM file size is 40 MB**
  - a. **Keep each file sizes at or below 35 MB**, as file size increases with reviewer comments.
  - b. It is ok to break documents into multiple files, using “1 of 4; 2 of 4, etc” in the file name.
5. **File Names**
  - a. File names in excess of 55 characters may not be accepted.
  - b. Microsoft has always had maximum character length requirements for files and folders. To ensure file names are concise and that files can be opened by the Town of Huntersville, we are limiting file names to no more than 55 characters.
6. A current, completed **Town of Huntersville General Application** is required for each project submitted
  - a. The Town of Huntersville General Application must be signed by the legal property owner
    - i. Owner signature is not required for As-Built, RTAP and Erosion Control project submittals.
  - b. Documentation showing the signor/signee has authority to sign on behalf of an entity (LLC, LP, Corporation) must be uploaded, in addition to the signed General Application for each project submitted.
  - c. If multiple property owner signatures are required, please use the *General Application Applicant-Owner Signature Addendum* form to obtain additional signatures.
7. All Plans and Calculations must be signed, sealed and dated by the Licensed Professional who created them.
8. Documents must be properly oriented
9. Review fees are due by noon; two days after the project has been submitted/resubmitted to EPM
  - a. Fees are payable to the Town of Huntersville
  - b. Fees may be paid by check or emailed payment link

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Town of Huntersville **EPM submittal and payment** questions may be directed to:

- Kim Behrenbrinker at [kbehrenbrinker@huntersville.org](mailto:kbehrenbrinker@huntersville.org) or (704) 766-2298

Technical EPM questions or concerns may be directed to:

- [CE-tech.triage@mecklenburgcountync.gov](mailto:CE-tech.triage@mecklenburgcountync.gov)