



# Electronic Plan Management (EPM) Applicant Instructions

## Submission Process

1. Visit the EPM website at <https://epm.mecklenburgcountync.gov>. EPM is designed to work with Internet Explorer 7.0.
2. First-time Users: Create a company account by clicking on the “Create Company Account Now” link found in the grey Sign-In Box in the upper right corner of the page.  
Returning Users: Log-in with username and password.
3. Select the “Submit County Land Development Application” link found in the Tool Box in the upper right corner of the page.
4. Use the application worksheet obtained at the Pre-Submittal Meeting with the Town in order to complete the County Land Development Application Form. Next, save a copy of the application to your computer. Then upload the application to EPM using the “Browse” button at the bottom of the page.
5. Use the “Add File” button to upload the following documents (as applicable). All documents uploaded to EPM must be PDFs.
  - Town of Huntersville General Application
    - Huntersville Limited Power of Attorney to Sign Applications form is required if the General Application is signed by an agent on behalf of the property owner
  - EPM Intake Checklist
    - The EPM Intake Checklist is completed during the Pre-Submittal meeting. Pre-submittal meetings are required for all submittal except Plats, As-Builts, Erosion Control Only Plans, and Revisions to Approved Plans unless the revisions are extensive.
  - Driveway Permit Applications (NCDOT and Town)
  - Stormwater/Erosion Control/BMP Routing Calculations
  - Site Plan (**must be horizontally oriented**)
  - Charlotte Water Willingness to Serve Letter
  - Address Verification Signed by GIS Staff
  - APFO Application
  - Adjoining Property Owner’s List
  - Other Documents Necessary per EPM Intake Checklist
    - In addition to uploading a PDF copy of the adjoining property owners, the applicant must also email the Town Planner an Excel file of the adjoining property owners list.

If the project is on a state road, NCDOT must also review the plans. NCDOT does not participate in EPM. Therefore, applicants must deliver a set of plans to the NCDOT office – located at 7605 District Drive, Charlotte, NC 28213. After delivering plans to NCDOT please follow one of the two steps below so Town Planning Department Staff is aware NCDOT received the necessary plans.

- a) Deliver 4 sets of plans to NCDOT prior to EPM submittal and upload a copy of the transmittal with the EPM submittal.

- b) Email a copy of the NCDOT transmittal to Town Planning Department Staff – planner must upload transmittal to EPM.

**Please note, all required fees must be paid and documents must be uploaded to EPM within 48 hours in order for the submittal to be complete. Incomplete submittals will be rejected.**

**Review Process**

After the submission is uploaded to EPM to EPM, the Town and County have 48 hours to review the submission for completeness and accept intake. Both agencies must accept intake before plans can be routed to the appropriate review teams. Once both the Town and County accept intake, the review period begins. The review periods for land development projects are as follows:

|  |                  |
|--|------------------|
| Commercial Site Plans (PC01 and PC05*) | 15 Business Days |
| Subdivision Sketch Plans (PC01)        |                  |
| Subdivision Preliminary Plans (PC05*)  |                  |
| As-Builts                              |                  |
| Conditional Rezoning (PC01)            | 10 Business Days |
| Final Plats                            |                  |

1. To learn which review agencies are assigned to the project:
  - Click the “Active Projects” tab at the top of the page and select appropriate project number.
  - In the Tool Box on the left-hand side of the page, select “Graphical View.” This page will illustrate which review agencies are assigned to the project as well as each team’s current review status.
  
2. To review redlines posted by each reviewer:
  - Select the “Review Results” link found in the Tool Box on the left side of the page. You will find each reviewer’s results in the Result column of the first table.
  - If there are comments, the document that has comments will be marked “Yes” in the section *Feedback Files Generated on Demand*.
  - Individual redlines comments will be posted at the bottom of the page under the “Redlines Comments” section.

**Resubmittal Process**

To resubmit plans, see Submission Process Step 5. **It is only necessary to upload documents that have been revised.**

**Approved Plans**

Once the plans have been approved, the approved files can be saved and/or printed by clicking on the “Approved Package” tab under the “Overview” section on the left side of the Project Details page.