



Project Meetings and Review Types

Project Feasibility Meeting

A project feasibility meeting is a meeting to discuss potential projects and land development requirements. There are no minimum requirements or plans required to schedule a meeting of this type. Multiple project feasibility meetings may be held for a project or idea.

Pre-Submittal Meeting

A Pre-Submittal meeting **must** be held before projects are submitted to Mecklenburg County Electronic Plan Management (EPM) System for Land Development review. Meetings will be coordinated with the assigned Project Manager from the Huntersville Planning Department. Representatives from Huntersville Planning and Huntersville Engineering Departments will be present at the meeting. One week prior to the scheduled meeting, the Applicant must email the assigned Huntersville Planning Department Project Manager a set of plans so that staff may complete a cursory review prior to the Pre-Submittal meeting date. **At a minimum**, the Applicant must send the Planning Department Project Manager a site layout plan, grading plan, and elevations (for commercial site plans) **one week** in advance of the Pre-Submittal Meeting. Staff recommends the following items for the Pre-Submittal meeting: full set of civil plans, lighting plan, utility locations, off-site driveway locations, and landscaping plan.

Effective August 1, 2019: Plans may be submitted into EPM no sooner than 5 business days following the Pre-Submittal Meeting.

Pre-submittal Meetings are not required for Plats, As-Builts, Erosion Control Plans, Minor Revisions to Approved Plans (RTAPs), and other minor projects for which Staff determines a Pre-Submittal meeting is not required.

Electronic Plan Management (EPM) Review

All Land Development projects must be submitted to the EPM System for review and approval. Each document uploaded into EPM must be an **unlocked / unrestricted PDF file, under 40MB file size** or the submittal will be rejected. Major Land Development projects (Commercial Site Plans, Preliminary Plans, Sketch Plans, Conditional District (CD) Rezoning, etc.) require a Pre-Submittal meeting prior to project submission. When a complete plan set is submitted into the EPM system (meaning all required items are present in the submittal package), the Town has 2 days to accept or reject intake. Once intake is accepted by the Town gatekeeper, all applicable review agencies are routed the plans for review. Effective March 1, 2020 Town and County reviewers have up to 10 business days (per cycle) to review plats and up to 15 business days (per cycle) to review all other project types.

Note: The above review time requirements are associated with reviews performed by Staff. These review times exclude the time required to obtain Town Board approval (when necessary) or any additional outside agency reviews (i.e; NCDOT).

Pre-Resubmittal Meeting

Prior to resubmitting to EPM, Staff may require a Pre-Resubmittal Meeting to review redlines from the previous review cycle. The Pre-Submittal meeting shall include reviews with unresolved issues, the Applicant, and the Owner. The Applicant must bring a revised plan set and a Comment Response Memo to the meeting to be reviewed by Staff. If a Pre-Resubmittal Meeting is required, the next review cycle will not be initiated until the Meeting has taken place.