



Commercial Site Plan – Process and Submittal Requirements

(For Commercial, Civic, and Institutional Building Permitting)
2020 Revision

Step 1 Mandatory Pre-submittal Conference with Town Staff

- Determination of Adequacy (Adequate Public Facilities Ordinance) – Article 13
- Need for Traffic Impact Analysis (TIA) Determination – Article 14
- General Zoning Requirement Discussion
- Commercial Site Plan Checklist Overview
- EPM Intake Checklist Review

Step 2 Determination of Adequate Public Facilities and/or Traffic Impact Assessment

If the development is subject to the APF ordinance, an APFO application must be submitted and a “Determination of Adequacy (DOA)” must be issued prior to the submission of a formal commercial site plan application. *If it is determined that a TIA is also required, the scope of work must be approved by the Town prior to submission of the commercial site plan.* The TIA itself may be submitted during the formal review process (Step 4) but must be approved prior to Commercial Site Plan approval.

Step 3 Phase II Stormwater Concept Plan Approval - (PCO1) – Town Engineering Staff

If applicable, a concept plan showing general conformance to water quality requirements must be submitted to and approved by Town of Huntersville Engineering prior to submitting the commercial site plan to the Town. The Town uses Electronic Plan Management (EPM) to route and review plans. Please go to <https://epm.mecklenburgcountync.gov> to upload all documents. It is recommended that you contact Town Engineering to discuss the project design prior to submittal of the concept plan.

Step 4 Commercial Site Plan Submittal – (PCO5) - Huntersville Planning and Huntersville Engineering

The Commercial Site Plan is submitted electronically similar to the concept plan above. The following are generally required to be uploaded to EPM for Town of Huntersville Review. At the Pre-submittal meeting described above, a comprehensive list of documents, plan sheets, forms, applications, and fees will be produced and given to the applicant describing what is required for a complete commercial site plan submittal.

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| <input type="checkbox"/> Sealed Site Plans | <input type="checkbox"/> Huntersville Application and Fee (see fee schedule) |
| <input type="checkbox"/> Grading & Erosion Control Plan | <input type="checkbox"/> DOA Letter (Determination of Adequacy) |
| <input type="checkbox"/> Storm Water Detention Plan | <input type="checkbox"/> Traffic Impact Analysis Determination of Need Form (If Required) |
| <input type="checkbox"/> Detail Sheets | <input type="checkbox"/> Town of Huntersville or |
| <input type="checkbox"/> Utility Plan | NCDOT Driveway Permit Application and Fee |
| <input type="checkbox"/> Site Lighting (Photometric Lighting Plan) | <input type="checkbox"/> Concept Plan Approval Letter (From LUESA North) |
| <input type="checkbox"/> Landscape Plan | <input type="checkbox"/> Additional Plan Reviewer Requirements |
| <input type="checkbox"/> Architectural Elevations | <input type="checkbox"/> Index of Drawings (Bookmarked with page # and names) |
| <input type="checkbox"/> Existing Features Plan & Tree Survey | <input type="checkbox"/> Pavement Marking Signage Plan |

Step 5 Review, Resubmittal, and Approval

Once an application and submittal has been uploaded to EPM, both the Town will have 48 hours to review the materials for their completeness and approve their intake. If the application is complete staff will route them out to all agencies that need to review it. If it is not complete however, the intake may be disapproved and the applicant

will be contacted to submit the necessary missing information. Once the plans are complete and routed the review “time clock” begins. Agencies have fifteen (15) business days to complete reviews. Agencies participating in EPM include but are not limited to: Town of Huntersville Planning, Engineering, Parks and Recreation, Mecklenburg County Land Use and Environmental Services Agency (LUESA) and Fire Marshall, Charlotte-Mecklenburg Utilities Department, and Duke Power.

At this time, NCDOT is not participating in EPM reviews. It will be the responsibility of the applicant to deliver plans to NCDOT and obtain the appropriate driveway permits if the proposed development is located on a state maintained road.

Once all review agencies have finished their review, they will post their redline comments on the EPM system which should be visible under the “Review Results” tab on the project page. Once the comments have been posted the applicant or one of the review agencies may request a consultation meeting with their Town Project Coordinator along with other Town review agencies to review the comments prior to resubmittal. The applicant is not allowed to resubmit plans until all participating review agencies have either approved or made comments to the current submittal cycle. Applicants may periodically check EPM to see the status of their reviews.

Resubmittals are submitted and processed the same as an initial submittal. The review times are also the same. Since all submittals are saved on the EPM system, there is no need to resubmit redlines. It may take several cycles of reviews until all comments are addressed and the commercial plan can be approved. Once all agencies have approved the plan, an electronic stamp will be added to the plan sheets within 48 hours of final agency approval. An “Approved Package” of sheets will then automatically be created in the EPM system for use by inspectors, the applicant, and any responsible party.

Step 6 Submission to Mecklenburg County Building Standards – Building Permit Review

An appointment is required for OnSchedule and Express Building Review; **please contact the Town Project Coordinator prior to scheduling this appointment**. The project will need to have zoning approval or have no further building related comments outstanding in the review prior to the OnSchedule review date being set. Contact the county Gatekeeper for more information on the OnSchedule Review Process, 704-353-0522 or 704-353-0523.

Step 7 Building Permit Sign Off (Town Staff)

Once the Commercial Site Plan has been approved (by the Town) and Mecklenburg County Building Standards has approved the submitted building plans, planning staff must release the zoning hold on the building permit. Staff will review the plans submitted to county building standards electronically through the EPM system. If the building standards plans match the general building specifications (architecture and floor plan) that accompanied the commercial site plan, the Town will release the zoning hold. Thus it is important that all changes that are made through the commercial zoning process be made and updated to the architectural plans being reviewed by Mecklenburg County building standards.

Step 8 Preconstruction Meeting (Town Staff, Inspectors and NCDOT)

Before grading can take place on the property in question, a preconstruction meeting must be scheduled with The Town of Huntersville Erosion Control Coordinator. Present at the meeting will be the Town of Huntersville Erosion Control Coordinator, Planning Department Zoning Inspector, NCDOT inspector, and the town project coordinator. The purpose of the meeting is for the Town inspectors to review the construction guidelines of the site, set inspection timetables and to review expectations for finalizing the development approvals. **A full size copy of the stamped approved commercial site plan should be printed out by the applicant for discussion at this meeting.** A Certificate of Occupancy checklist will also be given to the applicant, which will outline items required for Certificate of Occupancy (CO) issuance. The applicant should ensure that the property owner, general contractor or other representative who is responsible for the overall project is in attendance at this meeting. It is not recommended that sub-contractors be the only applicant representative.

Step 9 Final Plat (Town Staff)

If an item below is included in the submitted plan a Final Plat will need to reviewed and approved prior to issuance of a Certificate of Occupancy (CO). The final plat can also be submitted through the EPM review process.

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| <input type="checkbox"/> Recordation of BMP's (Article 8.17.8d)) | <input type="checkbox"/> Sidewalk easement |
| <input type="checkbox"/> 10' Landscape Easement (Article 7.7.2) | <input type="checkbox"/> Tree Save Areas (Article 7.4.2(e)) |
| <input type="checkbox"/> Street Right of Way Reservation or Dedication | |

Step 10 Site Plan Compliance (Zoning Inspector)

The applicant must contact the Zoning Inspector for a Site Plan Compliance inspection. The Zoning Inspector will release the CO zoning hold once it has been determined that the site is in compliance with the approved site plan.

Contact Information:

Huntersville Commercial Site Plan Review	Brad Priest	704-766-2214	bpriest@huntersville.org
Huntersville Commercial Site Plan Review	Brian Richards	704-766-2218	brichards@huntersville.org
Huntersville Public Works & Engineering	Ben Brill	704-766-2221	bbrill@huntersville.org
Huntersville Engineering - Stormwater	Mike MacIntyre	704-766-2239	mmacintyre@huntersville.org
Erosion Control Coordinator	Anne Loftin	704-579-1090	aloftin@huntersville.org
Planning Department Zoning Inspector	AuDarius Blackwood	704-301-9969	ablackwood@huntersville.org
Change of Use-Mecklenburg County Rehab		704-432-0677	
Register of Deeds		704-336-2443	
Mecklenburg County On-Schedule Review		704-336-3837	www.meckpermit.com
CTAC –Mecklenburg County (Commercial Technical Answer Center)		704-336-3829	

Websites:

Town of Huntersville Website Maps and Zoning Ordinance	www.huntersville.org (Planning Department)
Mecklenburg County Polaris Parcel lookup	maps2.co.mecklenburg.nc.us/website/realestate/
Mecklenburg County Register of Deeds	www.charmeck.org/Departments/Register+of+Deeds/home.htm
LUESA Online Service	http://www.charmeck.org/Departments/LUESA/Water+and+Land+Resources/Programs/Land+Development/home.htm
Mecklenburg County OnSchedule Review	www.meckpermit.com
Electronic Plan Management	https://epm.mecklenburgcountync.gov/
Request Zoning Inspection	https://www.huntersville.org/FormCenter/Planning-5/Zoning-Inspection-Request-96

