

Town of Huntersville, North Carolina 2019 Plan Submission Schedule

Description of Steps on
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Process Type	Pre-Submittal Meeting & APFO/TIA 1	Plan Submission Deadline 2	Neighborhood Meeting 3	Call Public Hearing 4	Agenda Deadline 5	Town/Planning Joint Public Hearing 6	Planning Board Meeting 7	Town Board Final Action 8
Rezoning/Text Amend		Jan 2		Feb 4	Feb 11	Mar 4	Mar 26	Apr 1
Special Use Permit	Anytime prior to plan submission date	Jan 2					Feb 26	Mar 4
Conditional Rezoning		Jan 2	prior to Mar 4	Mar 4	Mar 11	Apr 1	Apr 23	May 6
Subdivision		Jan 2	prior to Feb 26					Mar 26
Rezoning/Text Amend		Feb 1		Mar 4	Mar 11	Apr 1	Apr 23	May 6
Special Use Permit	Anytime prior to plan submission date	Feb 1					Mar 26	Apr 1
Conditional Rezoning		Feb 1	prior to Apr 1	Apr 1	Apr 8	May 6	May 27	Jun 3
Subdivision		Feb 1	prior to Mar 26					Apr 23
Rezoning/Text Amend		Mar 1		Apr 1	Apr 8	May 6	May 27	Jun 4
Special Use Permit	Anytime prior to plan submission date	Mar 1					Apr 23	May 7
Conditional Rezoning		Mar 1	prior to May 6	May 6	May 13	Jun 3	Jun 25	Jul 1
Subdivision		Mar 1	prior to Apr 23					May 27
Rezoning/Text Amend		Apr 1		May 6	May 13	Jun 3	Jun 25	Jul 1
Special Use Permit	Anytime prior to plan submission date	Apr 1					May 27	Sep 3
Conditional Rezoning		Apr 1	prior to Jun 3	Jun 3	Jun 10	Jul 1	Jul 23	Aug 5
Subdivision		Apr 1	prior to May 28					Jun 25
Rezoning/Text Amend		May 1		Jun 3	Jun 10	Jul 1	Jul 23	Aug 5
Special Use Permit	Anytime prior to plan submission date	May 1					Jun 25	Jul 1
Conditional Rezoning		May 1	prior to Jul 1	Jul 1	Jul 8	Aug 5	Aug 27	Sep 3
Subdivision		May 1	prior to Jun 25					Jul 23
Rezoning/Text Amend		Jun 3		Jul 1	Jul 8	Aug 5	Aug 27	Sep 3
Special Use Permit	Anytime prior to plan submission date	Jun 3					Jul 23	Aug 5
Conditional Rezoning		Jun 3	prior to Aug 5	Aug 5	Aug 12	Sep 3	Sep 24	Oct 1
Subdivision		Jun 3	prior to Jul 23					Aug 27
Rezoning/Text Amend		Jul 1		Aug 5	Aug 12	Sep 3	Sep 24	Oct 7
Special Use Permit	Anytime prior to plan submission date	Jul 1					Aug 27	Sep 3
Conditional Rezoning		Jul 1	prior to Sep 3	Sep 3	Sep 9	Oct 7	Oct 22	Nov 4
Subdivision		Jul 1	prior to Aug 27					Sep 24
Rezoning/Text Amend		Aug 1		Sep 3	Sep 9	Oct 7	Oct 22	Nov 4
Special Use Permit	Anytime prior to plan submission date	Aug 1					Sep 24	Oct 7
Conditional Rezoning		Aug 1	prior to Oct 7	Oct 7	Oct 14	Nov 4	Nov 19	Dec 2
Subdivision		Aug 1	prior to Sept 24					Oct 22
Rezoning/Text Amend		Sep 3		Oct 7	Oct 14	Nov 4	Nov 19	Dec 2
Special Use Permit	Anytime prior to plan submission date	Sep 3					Oct 22	Nov 4
Conditional Rezoning		Sep 3	prior to Nov 4	Nov 4	Nov 12	Dec 2	Dec 17	Jan 6, 2020
Subdivision		Sep 3	prior to Oct 22					Nov 19
Rezoning/Text Amend		Oct 1		Nov 4	Nov 12	Dec 2	Dec 17	Jan 6, 2020
Special Use Permit	Anytime prior to plan submission date	Oct 1					Nov 19	Dec 2
Conditional Rezoning		Oct 1	prior to Dec 2	Dec 2	Dec 10	Jan 6, 2020	Jan 28, 2020	Feb 3, 2020
Subdivision		Oct 1	prior to Nov 26					Dec 17
Rezoning/Text Amend		Nov 1		Dec 2	Dec 10	Jan 6, 2020	Jan 28, 2020	Feb 3, 2020
Special Use Permit	Anytime prior to plan submission date	Nov 1					Dec 17	Jan 6, 2020
Conditional Rezoning		Nov 1	prior to Jan 6, 2020	Jan 6, 2020	Jan 13, 2020	Feb 3, 2020	Feb 25, 2020	Mar 2, 2020
Subdivision		Nov 1	prior to Dec 17					Jan 28, 2020
Rezoning/Text Amend		Dec 2		Jan 6, 2020	Jan 13, 2020	Feb 3, 2020	Feb 25, 2020	Mar 2, 2020
Special Use Permit	Anytime prior to plan submission date	Dec 2					Jan 28, 2020	Feb 3, 2020
Conditional Rezoning		Dec 2	prior to Feb 3, 2020	Feb 3, 2020	Feb 10, 2020	Mar 2, 2020	Mar 24, 2020	Apr 6, 2020
Subdivision		Dec 2	prior to Jan 28, 2020					Feb 25, 2020

Note: Bold black print represents a date change due to a holiday.

Note: Bold red print represents a likely date change due to a holiday.

Note: Pursuant to Town Zoning Ordinance Article 11.4.7 (a), highlighted dates subject to change.

DESCRIPTION OF STEPS	
Pre-Submittal Meeting & APFO/TIA 1	REQUIRED pre-submittal meeting with staff to discuss and determine applicability of the Adequate Public Facilities Ordinance (APFO), the development process, and specific zoning and/or subdivision requirements that are relevant to the submittal. Plan sets must be emailed to Town and County staff one week prior to the pre-submittal meeting. At a minimum, plan sets should include a site plan, rough grading plan, and stormwater management locations. Presubmittal meeting slots are available Tuesday afternoons and Friday mornings. To ensure enough time for the TIA scoping package to be properly vetted prior to public meetings, it is highly recommended that the TIA scoping package be submitted to Town Engineering staff prior to plan submission. A separate TIA scoping meeting may be required by Town Engineering staff prior to plan submission.
Plan Submission Dates 2	All documents are uploaded to the Electronic Plan Management System (EPM) excluding text amendments and general rezonings. A completed application (with required fees) must be submitted along with APFO application (if required) and a Town staff approved TIA scoping package (if required). The draft TIA must be completed 30 days prior to Public Hearing (Conditional Rezonings) or Planning Board meeting (Subdivision Sketch Plans).
Neighborhood Meeting Dates 3	Neighborhood meetings must take place prior to the date specified. It is recommended that the Neighborhood Meeting take place after the first set of redlines have been returned. Neighborhood Meetings shall not be held on Town Board, Planning Board or Board of Adjustment meeting nights. Invitations, accommodations and all other associated logistical requirements are the petitioner's responsibility. Please inform the Huntersville Planning Department of the time, date, and location of the neighborhood meeting. A Neighborhood Meeting Report must be submitted to Planning Department along with any revised plans.
Call Public Hearing 4	Board of Commissioners (BOC) calls the public hearing for the following month to allow for required advertisements.
Agenda Deadline 5	Staff prepares the request for Board of Commissioners (BOC) meeting to call the public hearing. <u>LAST TIME TO SUBMIT CHANGES PRIOR TO MEETING.</u>
Town/ Planning Joint Public Hearing 6	A public hearing is held before the Board of Commissioners (BOC). Staff presentation, petitioner presentation, and town citizens' comments are heard. For Conditional Rezonings, draft TIAs must be submitted 30 days prior to the Public Hearing.
Planning Board Meeting 7	Petition is on the Planning Board's agenda for recommendation that will be presented to the Board of Commissioners (BOC). For Subdivision Sketch Plans, the draft TIA must be submitted 30 days prior to the Planning Board Meeting.
Town Board Final Action 8	Board of Commissioners (BOC) Vote / Final Action. The sealed TIA must be approved by Town staff prior to Final Action. If the applicant wants to make adjustments to the plan based on input from the public and Planning Board or as needed, the case may be delayed to the second meeting of the month.

TIA milestones are in **bold**