

Town of Huntersville, North Carolina 2023 Plan Submission Schedule

Description of Steps on Following Page



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Process Type	Pre-Submittal Meeting & TIA 1	Plan Submission Deadline 2	Neighbor- hood 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	Anytime prior to plan submission date	Jan 3		Feb 6	Feb 13	Mar 6	Mar 28	Apr 17
Conditional Rezoning			prior to Mar 6	Mar 6	Mar 13	Apr 3	Apr 25	May 15
Subdivision w/Variance (Quasi judicial) OR Special Use Permit							Feb 28	Mar 20
Rezoning/Text Amend	Anytime prior to plan submission date	Feb 1		Mar 6	Mar 13	Apr 3	Apr 25	May 15
Conditional Rezoning			prior to Apr 3	Apr 3	Apr 10	May 1	May 23	Jun 20
Subdivision w/Variance (Quasi judicial) OR Special Use Permit							Mar 28	Apr 17
Rezoning/Text Amend	Anytime prior to plan submission date	Mar 1		Apr 3	Apr 10	May 1	May 23	Jun 20
Conditional Rezoning			prior to May 1	May 1	May 15	Jun 5	Jun 27	Jul 17
Subdivision w/Variance (Quasi judicial) OR Special Use Permit							Apr 25	May 15
Rezoning/Text Amend	Anytime prior to plan submission date	Apr 3		May 1	May 15	Jun 5	Jun 27	Jul 17
Conditional Rezoning			prior to Jun 5	Jun 5	Jun 12	Jul 17	Jul 25	Aug 21
Subdivision w/Variance (Quasi judicial) OR Special Use Permit							May 23	Jun 20
Rezoning/Text Amend	Anytime prior to plan submission date	May 1		Jun 5	Jun 12	Jul 17	Jul 25	Aug 21
Conditional Rezoning			prior to Jul 17	Jul 17	Jul 17	Aug 7	Aug 22	Sep 18
Subdivision w/Variance (Quasi judicial) OR Special Use Permit							Jun 27	Jul 17
Rezoning/Text Amend	Anytime prior to plan submission date	Jun 1		Jul 17	Jul 17	Aug 7	Aug 22	Sep 18
Conditional Rezoning			prior to Aug 7	Aug 7	Aug 14	Sep 5	Sep 26	Oct 16
Subdivision w/Variance (Quasi judicial) OR Special Use Permit							Jul 25	Aug 21
Rezoning/Text Amend	Anytime prior to plan submission date	Jul 3		Aug 7	Aug 14	Sep 5	Sep 26	Oct 16
Conditional Rezoning			prior to Sep 5	Sep 5	Sep 11	Oct 2	Oct 24	Dec 4
Subdivision w/Variance (Quasi judicial) OR Special Use Permit							Aug 22	Sep 18
Rezoning/Text Amend	Anytime prior to plan submission date	Aug 1		Sep 5	Sep 11	Oct 2	Oct 24	Dec 4
Conditional Rezoning			prior to Oct 2	Oct 2	Oct 9	Nov 6	Nov 28	Dec 18
Subdivision w/Variance (Quasi judicial) OR Special Use Permit							Sep 26	Oct 16
Rezoning/Text Amend	Anytime prior to plan submission date	Sep 1		Oct 2	Oct 9	Nov 6	Nov 28	Dec 18
Conditional Rezoning			prior to Nov 6	Nov 6	Nov 13	Dec 4	Dec 19	Jan 16, 2024
Subdivision w/Variance (Quasi judicial) OR Special Use Permit							Oct 24	Dec 4
Rezoning/Text Amend	Anytime prior to plan submission date	Oct 2		Nov 6	Nov 13	Dec 4	Dec 19	Jan 16, 2024
Conditional Rezoning			prior to Dec 4	Dec 4	Dec 11	Jan 2, 2024	Jan 23, 2024	Feb 19, 2024
Subdivision w/Variance (Quasi judicial) OR Special Use Permit							Nov 28	Dec 18
Rezoning/Text Amend	Anytime prior to plan submission date	Nov 1		Dec 4	Dec 11	Jan 2, 2024	Jan 23, 2024	Feb 19, 2024
Conditional Rezoning			prior to Jan 2, 2024	Jan 2, 2024	Jan 15, 2024	Feb 5, 2024	Feb 27, 2024	Mar 18, 2024
Subdivision w/Variance (Quasi judicial) OR Special Use Permit							Dec 19	Jan 16, 2024
Rezoning/Text Amend	Anytime prior to plan submission date	Dec 1		Jan 2, 2024	Jan 15, 2024	Feb 5, 2024	Feb 27, 2024	Mar 18, 2024
Conditional Rezoning			prior to Feb 5, 2024	Feb 5, 2024	Feb 12, 2024	Mar 6, 2024	Mar 26, 2024	Apr 15, 2024
Subdivision w/Variance (Quasi judicial) OR Special Use Permit							Jan 23, 2024	Feb 19, 2024

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

Public Hearings will only be scheduled for the first meeting of each month & Town Board Final Action will only be scheduled for second meeting of each month (subject to change for holidays).

DESCRIPTION OF STEPS	
Pre-Submittal Meeting & TIA 1	REQUIRED pre-submittal meeting with staff to discuss and determine 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 with 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 one week in advance to provide adequate time to advertise the meeting to the public. A Neighborhood Meeting Report must be submitted to Planning Department along with any revised plans. <u>Subdivision w/variance (quasijudicial) must hold a Neighborhood Meeting with schedule determined by the Planner.</u>
Call Public Hearing 4	Board of Commissioners (BOC) calls the public hearing at the first meeting of each month only. Meetings will be 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 following month.

TIA milestones are in **bold**