

Initiation: Administrative review and approval is required for exempt subdivisions. The following is a list of subdivisions that qualify as exempt according to the Huntersville Subdivision Ordinance:

1. The combination or recombination of portions of parcels platted and recorded prior to the effective date of this ordinance, or portions of lots platted in compliance with this ordinance after its effective date, where the total number of lots is not increased and the resultant lots are equal to the standards of this ordinance and the appropriate zoning classification.
2. The division of land into parcels greater than 5 acres where street right-of-way dedication or reservation is not involved.
3. The public acquisition by purchase of strips of land for the widening or opening of streets or for public transportation system corridors or the location of public utility rights-of-way.
4. The division of a tract in single ownership whose entire area is no greater than two acres into not more than three lots, where street right-of-way dedication or reservation is not involved and where the resultant lots are equal to or exceed the standards of the appropriate zoning classification.
5. The division of land into plots or lots for use as a cemetery.
6. The creation of a separate lot or property interest by a less than fee simple instrument, such as a lease, when the property interest created is divided from the original parcel for less than 10 years including option to renew.
7. The division of a tract or parcel into separate tracts or parcels, or the creation of interest in lots or parcels, by means of (a) a deed of trust, mortgage, or similar security interest solely for the purpose of securing any bona fide obligation (including transfers of such parcels or tracts pursuant to foreclosure or deeds in lieu of foreclosure) and (b) releases from the liens and operation of such deeds of trust, mortgages, or similar security interests.
8. Easements for the purposes of utilities, driveways, parking, footpaths, trails or other similar purposes.
9. Proceedings to partition interests in lots or parcels pursuant to Chapter 46 of the North Carolina General Statutes (or any successor statute) resulting in the division of a lot or parcel into two or more lots or parcels except where the partition proceeding is brought to circumvent the provisions of this Ordinance.
10. Transfers of tracts or parcels by inheritance or bona fide gift.
11. Condemnation or deed in lieu of condemnation, by either a public or private condemner; provided, however, that the condemner must comply with the requirements of this ordinance as to the property acquired, either prior to the commencement of any development of the property acquired, or prior to the issuance of any building permit on the property acquired, or within six months following the date of acquisition, whichever occurs first.

Step 1 Pre-submittal Conference with Town Staff

Please contact the Planning Department (planning@huntersville.org or 704-875-7000) if you have any questions or to discuss requirements for exempt subdivisions and plat review.

Step 2 Submittal through EPM

Mecklenburg County and the Town of Huntersville use **Electronic Plan Management (EPM)** to route and review plans. Please go to <https://epm.mecklenburgcountync.gov> to upload all documents.

On the EPM Land Development Application beside “**Town Plan Type**” choose “**Minor Subdivisions or Exempt Plat**”.

The Town and Mecklenburg County LUESA use Electronic Plan Management (EPM) to route and review plans. Please go to <https://epm.mecklenburgcountync.gov> to upload all documents. The following are required for Town of Huntersville Review:

- EPM Land Development Application
- Town and County Fees (As Applicable)
- Town of Huntersville General Application signed by all property owners
- Exempt Subdivision Plat

Step 3 EPM Routes Plans to Reviewing Agencies

Plans will be routed to Town staff and reviewing agencies (if applicable). Town of Huntersville staff has 14 calendar days to review and comment on the submittal. Using the EPM system an applicant can check the status of their application. Once a reviewer (or any of the reviewing agencies) finishes their review, redlines are available to download from the EPM system. After the applicant has received redline comments from all review agencies the applicant may resubmit through the EPM system.

Step 4 Submit Mylar for Signature

Once the plat is approved, the applicant shall submit a Mylar map for signatures. Signatures shall be obtained from the Owner and the North Carolina Department of Transportation (if applicable) prior to submission to Huntersville for Review Officer and Town Planner signatures.

Step 5 Recordation

The mylar must then be recorded at the Mecklenburg County Register of Deeds office (704-336-2443).

Step 6 Return Recorded Plat to Planning Department

Return an electronic copy (PDF) of the recorded plat to the Huntersville Planning Department. This step is necessary for building permit issuance, and failure to do so will delay the permitting process.

Resources

- **Electronic Plan Management**
<https://epm.mecklenburgcountync.gov>
- **POLARIS – Property Ownership and Land Record Information System**
<http://polaris3g.mecklenburgcountync.gov/>
- **Charlotte Water**
<https://charlottenc.gov/water>
- **NC Department of Environment and Natural Resources**
<https://www.nc.gov/agencies/environment-natural-resources>
- **NC Department of Transportation**
<https://www.ncdot.gov>
- **Huntersville Water Quality Ordinance**
<https://www.huntersville.org/544/Ordinances-Manuals>
- **Huntersville Zoning Ordinance**
<https://www.huntersville.org/544/Ordinances-Manuals>
- **Huntersville Subdivision Ordinance**
<https://www.huntersville.org/544/Ordinances-Manuals>
- **Huntersville Engineering Standards and Procedures Manual**
<https://www.huntersville.org/544/Ordinances-Manuals>
- **Mecklenburg County Register of Deeds**
<https://www.mecknc.gov/ROD/>
- **Mecklenburg County Environmental Health (Well and Septic)**
<https://www.mecknc.gov/HealthDepartment/EnvironmentalHealth/>
- **Mecklenburg County GIS**
<https://www.mecknc.gov/LUESA/GIS/>