

Initiation: A minor subdivision can be submitted at any time. All residential plats shall be recorded so that building permits can be issued. Administrative review and approval is required for minor subdivisions which are defined as:

**Minor Subdivision:** A subdivision that is not otherwise exempt from the provisions of this ordinance and that does not involve any of the following:

1. The creation of any new public street or street right-of-way, or improvements to an existing street.
2. A future public school, park, greenway, or open space site shown in any adopted plan or policy document.
3. The extension of any needed right-of-way or easement for the water or sewer system operated by Charlotte-Mecklenburg Utility Department.
4. The installation of drainage improvements through one or more lots to serve one or more other lots.
5. The installation of a private waste water treatment plant or a private water supply system for more than one lot or building site.

### **Step 1 Pre-submittal Conference with Town Staff**

Please set up a meeting by calling the planning department at 704-875-7000. It is recommended that you bring the following items to the pre-submittal meeting:

- Existing features Plan
- Rough Sketch of how you would like to subdivide the property
- Adequate Public Facilities (APF) Application (if more than 20 units or lots will be created).
- Traffic Impact Analysis (TIA) Determination of Need Application (if more than 50 peak hour or 500 or more daily trips are expected to be created).

### **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.

- A County Application. On the EPM submittal page, this document is titled WLR.pdf
- A [Huntersville Application](#) - available at link below. Please fill out, sign and scan. Upload this document with the title, Name of Project-Hunt Application-Date.pdf  
[http://www.huntersville.org/Portals/0/Planning/Application%20Form%20Official%203\\_.pdf](http://www.huntersville.org/Portals/0/Planning/Application%20Form%20Official%203_.pdf) .
- Payment Fee. Send fee to ATTN:PLANNING DEPT. and mail to PO Box 664, Huntersville, NC 28070. Checks should be made payable to "Town of Huntersville".
- PDF of Payment Fee if the fee has not been paid prior to submission. The fee must be received by the town within 48 hours of application submission or the application will be rejected and the applicant will need to resubmit all documents.
- Plat, any other documents that are necessary for review by the Town of Huntersville (PDFs), and any other forms or fees required by LUESA (LUESA will administrate the bond posting process)
- Please submit a .DXF or .SHP (GIS compatible file) to the Town. This type of file cannot be uploaded through the EPM system.

### **Step 3 EPM Routes Plans to Reviewing Agencies**

**To ensure that your submittal complies with Town of Huntersville development standards, it is helpful to review the *Town of Huntersville Residential Minor Plat Checklist***

Through the EPM system plans will be routed to reviewing agencies electronically. The Town of Huntersville staff has 30 business days to review and comment on the submittal. Using the EPM system an applicant can check the status of their application. Once a reviewer with any of the reviewing agencies finishes their review, redlines will be 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 Mylars for Signature**

Once all comments are addressed, the applicant shall submit 2 Mylar maps (which are used for recordation at Mecklenburg County Register of Deeds) and 1 paper copy for final review. Signatures shall be obtained from the Owner, Mecklenburg County, 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 Mylars must then be recorded at the Mecklenburg County Register of Deeds office (704-336-2443).

### **Step 6 Return Two Recorded Copies**

Return two paper copies of the recorded plat to the Huntersville Planning Department. This step is necessary for building permit issuance, and failure to do so will hold up the permitting process.



# Final Plats for Minor Residential Subdivisions Review Process

## Contact Information

Huntersville Minor Residential Plat Review  
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 Justin Carroll

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Huntersville Public Works  
 Mecklenburg County LUESA  
 North Office  
 Register of Deeds  
 Mecklenburg County Addressing  
 Mecklenburg County Environmental  
 Health (well and septic)  
 Mecklenburg County Plat Review

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### Minor Subdivision Plat Process Review Chart

