



## Final Plat for Road ROW Review Process

**Step 1 Pre-submittal Conference with Town Staff (Optional)**  
Please call the Planning Department at 704-875-7000 to schedule an appointment to go over any questions you may have.

**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
- ROW Plat

**Submit PDFs only to the EPM System. To ensure your submittal contains criteria needed for an exempt subdivision, it is helpful to review the *Town of Huntersville Exempt Subdivision Plat Checklist*. If the submittal does not contain all required documents, or if fees are not received within 48 hours of submittal, intake will be rejected.**

**Step 3 EPM Routes Plans to Town Staff & Reviewing Agencies (if Applicable)**  
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.



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### 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/>