



Major Subdivision Sketch Plan Checklist

(Last Updated February 2023)

This checklist provides specific requirements that are apart of the Major Subdivision Sketch process. The entire process is described by the *Town of Huntersville Subdivision Sketch Plan Review Process* which details all the submittal and resubmittal requirements.

Application Information

- | | |
|--|---|
| <input type="checkbox"/> EPM# _____ | <input type="checkbox"/> Original Submission Date _____ |
| <input type="checkbox"/> Complete Application Form | <input type="checkbox"/> Cycle 1 Accepted _____ |
| <input type="checkbox"/> Application Fee _____ | <input type="checkbox"/> Cycle 1 Review Complete |
| <input type="checkbox"/> Planning Staff _____ | <input type="checkbox"/> Cycle 2 Accepted _____ |
| <input type="checkbox"/> Planning Staff _____ | <input type="checkbox"/> Cycle 2 Review Complete _____ |
| <input type="checkbox"/> Engineering Staff _____ | <input type="checkbox"/> Cycle 3 Accepted _____ |
| <input type="checkbox"/> Engineering Staff _____ | <input type="checkbox"/> Cycle 3 Review Complete _____ |

Project Information

Subdivision Name (as shown on title block) _____ Phase _____

Subdivision Name (as approved by Town) _____

Engineering Firm _____ Contact Name _____

Phone number _____ Contact Email Address _____

Applicant Name(s) _____

Property Owner(s) _____

Tax Parcel Numbers (Mecklenburg County Polaris GIS System) _____

Location (General Description, i.e. closest intersection/cross streets) _____

Address (Approved by Mecklenburg County GIS) _____

Rezoning Plan Petition # (if applicable) _____

Annexation

Is the project within the corporate limits?

- Yes
- No

If no, did the applicant agree to voluntarily annex?

- Yes
- No

Existing Features (Site Analysis) Plan

More than one sheet may be used to clearly show all required data if needed.

Provide all the applicable items listed below on a topographical map:

- Original contours with labels at intervals of not less than two (2) foot intervals
- Contour map at two (2) foot intervals extending 100 feet beyond the property boundary
- Location and area calculations of constraining features including wetlands
- Location of wetland limits
- Location of watercourses, intermittent streams and floodways, S.W.I.M. buffers (outside of floodways), watershed buffers, watershed divides, natural drainage ways (woodlands swales, concentrated flows), ponds
- Location of all rights-of-way and easements (current and future)
- Slope Analysis showing (0-10%, 10-15%, 15-25%, >25%)
- Location of woodlands, tree lines, specimen & heritage trees
- Location of open fields or meadows, scenic views into or out of the property
- Location of existing structures, cemeteries, roads, tracks, and trails
- Location of significant wildlife habitat; prime agricultural farmland
- Location of historic, archeological, and cultural features listed (or eligible to be listed) on national, state or county registers or inventories
- Location of aquifers and their recharge areas
- Location of existing or planned utility easements (above and below ground) to include, but not limited to but not limited to power/transmission, water, sewer, gas, phone, and cable

Four Step Process Requirement in the R and TR Zoning Districts (S.O. Sec. 6.300, 3)

For subdivisions in the Rural and Transitional Residential Zoning Districts (See the Residential Four Step Design Process, Subdivision Ordinance Section 6.300).

- Display each part of the Four-Step Process either as (1) four panels on one sheet or (2) four individual sheets.

Site Plan

Show all the following items on the site plan sheet(s):

- Project Title
- Scale of the plan (Not smaller than 1 inch per 100 feet)
- North Point
- Small scale vicinity map
- Date of Plan
- Revision block (master revision block and revisions for each page)
- Zoning district, property owner, parcel number for each adjacent property
- Boundary lines of the property being subdivided and intersecting the subdivision
- Rough finished grades
- Lot diagrams
- Label existing easements and provide widths of easements
 - Driveway(s), width of easement(s)
 - Water and sewer, width of easement(s)
 - Railroad R/W, width of easement(s)
 - Electric Utility R/W, width of easement(s)
 - Name of Provider: _____
 - Gas Utility R/W, width of easements(s)
 - Name of Provider: _____
 - Other _____
- Proposed Water and Sewer System (*S.O. Section 6.200-B, 9*)
 - Provide note on plans the proposed method of providing potable water and system of sanitary sewage collection and disposal.
- For well and septic must show repair areas and well locations
 - Note on the plan: This sketch plan is subject to attaining development permits from Mecklenburg County Groundwater Permits. Reduction in lots may occur when soils are tested for septic suitability.
 - A parcel with on-site septic, 100% of the repair area does not need to be cleared initially (only the area for the original septic field). Please consider this when assessing tree preservation requirements.
 - Tree canopy and water and sewer
- Garbage, mail delivery, and fire apparatuses
 - Show on Plans: (Fire Apparatus) Intersections of streets & alleys must accommodate & utilize "No Parking Zones" & flared alley entrances when necessary. Coordinate w/ Mecklenburg County Fire Marshal to determine the most strategic fire hydrant location(s) (See Page 10 for Resources).



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- Show on Plans: (Mail delivery) Group / Cluster Boxes required by USPS. Coordinate cluster box location(s) with local USPS Office. On-street parking may dictate where group mailboxes can be located. Sites within the development need to be identified. Prominent “civic” locations, focal points, or destination within the neighborhood should be used for this purpose. Cluster box should not create crossing traffic and should ideally be placed on the side of the road of traffic into the neighborhood.
- Show on Plans: (Garbage Pick-up) On-street parking will require that garbage collection areas (dumpsters) be centralized and accessible. Label a functional location that will be used for garbage collection. Address roll outs.
- Show on Plans (Parking Areas) Identify areas on plan to be posted (by developer) as “No Parking Zones” Consider Mail and Garbage services.

Site Plan Data Table

Complete the below table and show on the site plan.

Total Acreage	
Total Square Feet	
Principal Uses(s) <i>(Z.O Article 3)</i>	
Building Type <i>(Z.O .Article 3, 4 and 8.10)</i>	
Zoning District <i>(Z.O. Article 3)</i>	
Overlay District, if applicable <i>(Article 3 Z.O.)</i>	
Percentage of Impervious Allowed <i>(Article 3 Z.O.)</i>	
Percentage of Impervious Shown	
Lot Count	
Total number of dwellings (detached/ attached)	
Mixed-use/# of live/work units	
Total Square Foot of nonresidential	
Lot size range	
Number of lots within each range (Use more lines if needed)	
Lot widths range <i>(Z.O Article 3)</i>	
Number of lots within each width (Use more lines if needed)	
Setbacks and Build-to-lines <i>(Z.O Article 3, 4 &8.)</i>	
Front BTL range or Setback	
Corner setbacks	
Rear setbacks	
Right side setback	
Left side setback	
Watershed Information <i>(Z.O. Article 3 and S.O. Section 7.290)</i>	
Is the property in a regulated watershed district?	___Yes ___No

Watershed District	
Low Density/High Density	

Tree Preservation and Canopy (Z.O. Article 7.4)

Has this site been forested or cleared in the past three years ___Yes ___No

Heritage Trees	
Number of Heritage trees on-site	
Number of Heritage trees saved	
Percentage of Heritage trees required to save	
Percentage of Heritage trees actually saved	
Specimen Trees	
Number of specimen trees on-site	
Number of Specimen trees saved	
Percentage of Specimen trees required to save	
Percentage of Specimen trees actually saved	
Tree Canopy	
Percentage of site covered by Tree Canopy	
Percentage of tree canopy preservation required by district	
Percentage of tree canopy actually saved	

Place all tree preservation data and notes on tree survey sheet.

Open Space (Z.O. Article 7.10-7.13)

Type of Open Space	Description
Urban Open Space	Planned and improved open space, accessible and usable. For small lot subdivision urban open space shall be provided to persons living within 1/4 mile measured along rights-of-way. In large lot subdivisions urban open space application is required at 1/2 mile.
Agricultural Open Space	Preserve agricultural lands and rural character that would likely be lost through conventional development approaches.
Common Open Space	Any portion of a land that is not part of a private lot or tract of land such as, but not limited to, area devoted to water quality/quantity measures, entryway features including the landscape material, signage and, if applicable berm and any other open space area that is not defined by one of the four other open space types.
Natural Open Space	Preserve forested lands, natural features, and rural character that would likely be lost through conventional development approaches.
Recreational Open Space	to provide for active and passive recreation,

	including but not limited to, implementation of associated long range Town/County plans.
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- Zoned R, minimum open space is 20 percent, and **no urban open space is required.**
- Zoned TR, minimum open space is 20 percent and **urban open space is required**
- All zoning districts, except Rural, require Urban Open Space to be incorporated into the design. All open space areas outside of landscape and BMP (stormwater) easements and lots that are not specified as Urban Open Space shall meet one or a combination of the remaining four open space typologies, Agricultural, Common, Natural and Recreational. Article 3 and Article 7.11 shall be referenced for further information. (See Article 7.10 for type of open space allowed per zoning district)
- Smaller lot subdivisions, all lots located within ¼ mile of urban open space as measured via the public right-of-way
- Large lot subdivision, all lots located within ½ mile of urban open space as measured via the public right-of-way
- Identify areas/locations of natural, recreational, and agricultural open space

FYI Lands that are disturbed during land development activities shall be excluded from open space calculation areas. Examples: Temporary Sediment Basins, Temporary Ditches, Areas where grades push into open space.

- Show the below table on your site plan/landscape plan where open space is shown.

Type of Urban Open Space	Size of Urban Open Space	Number of Spaces Provided (if parking is provided)

SWIM Buffers and Flood Plain (Z.O Article 8.25 and S.O. Section 7.300)

- Buffer widths and buffer zones are labeled on all plans
- Top of Bank labeled
- Cross section provided of each type of SWIM buffer in detail section
- Perennial Stream Vegetative Watershed Buffer (If applicable, refer to the USGS Map for Stream Designation—measured from banks on each side of the stream)
- All Flood lines delineated (floodway, flood fringe, community encroachment areas, etc) (S.O. Section 7.280)

Streets (Z.O. Article 5;7.4; 7.7; 8.9; 8.15 and S.O. Section 6.200.2, 7.100, 7.150; 7.170)

- Street layout in accordance with Site Analysis (Relation to Terrain, See Four Step Process if applicable)
- Show existing and proposed ingress & egress points on both sides of the street within 500' of the subject property.
- Show existing stub streets adjacent to the subject property
- New street centerlines are no less than 300' on arterial roads
- Proposed Stub Streets to Vacant Parcels
- Proposed alleyways and setbacks for alleys
- Relationship to railroad R/W-street pattern design for grade separation (if applicable)
- Street cross sections provide for all proposed streets and alleys
- Street cross sections provide for all existing adjacent street and alleys (Only where interconnectivity is a possibility)
- Cul-de-sac requested
 - Not longer than 350 feet
 - Terminated by vehicular turnaround
- Sight triangle and sight distance placed on all applicable plans
 - 35 x 35
 - 10 x posted speed limit
- Future and existing right-of-way widths
- Transition setbacks for thoroughfares
- Improvements recommended by the TIA
 - Need for Turn Lanes
 - Improvements to existing roads—on and off site
- 20' Landscape easement between future r-o-w and proposed streets or lots
- Block Length Table (shown in diagram form)

Blocks with potential problems meeting the ordinance (Z.O. Article 5 and S.O. Section 6.200-B)	Length

- Show the below table completed on the site plan.

Method of traffic calming implemented (Discuss with Staff)	
Sidewalk Width (5-6 ft Minimum)	
Planting Strip Width (7 ft Minimum)	

Transportation Impact Analysis (Z.O. Article 14)

Engineering Firm	Contact	Phone	Email
<input type="checkbox"/> TIA submitted. Date: _____ <input type="checkbox"/> Mitigation requirements accepted by Town of Huntersville Engineering Department <input type="checkbox"/> Mitigation shown on site plans <input type="checkbox"/> Applicant signed Mitigation Agreement <input type="checkbox"/> Mitigation note provided			

Residential Lot Trees (Z.O. Article 7.7.3)

Provide the following information on residential lot trees on the Landscape/Planting Plan in a **table format** (Z.O. Article 7.7.3):

Lot#	Lot Size	Front Yard Trees	Rear Yard Trees
Ex. 1-10	7,500 sf	X	Y

- The number of trees for each lot is based on lot size. Below are the requirements per lot size.
- Lots Less than 10,000 sq/ft. 1 Front Yard, 1 Rear Yard Tree Required
 - Lots Less than 10,000-15,000 sq/ft. 1 Front Yard, 2 Rear Yard Tree Required
 - Lots Less than 15,001- 20,000 sq/ft. 2 Front Yard, 2 Rear Yard Tree Required
 - More than 20,000 sq/ft. 3 Front Yard, 3 Rear Yard Trees Required

Tree species shall comply with Town Approved Tree List.

Buffers (Z.O. Article 3.2.1, 3.2.2 and 7.5)

- 20' Residential Landscape buffer located in all applicable areas
 - Label undisturbed
 - Label replanted
- 50' I-77 buffer located in all applicable areas
- 80' buffer along existing state-maintained road and future thoroughfares in R and TR



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Conformity and Compatibility (Z.O. Article 3 and S.O. Section 6.200-A, 2)

- Design of lot sizes to transition with adjacent development
- Design of buildings to respect the general spacing of existing structures
- Design of the buildings to transition with massing, volume, and scale of adjacent structures
- Compatible or Transitional orientation of adjacent principal structures

Consistency with Adopted Plans (S.O. Section 6.200-B.1)

- Compliance with all applicable Town of Huntersville Greenway, Bikeway, and Pedestrian Plans
- Compliance with all applicable Mecklenburg County Greenway, Bikeway, and Pedestrian Master Plans
- Special Area, Long Range, or Corridor Plans
- Located outside of any public school or public park plans
- Potential areas for greenway dedication, land conservation, or any other special interest group

Modifications

Based upon evaluation of the proposed development through this checklist the following ordinance modifications are requested (most modifications could require review by Town Board of Commissioners via alternative review schedule).

Modifications Requested (List all modifications throughout the plan, ex. Open Space, Block Length, etc.)	
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Neighborhood Meeting

- Date of Meeting
- Meeting Report
- Confirmation of Delivery Requirements

General Notes to Place on Plans

Place notes on plan in this order. Read through the “if applicable” section to see which notes in that section apply to this sketch plan.

Notes to be placed on plans in this order.

- All development and construction shall comply with all zoning and subdivision standards of the Town of Huntersville, Mecklenburg County, and NCDOT, as applicable.
- This property may be subject to any easements and/or right-of-way of record.
- All areas designated as common and/or urban open space shall be owned and maintained by the homeowners association and dedicated for perpetuity.
- Access (ingress/egress) location and design shown on this sketch plan area subject to achieving vertical and horizontal sight distances, turn lane improvements (including) right-of-way) and intersection with adjacent and opposing access points. Modifications to plan may result.
- Large maturing trees will be planted 40’ O/C within the required planting strip along all streets. If applicable, add the following: With the exception of rural parkways where existing trees can satisfy the street tree requirement. Tree species shall comply with Town Approved Tree List.
- Small maturing trees are to be used where overhead power lines exist.
- Provide notations on the processes of mail delivery.
- Provide notation on process of garbage pick-up.

If Applicable, place the following notes on the plans

- Article 8.16.1 & 2 of the Town of Huntersville Zoning Ordinance only if the subdivision is residential.
- Article 8.16.3 and 8.16.5 of the Town of Huntersville Zoning Ordinance only if the subdivision is residential.
- Direct access from lots to a thoroughfare is prohibited (*if applicable*).
- Lots subject to flooding should not be established in subdivisions except as provided in Section 7.280 (*if applicable*)
- Any construction or use within the areas delineated by floodway fringe district boundary line and floodway district encroachment line is subject to the restrictions imposed by floodway regulations (*if applicable*).
- All alleyways shall be open for general usage by the public, but shall not be accepted by the public for maintenance. Maintenance shall be responsibility of developer/associations of homeowners (*if applicable*).
- The (number of) acres to be dedicated to _____ (name of entity) and provide explanation of intent & commitment needs on the plan.
- If a build-to-line or build-to-range are used, place the Town of Huntersville build-to-line definition on the plans (see Article 12).
- A TIA Mitigation Plan was approved by the Town of Huntersville on (insert date). The Mitigation Plan is on file with the Town of and the following transportation improvements are required (list required improvements in this note).

Submittal Package Additional Information

- Building Elevations
- Impervious Area Calculations
- Proposed Water Quality locations
- Concept Plan approval

Water Quality

The Town of Huntersville will review and approve plans for detailed environmental elements including but not limited to water quality, stormwater management, and impervious area. See the below manuals for reference.

Applicable Town of Huntersville Ordinances include:

- Town of Huntersville Zoning Ordinance
 - Article 8.17
 - Article 8.25
- Town of Huntersville Subdivision Ordinance
 - Section 7.290
 - Section 7.295
 - Section 7.300
- Huntersville Water Quality Design Manual