



Major Subdivision Sketch Plan Checklist

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

Application Information

- Complete Application Form
 - Application Fee
 - Adequate Public Facilities Determination of Adequacy (Z.O. Article 13 and S.O. Section 6.200.19, 6.850)
 - Traffic Impact Analysis submitted (Z.O. Article 14 and S.O. Section 6.850)
 - Neighborhood Meeting Report (S.O. Section 6.320.1)
- Date Submitted _____
Plan Reviewer _____

Project Information

Subdivision Name (as shown on title block) _____

Engineering Firm _____ Contact Name _____

Phone number _____ Fax number _____ Contact email address _____

Tax Parcel Numbers (Mecklenburg County Polaris GIS System) _____

Location _____

Address _____

Rezoning Plan Petition # _____

Is the property within the corporate limits? Yes _____ No _____ If no, does the applicant intend to annex _____

Existing Features (Site Analysis) Plan

For Subdivisions in the Rural and Transitional Residential Zoning District, see the **Residential Four Step Design Process based off the (Existing Features Site Analysis Plan)** (S.O. Section 6.300; 3)

- Provide all the applicable items listed above on a topographical map showing original contours at intervals of not less than four feet
- 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

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- Location of watercourses, intermittent streams and floodways, S.W.I.M. buffers (outside of floodways), watershed buffers, natural drainage ways (woodlands swales, concentrated flows), ponds
- Location of all rights-of-way and easements (current and future)
- Location of all slopes over 25%
- 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 watershed divides and drainage ways
- 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 power/transmission, water, sewer, gas, phone, and cable

Site Plan

- Boundary lines of the property being subdivided and intersecting the subdivision
- Rough finished grades
- Zoning District for each adjacent property
- Scale of the plan not smaller than 100 feet to the inch
- North point
- Small scale vicinity map
- Date of plan
- Revision block (master revision block and revisions for each page)
- Lot diagrams provided
- Label existing Easements-provide widths of easements
 - Driveway
 - Charlotte Mecklenburg Utility
 - Railroad R/W
 - Electric Utility R/W
 - Gas Utility R/W
 - Other _____
- Proposed Water and Sewer System (*S.O. Section 6.200, 15*)
 - Noted on plans the proposed method of providing potable water and system of sanitary sewage collection and disposal.
 - For Charlotte-Mecklenburg Utilities, must provide a Willingness to Serve Letter
 - 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.



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Site Plan Data Table

Please provide this information in a table format in the site plan package.

Total Acreage											
Total Square Feet											
Principal Uses(s) (Z.O Article 3)											
Building Type (Z.O Article 3, 4 and 8.10)											
Zoning District (Z.O. Article 3)											
Overlay District, if applicable (Article 3 Z.O.)											
Percentage of Impervious Allowed (Article 3 Z.O.)											
Percentage of Impervious Shown											
Lot Count											
Total number of dwellings (detached/ attached)											
Mixed-use/# of live/work units											
Total Square Foot of non residential											
Lot size range											
Number of lots within each range (Use more lines if needed)	<table border="1"> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </table>										
Lot widths range (Z.O Article 3)											
Number of lots within each width (Use more lines if needed)	<table border="1"> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </table>										
Setbacks and Build-to-lines (Z.O Article 3, 4 &8.)											
Front BTL range or Setback											
Corner setbacks											
Rear setbacks											
Right side setback											
Left side setback											
Watershed Information (Z.O. Article 3 and S.O. Section 7.290)											
Is the property in a regulated watershed district?	___ Yes ___ No										
Watershed District											
Low Density/High Density											
Percentage of allowable impervious area											
Amount of lot area set aside for future impervious by homeowner <i>FYI if you are proposing to develop a residential subdivision inside the MIL-O or LN-O Watershed Districts you shall reserve 1% of the lot area but not less than 150 sq/ft impervious area per lot to allow for addition of future</i>											



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impervious area by the homeowner/occupant.

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	

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

- Smaller lot subdivisions, all lots located within ¼ mile of urban open space
- Large lot subdivision, all lots located within ½ mile of urban open space
- Zoned TR, minimum open space is 20 percent and urban open space is required
- Zoned R, minimum open space is 20 percent and no urban open space is required. Urban open space is not required for the Rural District.
- 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.*

Type of Urban Open Space	Size of Urban Open Space	On-street Parking (if applicable)



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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
- Buffer zones and widths on plans are shown on 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) (Section 7.280, S.O.)

Streetscape and Traffic Calming (Z.O. Article 5; 7.7; 8.9 and S.O. Section 6.200.2, 7-9; 7.150; 7.170)

Will the future buildings elevations be adequately relative to future road construction	
Method of traffic calming used	
Sidewalk width	
Planting strip width	

- Street layout in accordance with Site Analysis (Relation to Terrain)
- 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
- Block Length Table (shown in diagram form)

Blocks with potential problems meeting the ordinance (Z.O. Article 5 and S.O. Section 6.200.2, 7)	Length



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Existing and Future Thoroughfare Improvements (Z.O. Article 7.4 H, 8.15 and S.O. Sect 7.100)

- Future and existing right-of-way widths
- Transition setbacks
- 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

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)

- 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 Tree Required

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

- 20' residential undisturbed buffer located in all applicable areas. Disturbed buffers must be shown include mitigation plans (Art. 7.5)
- 50' I-77 buffer located in all applicable areas
- 80' buffer along existing state maintained road and future thoroughfares in R and TR

Conformity and Compatibility (Z.O. Article 3 and S.O. Section 6.200.2)

- 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 and volume with adjacent structures
- Design of the buildings to transition in scale
- Matching the orientation of adjacent principal structures

Consistency with Adopted Plans *(S.O. Section 6.200.1, 11)*

- Compliance with the Town of Huntersville Greenway and Bikeway Master Plan
- Compliance with Mecklenburg County Bicycle Master Plan
- Compliance with Mecklenburg County Greenway Master Plan
- 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

General Notes to Place on Plans

Please 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 with the exception of rural parkways where existing trees can satisfy the street tree requirement. Small maturing trees are to be used where overhead power lines exist.
- Provide notations on the processes of mail delivery and garbage pick-up.
- Note Article 8.16.1 & 2 of the Town of Huntersville Zoning Ordinance only if the subdivision is residential.

If Applicable, place the following notes on the plans

- 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 from general usage by the general 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.
- Place the Town of Huntersville of Build to Line definition (Art. 12.2.1) on plans *(if applicable)*. If the subdivision is zoned R or TR, there are setbacks and not build-to-lines.



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- A TIA Mitigation Plan has been submitted and approved by the Town of Huntersville. The Mitigation Plan dated (date) is on file with the Town of Huntersville Planning Department.
- Note any Adequate Public Facility mitigation as outlined in the Determination of Adequacy.
- Applicant's intentions on annexing into the corporate limits. (*if project is outside the corporate limits*)

Submittal Package Additional Information

- Building Elevations
- Impervious Area Calculations
- Proposed water quality locations
- LUESA Concept Plan approval

Water Quality (Mecklenburg County review)

The Town of Huntersville will defer to LUESA for review and approval for detailed environmental elements including but not limited to water quality, stormwater management, and impervious area. Contact the Mecklenburg County Engineering and Water Quality Departments for any additional checklists and requested items for submittal.

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
<http://www.huntersville.org/Departments/Planning/OrdinancesandManuals/WaterQualityDesignManual.aspx>