

Contact Information

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A major subdivision is a subdivision not otherwise exempt from these regulations that involves 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 private water supply system for more than one lot or building site.

(S.O. Section 2.100, Subdivision, Major)

Section 6.300 of the Town of Huntersville Subdivision Ordinance details requirements for a Major Subdivision Sketch Plan. If a Sketch Plan is submitted in conjunction with a Conditional District Rezoning contact the Town Planning Department about additional review requirements and processes.

The Sketch Plan process is subject to the Town Plan Submission Schedule and related deadlines. It is the responsibility of the applicant to ensure all requirements are met by designated timelines to remain on projected schedule for Final Action.

DISCLAIMER: THE MAJOR SUBDIVISION SKETCH PLAN PROCESS IS A QUASI-JUDICIAL PROCEDURE. CONTACT WITH THE BOARD OF COMMISSIONERS SHALL ONLY OCCUR UNDER SWORN TESTIMONY.

Step 1 Feasibility Meeting

A project feasibility meeting is a meeting to discuss potential projects and land development requirements. There are no minimum requirements or plans required to schedule a meeting of this type. However, the more information submitted prior to meeting allows Staff to best provide feedback for the proposed development. Multiple project feasibility meetings may be held for a project. Common points of discussion include site layout, transportation elements, Transportation Impact Analysis, long-range plans, and small area plans.

Step 2 Traffic Impact Analysis (Z.O. Article 14.2)

The Traffic Impact Analysis (TIA) Determination and Scoping (if Scoping is required) must be submitted to the Town and completed prior to the Sketch Plan submission to the Mecklenburg County Electronic Plan Management (EPM) System for Land Development review.

Step 3 Pre-Submittal Meeting

Applicants must schedule a pre-submittal meeting with Town Staff to discuss the submittal process, site plan issues, and applicability of the Adequate Public Facilities (APF) and Traffic Impact Analysis (TIA) Ordinances. After the meeting applicants will receive a submittal checklist indicating required documents for review.

A Pre-Submittal meeting **must** be held before projects are submitted to EPM for Land Development review. Meetings will be coordinated with the assigned Project Manager from the Huntersville Planning Department. At least one week prior to the scheduled meeting, the applicant must email the Project Manager a set of plans for a cursory review prior to the meeting. **Applicants may not submit plans to EPM sooner than 5 business days following the Pre-Submittal Meeting.**



Major Subdivision Sketch Plan Review Process

Step 4 Initial Submittal Requirements

The Town of Huntersville and Mecklenburg County LUESA use EPM to route and review plans. Please go to <https://epm.mecklenburgcountync.gov> to upload all documents.

The TIA Determination Form and Adequate Public Facilities Ordinance (APF) Application must be included with submitted files to EPM. The Determination of Adequacy (DOA) must be issued prior to the Planning Board meeting.

See Major Subdivision Sketch Plan Checklist, EPM Intake Checklist and Fee Schedule for required documents, plans, and fees.

Step 5 Determination of Completeness and Review

Once the submittal has been uploaded to EPM, the Town must accept Intake. The Town has 48 hours to review the materials for completeness. Once Intake has been accepted, the review "time clock" begins, and plans are routed to applicable reviewers. Effective March 1, 2020, Town Staff has 15 business days to complete reviews.. Results may be posted by Town Staff at any time during the review timeline. **Other agencies may exceed this timeframe.**

If the Sketch Plan abuts a state-maintained road or a road regulated by the City of Charlotte, it is also reviewed by the North Carolina Department of Transportation (NCDOT) or the Charlotte Department of Transportation (CDOT) respectively. The applicant is responsible for routing all plans to NCDOT for review and feedback. **Please note: NCDOT does not review plans within the same time frame as Town Staff.**

Step 6 Redline Meeting

Once all Town Staff have posted redline comments, the applicant may request a Redlines Meeting with their assigned Town Project Manager to review comments and address questions or concerns. Prior to meeting, comments should be addressed and electronically sent Staff to review prior to the Redline Meeting.

Step 7 Community/Neighborhood Meeting

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Coordinating the community/neighborhood meeting is the responsibility of the applicant. This meeting is held so neighbors can ask the applicant questions about the request and the applicant can collect feedback from the community. The community/neighborhood meeting shall be held as specified per the Town of Huntersville Plan Submission Schedule. The community/neighborhood meeting shall not be held on regularly scheduled Town Board and Planning Board meeting nights.

The community/neighborhood meeting may be held in close proximity to the project location at a venue of choice. Coordinate with the assigned Town Project Manager if Town facilities are needed for the community/neighborhood meeting. Prior to the Planning Board meeting, the subdivider must file with the Planning Department a written report of at least one community/neighborhood meeting held by the subdivider. Below are the petitioner's responsibilities for the neighborhood meeting.

Per the Town of Huntersville Subdivision Ordinance Section 6.320, notice of the community/neighborhood meeting shall be given to all of the following using the parcel ownership information listed in the current Mecklenburg County tax records (POLARIS 3G):

Who to Notify

- Owner of each property being subdivided (property petitioned for subdivision)
- Owner of each abutting property
- Owner of each property within 250 feet of the petitioned property
- Owner of each property directly across a street, easement, or right-of-way (public or private) from the petitioned property
- Owner of each property across a street, easement, or right-of-way (public or private) and within 250 feet of the right-of way boundary opposite the petitioned property
- Neighborhood associations, property owner associations, and homeowner associations registered with the Huntersville Planning Department within 2,000 feet of any portion of the subdivision site (distance scaled on a TOH or Mecklenburg County official map).

The list of adjoining property owners is provided by the applicant in the initial submittal. The list of Adjoining Property Owners is produced using the most current Mecklenburg County Tax Records (POLARIS 3G).

Information Included on Invitation to Meeting

- Date, Time and Location of the meeting
- Name of the subdivision/project and Project # (if applicable)
- Address/Parcel number of the property petitioned for subdivision (location)
- Property owner names and applicant names (if different)
- Statement describing the purpose of the meeting and brief summary of the project

Information to Include in the Community/Neighborhood Meeting Report

- a list of those persons and organizations contacted about the meeting and the manner and date of contact, the date, time, and location of the meeting
- a list of the persons in attendance at the meeting
- a copy of any materials presented at the meeting
- a summary of issues discussed at the meeting, including changes suggested by the participants and a description of any changes to the subdivision petition made by the petitioner as a result of the meeting

A complete Community/Neighborhood Meeting Report must be submitted to the Project Manager immediately following the meeting.

Step 8 Resubmittal(s)

Once the applicant has addressed redline comments from the previous review, revised plans shall be uploaded to EPM. **It is not necessary to resubmit redlines; however, applicants are required to submit a Comment Response Memo detailing how redline comments have been addressed after each review. If a Pre-Resubmittal meeting is required by Town Staff, the project may not be resubmitted to EPM until the meeting takes place.** Please go to <https://epm.mecklenburgcountync.gov> to upload all documents, including the following:

- Comment Response Memo
- Complete set of revised Sketch Plan
- Any other revised or required documents that are necessary for review (PDFs)

Intake procedures outlined in Step 5 apply.

Step 9 Agenda Packet Deadline

The last day to submit changes to the subdivision sketch plan is three weeks prior to the Planning Board meeting. This Agenda Deadline date can be found within the Town of Huntersville Plan Submission Schedule. Submit **16 FOLDED SETS of plans for the Town Board and Planning Board.**

Step 10 Adjoining Property Owner Notification

Planning Staff is responsible for notifying the adjoining property owners of the subdivision request prior to the Planning Board meeting. The list of adjoining property owners is provided by the applicant in the initial submittal and is reviewed by staff. The list of Adjoining Property Owners is produced using the most current Mecklenburg County Tax Records (POLARIS 3G).

Step 11 Planning Board Recommendation

Town Staff will present the Sketch Plan to the Planning Board for their recommendation. Applicants and any representatives are encouraged to attend the Planning Board meeting to answer questions the Board may have about the project. It is strongly recommended the applicant is present during the public comment section of the meeting. If the applicant wishes to present materials to the Planning Board, materials are due to Planning Department Staff by noon the day of the meeting.

Step 12 Town Board Final Action

In response to the Planning Board's recommendations, the applicant may modify the application prior to submission to the Town Board, and Staff may likewise revise its recommendations. If the plan is revised, the applicant shall coordinate with Planning Department Staff about review processes and submission requirements for revised plan sets for Final Action. The Town Board renders a decision to approve or deny the Sketch Plan based on the Ordinance as to whether the proposed plan is consistent with all long range plans, adjacent neighborhood development as well as the Subdivision and Zoning Ordinances.

Step 13 Approval of Plans

If Final Action is taken to approve plans, Town Planning Department Staff will issue the approval letter and approve and stamp the Sketch Plan.

Resources

- **Electronic Plan Management**
 - <https://epm.mecklenburgcountync.gov>
- **Mecklenburg County Land Use and Environmental Services Agency**
 - <https://www.mecknc.gov/luesa>
- **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>
- **Subdivision Ordinance**
 - <https://www.huntersville.org/544/Ordinances-Manuals/228>
- **Zoning Ordinance**
 - <https://www.huntersville.org/544/Ordinances-Manuals/228>
- **Town Engineering Standards Manual**
 - <https://www.huntersville.org/544/Ordinances-Manuals/228>