

## Quick Reference Contacts

Design & Project Mgt.	(704) 866-6943
Engineering Standards	(704) 866-6022
Floodplain Information	(704) 866-6895
Home Occupation License	(704) 866-6741
Permits/Inspections	(704) 866-6729
Planning	(704) 854-6652
Public Hearing Contact	(704) 854-6629
Sign Permits	(704) 866-6741
Site Plans	(704) 866-6789
Subdivisions / Unified Development	(704) 854-6641
Traffic Engineering	(704) 866-6765
Water/Sewer Availability	(704) 866-6943
Zoning Board of Adjustments	(704) 866-6741



This brochure contains a brief description of City of Gastonia development and permitting procedures.

Be aware that fees are involved in some processes. Please contact a Customer Service Representative for further information.



James B. Garland Municipal Business Center

## DEVELOPMENT & PERMIT PROCEDURES





## SUBDIVISION

Definition: The division of a tract or parcel of land that is greater than two (2) acres OR a tract or parcel of land less than or equal to two (2) acres that is being divided into four (4) or more lots, and all division of land involving dedication of a new street or a change in an existing street.

- ✦ Pick up subdivision package from Customer Service Representative or at [www.cityofgastonia.com](http://www.cityofgastonia.com)
- ✦ Submit subdivision application with three (3) copies of the preliminary plat
- ✦ TRC (Technical Review Committee) review of preliminary plat
- ✦ Gastonia Planning Commission approval of preliminary plat
- ✦ Construction plan submittal
- ✦ TRC review/approval of construction plans
- ✦ Construction of public improvements
- ✦ Submittal/review of final plat
- ✦ Gastonia City Council approval of final plat
- ✦ Final plat recordation
- ✦ Final acceptance of public improvements
- ✦ Building permit

Contact: Keith Lineberger at (704) 854-6641 or [keithl@cityofgastonia.com](mailto:keithl@cityofgastonia.com)  
*Located on the first floor of the Garland Business Center.*

## UNIFIED DEVELOPMENT

Definition: A development that meets one of the following provisions: (a) A commercial, industrial, condominium, apartment complex or development, etc. consisting of more than two (2) acres or (b) a tract less than or equal to 2 acres consisting of four (4) or more lots or tenant spaces.

- ✦ Pick up appropriate checklist from Customer Service Representative or at [www.cityofgastonia.com](http://www.cityofgastonia.com)
- ✦ Submit six (6) copies of plan for review
- ✦ Technical Review Committee (TRC) reviews plan-TRC meets every Monday at 2:00 PM
- ✦ Comments returned to applicant for corrections-approximately three (3) weeks after submittal
- ✦ Gastonia Planning Commission approval of preliminary plat/unified development
- ✦ Construction of public improvements
- ✦ Gastonia City Council approval of the preliminary plat/unified development
- ✦ Building permit
- ▶ Building plans can be submitted concurrent with unified development

Contact: Keith Lineberger at (704) 854-6641 or [keithl@cityofgastonia.com](mailto:keithl@cityofgastonia.com)  
*Located on the first floor of the Garland Business Center.*

## SITE PLAN

A site plan is needed for any new building construction or addition to commercial, industrial, condominium, or apartment complexes/developments. See contact below for other conditions that may apply.

- ✦ Pick up appropriate checklist from Customer Service Representative or [www.cityofgastonia.com](http://www.cityofgastonia.com)
- ✦ Submit six (6) copies of plan for review with Land Development application
- ✦ Technical Review Committee (TRC) reviews plan (*Plans must be submitted by close of business on Friday to be placed on the next week's agenda.*)
- ✦ Comments returned to applicant for corrections-approximately two (2) weeks after submittal
- ✦ Approval of site plan
- ✦ Building permit
- ▶ Building plans can be submitted concurrent with site plan

Contact: Jamie Johnson at (704) 866-6789 or [jamicj@cityofgastonia.com](mailto:jamicj@cityofgastonia.com)  
*Located on the first floor of the Garland Business Center.*

## BUILDING PERMITS

### COMMERCIAL BUILDING PERMITS (New or Alterations)

- ✦ Two (2) complete sets of sealed building plans with Appendix B of the North Carolina State Building Code as part of the plans
- ✦ Work Comp Affidavit
- ✦ Building/general contractors/subcontractors mailing address, zip code, and Contractors' License Number
- ✦ Approved site plan from the City Engineering Department
- ✦ Call the Engineering Department at (704) 866-6022 to see if you will need a driveway permit.
- ✦ Office trailers require a separate permit
- ✦ Gaston County Environmental Health Department approval where applicable (food service, well & septic, etc.)

### RESIDENTIAL BUILDING PERMITS (Single-family)

- ✦ One (1) set of building plans
- ✦ Footing/foundation detail
- ✦ Work Comp Affidavit
- ✦ Two (2) copies of Site Plan
- ✦ Building, general contractor, and subcontractor mailing address, zip code, and Contractors' License Numbers
- ✦ Paid septic tank permit/Health Department approval
- ✦ Flood plain information
- ✦ Call Engineering Standards at (704) 866-6022 to see if you will need a driveway permit.
- ✦ If not in subdivision, proof of lot of record

- ✦ Energy Conservation Form

### BUILDING ADDITIONS

- ✦ One (1) set of building plans for Residential; Two (2) for Commercial.
- ✦ Work Comp Affidavit
- ✦ Plot plan showing addition and setbacks
- ✦ Subcontractor mailing address, zip code, and phone number
- ✦ Approval from Health Department for septic tank sites

Contact: Kelsi Uptegraft or Liz Reyes at (704) 866-6729 or [kelsiu@cityofgastonia.com](mailto:kelsiu@cityofgastonia.com) or [lizr@cityofgastonia.com](mailto:lizr@cityofgastonia.com)  
*Located on the first floor of the Garland Business Center.*

NOTE: To expedite your project, you may submit building plans while awaiting site plan approval.

## REZONING AND OTHER HEARINGS

Public hearings are held for rezoning, conditional rezoning, conditional use permits, special exceptions to the flood hazard overlay, comprehensive plan amendments, and ordinance amendments.

- ✦ Meet with staff to discuss proposal and submit applicable public hearing application
- ✦ Staff reviews submittal and returns comments to applicant
- ✦ Applicant holds a neighborhood meeting (for applicable hearings)
- ✦ Staff notifies adjoining property owners, posts zoning signs, and advertises public hearing in the newspaper
- ✦ Staff reports are sent to the Planning Commission and property owner/applicant
- ✦ Gastonia Planning Commission hears case
- ✦ Gastonia City Council hears items automatically placed on their agenda (rezoning for annexed property, special exceptions to the flood hazard overlay, comprehensive plan amendments and ordinance amendments). For other items, if the Planning Commission's decision is appealed or if the decision is by less than a ¾ majority, it will go to the City Council meeting for a new hearing, otherwise, the Planning Commission decision is final.

Consult the public hearing schedule for important dates. Average total approval time is two months. Add one month for items that go before the City Council. Appeal and protest petition forms are available from staff.

Contact: Jason Thompson, at (704) 854-6629 or [jasont@cityofgastonia.com](mailto:jasont@cityofgastonia.com)  
*Located on the second floor of the Garland Business Center.*