

# Quick Reference Contacts

## ENGINEERING DEPARTMENT

Customer Service Representatives:

Land Development	(704) 866-6022
Design & Project Mgt.	(704) 866-6943
Subdivisions	(704) 866-6019
Site Plans/Unified Development	(704) 866-6021
Traffic Engineering	(704) 866-6765
Water/Sewer Availability	(704) 866-6943
Stormwater Utility	(704) 869-1063

## PLANNING DEPARTMENT

Customer Service Representatives:

Inspections	(704) 866-6729
Planning	(704) 854-6652
Public Hearing Contact	(704) 854-6629
Zoning Board of Adjustments	(704) 866-6746
Sign Permits	(704) 836-0093
Home Occupation License	(704) 836-0093
Floodplain Information	(704) 866-6746
Permits/Inspection Codes	
Building	(704) 866-6729
Plumbing	(704) 866-6729
Mechanical	(704) 866-6729
Electrical	(704) 866-6729



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: Brian Potocki, PE at (704) 866-6019 or [brianp@cityofgastonia.com](mailto:brianp@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 four (4) weeks after submittal
  - ✦ Gastonia Planning Commission approval of preliminary plat/unified development
  - ✦ Gastonia City Council approval of the preliminary plat/unified development
  - ✦ Pre-construction meeting
  - ✦ Building permit
- ▶ Approximate total approval time is three-four (3-4) months  
▶ Building plans can be submitted concurrent with unified development

Contact: Adrian Sims at (704) 866-6021 or [adrians@cityofgastonia.com](mailto:adrians@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 place on the next week's agenda.*)
  - ✦ Comments returned to applicant for corrections-approximately three (3) weeks after submittal
  - ✦ Approval of site plan
  - ✦ Building permit
- ▶ Approximate total approval time is three-four (3-4) months  
▶ Building plans can be submitted concurrent with site plan

Contact: Adrian Sims at (704) 866-6021 or [adrians@cityofgastonia.com](mailto:adrians@cityofgastonia.com)  
Located on the first floor of the Garland Business Center.

## BUILDING PERMITS

### COMMERCIAL BUILDING PERMITS (New or Alterations)

- ✦ Three (3) complete sets of sealed building plans with Appendix B of the North Carolina State Building Code as part of the plans
- ✦ Proof of Worker's Compensation Insurance
- ✦ Building/general contractors/subcontractors mailing address, zip code, and Contractors' License Number
- ✦ Proof of City of Gastonia Privilege License
- ✦ 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
- ✦ Health Department approval for septic tank sites

### RESIDENTIAL BUILDING PERMITS (Single-family)

- ✦ One (1) set of building plans
- ✦ Footing/foundation detail
- ✦ Proof of Worker's Compensation Insurance or Waiver
- ✦ Three (3) 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 the Engineering Department at (704) 866-6022 to see if you will need a driveway permit.
- ✦ If not in subdivision, proof of lot of record
- ✦ Proof of City of Gastonia Privilege License
- ✦ Energy conservation Form

### ADDITIONS

- ✦ One (1) set of building plans
- ✦ Proof of Worker's Compensation Insurance or Waiver if construction cost is over \$30,000
- ✦ Plot plan showing addition and setbacks
- ✦ Subcontractor mailing address, zip code, and phone number
- ✦ Approval from Health Department for septic tank sites

Contact: Kathy Santmire or Liz Reyes at (704) 866-6729 or [kathys@cityofgastonia.com](mailto:kathys@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, submit building plans while awaiting site plan approval. Mail plans to: City of Gastonia Inspections Division, 150 S. York St., Gastonia, NC 28052.

## PUBLIC 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 3/4 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.