

Application Instructions

1. Please read all instructions carefully. Failure to do so may result in an application being returned due to incorrect or insufficient information.
2. Fill out the "City of Gastonia Application for Public Hearing ". The information for item #2 is on the tax sheet for the property in question. A copy of the deed will supply the information needed for item #4. The map for item #9 should be a tax map, which is acquired from the Gaston County tax office located at 100 East Garrison Avenue or via the Gaston County web site (<http://gis.gastongov.com/>). If you intend to file a Conditional District application, please talk with the staff for additional information. If you are applying for an ordinance amendment, do not fill out the rezoning application; rather, fill out the "Application for Ordinance Amendment".
3. Using the tax map, identify and label the subject property.
4. Using the tax map, identify all adjoining properties. This will include any properties within one hundred (100) feet of the subject property and those across streets unless otherwise noted.
5. The parcel identification number (PID) is located on the tax sheet for each property. This number is unique to every parcel of land in the county. Identify the adjoining property owners with a list of the tax identification numbers and print a tax sheet for each property and for the subject property. N.C. State Law requires that all adjoining property owners, based on the latest tax records, be notified of any proposed zoning changes. The property cards are to be submitted to the City as a permanent record of the adjoining property ownership.
6. The City will mail notices to property owners within 100 feet of the subject property.
7. The following must be received by the Planning Department on or before the deadlines as noted below:
 - Completed Application – **By Submittal deadline as noted on the public hearing schedule**
 - Tax Map(s) – **By Submittal Deadline**
 - Tax Sheets for all properties including subject property – **By Submittal Deadline**
 - Copy of Deed(s) for subject property(ies) – **By Submittal Deadline**
 - Application Fee (see attached fee schedule) – **Fees are applied electronically after application has been submitted. Fees will need to be paid prior to Staff Review Comments deadline**
 - Survey or Site Plan (if applicable) – **By Submittal Deadline**
 - Architectural Elevations (for CD Requests) – **Prior to Staff Review Comments Deadline**
 - Neighborhood Meeting report (for CD requests) – **No later than 10 days prior to Public Hearing Date**
8. Please note that when a General or Conditional Rezoning also includes a petition **for Annexation**, the process will follow the **Annexation** timeline, and both Public Hearings will be decided by City Council.
9. In addition to the above requirements for Conditional District Zoning Requests, all applicants' must install sign(s) on the property notifying the public about the development application. The sign shall be 4' by 4' and utilize a template approved by the City (Contact staff for examples). This sign shall be installed at least 10 days prior to the proposed neighborhood meeting or 20 days prior to the date of the Planning Commission Meeting.

Please call and make an appointment with the Planning Department Staff to determine if your application is complete. All applications must be complete by 5:00 p.m. on the deadline date and submitted electronically at: <https://devsvcs.cityofgastonia.com/> or they will be held over until the next month's deadline.



CITY OF GASTONIA APPLICATION FOR PUBLIC HEARING

ATTN: Please upload applications and all attachments separately to our online portal at the following address: <https://devsvcs.cityofgastonia.com/> and click on "Apply for a Planning Permit"

The undersigned do hereby make application to the City of Gastonia for the hereinafter described request and in support of this request, the following facts are shown:

1. Identify the request (example: rezone from RS-12 to OLC CD; etc.): _____

Please Note: Before applying for a rezoning, applicants are advised to determine if their property is subject to private deed restrictions to be sure the intended use of the property is allowed. The City of Gastonia neither keeps records of, enforces, nor overrules private deed restrictions.

2. Gaston County Tax Identification Number(s): _____

3. Subject property addresses: _____

4. In order for our staff to place the rezoning signs on the property, please describe what is on the subject property and or adjacent properties (example: a white frame house is located on the property; the property is vacant with Business 'x' located on the east side). Staff will erect the signs approximately 15 days prior to the meeting. _____

5. Complete legal description by metes and bounds of said realty is attached to the application (a **copy of the deed** is sufficient).

6. In order to be familiar with the subject property the City staff may need to walk the property. Do we have the property owner's permission to do so? _____

7. The real property to be rezoned is owned in fee simple by _____ as evidenced in deed from (date) _____ recorded in DB: _____ PG: _____ in the Gaston County Registry

8. The real property for which the above request is sought is located on the _____ side of _____ between _____ and _____ having a frontage of _____ feet and depth of _____ feet and acreage of _____.

9. Are sewer and water available on the property? _____

10. The tax sheets for all persons or firms that own the subject land and land adjacent to or within 100 feet of all sides, including property across the street, from the property for which the request is sought are attached. (Note: When measuring the 100-foot distance, street rights-of-way shall not be included in the measurement.)

11. If the applicant does not own the property sought to be rezoned, the names and addresses of the legal owners are listed below. The owner's names and their addresses are recorded in the Gaston County Tax Office. (Use additional sheets of paper if necessary). _____

12. Name and address of applicant: _____
Telephone #: _____ E-mail address: _____

13. Interest in subject realty: _____

14. There are no restrictions or covenants of record appearing in the chain of title which would prohibit the property from being used as requested. _____ True _____ False

15. Has this property previously been subject to any of the following (please add case # and date)?
- Conditional Use Permit _____
 - planned unit development _____
 - subdivision ordinance _____
 - Planned Residential Development _____
 - Other Conditional District _____

If yes, please explain _____

16. Name and address of person to present item at public hearing: _____

Telephone number: _____ Email: _____

I, _____, certify that I have read the information provided in the public hearing information package on the _____ day of _____, 20_____.

SIGNATURES: All property owners must sign when a CD is requested.

_____	_____
_____	_____
_____	_____
_____	_____