



**City of Gaston  
Land Use Application**

Name \_\_\_\_\_  
Date Application Filed \_\_\_\_\_  
Fee paid \_\_\_\_\_  
Receipt # \_\_\_\_\_

Accessory Structure <input type="checkbox"/>	Administrative Fee/Approval <input type="checkbox"/>	Amendment to the Code <input type="checkbox"/>	Annexation <input type="checkbox"/>
Appeal <input type="checkbox"/>	Conditional Use <input type="checkbox"/>	Expedited Land Partition <input type="checkbox"/>	Fence Permit <input type="checkbox"/>
Flood Plan Permit <input type="checkbox"/>	Home Occupation <input type="checkbox"/>	Lot Line Adjustment <input type="checkbox"/>	Minor Land Partition <input type="checkbox"/>
Non-Conforming Use <input type="checkbox"/>	PUD or Master Plan <input type="checkbox"/>	PC or CC Referral <input type="checkbox"/>	Pre-Application Meeting <input type="checkbox"/>
Revised Plan or Decision <input type="checkbox"/>	Permit Revocation <input type="checkbox"/>	Riparian Permit <input type="checkbox"/>	Sign Permit <input type="checkbox"/>
Site Plan/Design Review <input type="checkbox"/>	Subdivision Preliminary Plat <input type="checkbox"/>	Subdivision Final Plat <input type="checkbox"/>	Temporary Use Permit <input type="checkbox"/>
Time Extension <input type="checkbox"/>	Unlisted Similar Use Type III <input type="checkbox"/>	Variance <input type="checkbox"/>	Vacate Street/Alley/Easement/ Plat <input type="checkbox"/>

**Applicant General Information**

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*Street*

*Apartment/Unit #*

*City*

*State*

*ZIP Code*

Email Address: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) - \_\_\_\_\_

Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*Street*

*Apartment/Unit #*

*City*

*State*

*ZIP Code*

Email Address: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) - \_\_\_\_\_

Property Owner Signature \_\_\_\_\_

**Property Description**

Address: \_\_\_\_\_

*Street*

*Apartment/Unit #*

*City*

*State*

*ZIP Code*

Tax Lot And Parcel ID: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Property Area: \_\_\_\_\_ Existing Land Use: \_\_\_\_\_

General Development Description: \_\_\_\_\_

## Fees

Land Use Process	Fee	Land Use Process	Fee
<input type="checkbox"/> Accessory Building/Use	\$50 Deposit	<input type="checkbox"/> PC or CC Referral	\$300
<input type="checkbox"/> Administrative Fee/ Approval	\$100 Deposit	<input type="checkbox"/> Pre-Application Meeting	\$300 Deposit
<input type="checkbox"/> Amendment to Code/Plan/Map	\$1,250	<input type="checkbox"/> Revised Plan or Decision	50% of original fee
<input type="checkbox"/> Annexation	\$1,000 Deposit	<input type="checkbox"/> Permit Revocation	\$300
<input type="checkbox"/> Appeal	\$500 Deposit	<input type="checkbox"/> Riparian Permit	\$200
<input type="checkbox"/> Conditional Use Permit	\$750	<input type="checkbox"/> Site Plan/ Design Review	\$300 Deposit
<input type="checkbox"/> Expedited Land Partition	\$300 Deposit	<input type="checkbox"/> Subdivision Preliminary Plat	\$2,000 Deposit
<input type="checkbox"/> Fence Permit	No Fee	<input type="checkbox"/> Subdivision Final Plat	\$500 Deposit
<input type="checkbox"/> Flood Plan Permit	\$200	<input type="checkbox"/> Temporary Use Permit	\$100
<input type="checkbox"/> Home Occupation	\$75	<input type="checkbox"/> Unlisted Similar Use Type III	\$350
<input type="checkbox"/> Lot Line Adjustment	\$400	<input type="checkbox"/> Variance	\$750
<input type="checkbox"/> Minor Land Partition	\$500 Deposit	<input type="checkbox"/> Vacate Street/ Alley/ Easement/ Plat	\$500
<input type="checkbox"/> Non-Conforming Use	\$400 Deposit	<input type="checkbox"/> Other:	
<input type="checkbox"/> PUD or Master Plan	\$2,000 Deposit	<input type="checkbox"/>	

## Information to Include with your Application

- Narrative describing the Development Proposal and addressing the applicable Decision Criteria. *All applications will be reviewed based on the criteria of Gaston Zoning Ordinance.*
- Application and Fee
- Plans drawn to scale showing:
  - All property boundaries in which development is occurring.
  - All adjacent roads (with names and dimensions)
  - Location and dimensions of all existing and proposed access ways/ driveways
  - Location, number, dimensions, setbacks, and types of existing and proposed utilities, including water, sewer, storm water, electric, gas, phone, and cable.
  - Location of all existing and proposed fire hydrants.
  - Location, size, (area), and setbacks of existing and proposed buildings and structures
  - Location, size, (area), and layout of existing and proposed landscaping
  - Location, number and dimensions, and types of existing and proposed parking areas
  - Location, number dimensions, setbacks and types of existing and proposed fencing and or/screening.
  - Location, number, dimensions, setbacks, and types of existing and proposed mechanical equipment, such as rooftop equipment and transformers boxes. Show any screening of proposed equipment.
  - Pedestrian circulation
  - Flood plains
  - Water courses
  - Significant trees and vegetation
  - Easements
- If required, mailing labels for all property owners and residents within 250 feet of the subject property or properties. A list of property owners/site addresses may be obtained by a title insurance company. Please ask staff if mailing labels are required for this application.

**After initial review, the City may require additional information**

## Additional Information