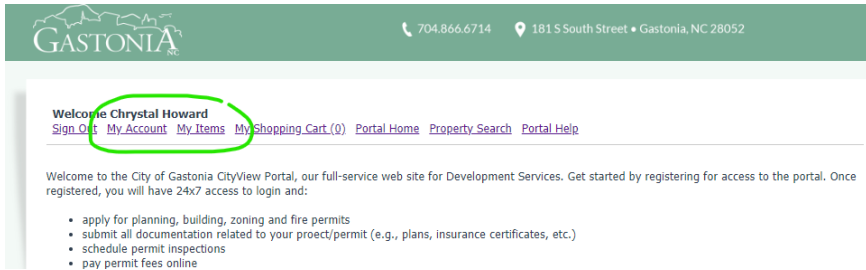


Applying for a Zoning Verification Letter

1. Login to CityView Portal: <https://devsvcs.cityofgastonia.com/>
2. Verify you are logged in. If you are logged in, your name will be at the top of the page.



3. Under the **Planning Department** section, click on **Apply for a Planning Permit**



4. Complete **Step 1: Project Description**. When finished save or move to the next step.

The screenshot shows the 'Planning Application - Project Description' form. At the top, a progress bar indicates seven steps: Step 1: Project Description (highlighted in orange), Step 2: Planning Details, Step 3: Location, Step 4: Contacts, Step 5: Upload Files, Step 6: Review & Submit, and Step 7: Submitted.

Planning Application - Project Description
Required information is indicated with an asterisk (*).

Choose the project type: *

Project Descriptive Name: *
Please give your project a brief description. This will become the project name. Maximum 500 characters

Comments: *
Please add any additional comments about the project. Maximum 4000 characters

Application Details

Commercial Application: *

Number of Acres:

Buttons: Cancel, Next Step: Planning Details, Save this Application for Later

Applying for a Zoning Verification Letter

5. Complete **Step 2: Location**. When finished save or move to next step.

[Sign Out](#)
[My Account](#)
[My Items](#)
[My Shopping Cart \(0\)](#)
[Portal Home](#)
[Property Search](#)
[Portal Help](#)



Planning Application - Location of Project

[Find location in Map](#)

Search for address:
 Begin typing a street address or Parcel Number above and we will search existing locations within the jurisdiction. If your location appears, please select it from the list.

[Can't find address?](#)

The location you have selected:

• The search value did not match an address

6. Complete **Step 3: Contacts**. When finished save or move to next step.

REQUIRED: A property Owner and Applicant must be listed even if it is the same. You may have to add a name or business name. This information will be used for correspondence and to address the ZVL letter.

[Sign Out](#)
[My Account](#)
[My Items](#)
[My Shopping Cart \(0\)](#)
[Portal Home](#)
[Property Search](#)
[Portal Help](#)



Planning Application - Contacts

Required information is indicated with an asterisk (*).

Type	Contact
Property Owner	GASTONIA CITY OF, Address:P O BOX 1748
Applicant	Chrystal Howard, Address:PO Box 1748, Phone:(704) 854-6652

7. Complete **Step 4: Upload Files** and provide a short description of documents attached
 When finished save or move to next step.

Note: This is the step where you will upload your Zoning Verification Letter Submittal Form in PDF. If you have not completed a Zoning Verification Letter Submittal Form, click this URL: <https://gastonianc.seamlessdocs.com/f/PlanningZVL>, complete and submit.

A PDF will be emailed to you. Attach the PDF to this step in your application in the CityView portal.

Required: You must upload your Zoning Verification Letter Submittal Form in the Upload Additional Documents section. You may upload additional documents related to your request.

Applying for a Zoning Verification Letter



Planning Application - Upload Documents

Note: This step is optional. Documents may be uploaded at a later time from the Upload Submittals link located on the main page.

▼ **Guidelines For Electronically Submitting Documents:**

- Submitted documents should be under 40MB in size.
- Accepted file extensions:
 - pdf, dwg, cad, jpg, png, tif, docx, xlsx
- All plans shall be to scale.
- Recommended naming conventions:
 - Keep filename consistent.
 - Avoid the use of non-friendly filenames. (ex. k9dk38fj3.pdf)
 - Avoid inappropriate language in filenames.
- Submitted documents will be stamped at the conclusion of the review.
 - The stamp will be placed in the upper right hand corner of the document. It is recommended that this area, to the extent possible, be left blank so that no information is lost when the stamp is applied.

Once you have chosen the files you wish to upload, please click the "Next Step" button located at the bottom of the page, to complete your submission.

▼ **Current Submittal**

Submittal #1) Planning Application Submittal (07/31/2020) [Print Requirement Items](#)

Type	Status	Date Verified
There are no required submittal requirements.		

▼ **Upload Additional Documents**

Select any documents you wish to provide:

- Blank page for pdf.pdf

Provide a short description of this set of documents:

This is a test page being used for step-by-step instructions for applicants requesting a [ZVL](#).

8. Step 5: Review and Submit. (If you receive a pop-up notice that informs you that your Uploads were successfully uploaded and complete, then click **OK** to move on to Step 5. If you receive a message that these were not successfully uploaded or an error, you'll need to try uploading again.)

▼ **Current Submittal**

Submittal #1) Planning Application Submittal (07/31/2020) [Print Requirement Items](#)

Type	Status	Date Verified
There are no required submittal requirements.		

▼ **Upload Additional Documents**

Select any documents you wish to provide:

- Blank page for pdf.pdf 7kB

Provide a short description of this set of documents:

This is a test page being used for step-by-step instructions for applicants requesting a [ZVL](#).

Uploads Complete

All documents were uploaded successfully.

9. Step 6: Submit Application
Once you review all your Application Information, submit your application and pay your fees.

Applying for a Zoning Verification Letter

▼ Fees

Paid Fees	Amount	Paid	Owing	Date Paid
None	\$0.00	\$0.00	\$0.00	
Outstanding Fees	Amount	Paid	Owing	Date Paid
Technology Surcharge	\$2.25	\$0.00	\$2.25	Not Paid
Zoning Verification Letter	\$45.00	\$0.00	\$45.00	Not Paid
Totals:	\$47.25	\$0.00	\$47.25	

Total Amount Payable
Online: \$47.25

10. Pay your fees and complete/finalize any additional steps required.

Provided that all required information and payment has been submitted, it may take up to 21 calendar days for a ZVL to be processed. Each completed application will be processed in the order it is received. Failure to provide all required documentation outlined above will result in a delay of processing of the request. If you have not received your letter after the 21st day, email planning@cityofgastonia.com to check the status.