



KINGS MOUNTAIN

— **NORTH CAROLINA** —

Living. Elevated.

CITY OF KINGS MOUNTAIN

DEVELOPMENT GUIDEBOOK

2025 Edition

How to Use This Guidebook:

This guidebook has been created by Development Services Staff in an effort to better facilitate development projects and attract investment in our community. This is not intended exclusively for internal use by the city; rather, we have produced this guidebook for developers, property owners, contractors, engineers, or anyone else who is unsure about how to get started developing in Kings Mountain. Every process, from a major subdivision to a simple demolition permit, will be detailed in this guidebook. We know that every city has different procedures surrounding new development, so this guide is designed as a checklist to ensure all our standards are met. To view our current development ordinances, please refer to the [City of Kings Mountain Unified Development Ordinance](#). For any additional questions not addressed in this guidebook, please reach out to the Planning Department for assistance. We look forward to working with you!

Disclaimer:

The purpose of this guidebook is for it to be used as a tool for navigation through the development process, not as a formal regulatory document. In the unlikely event that discrepancies arise between this guidebook and city ordinances or procedures, the latter shall take precedence.



City Hall @ 101 West Gold Street

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About Kings Mountain:

Founded during the Reconstruction Era, the City of Kings Mountain is often celebrated as the “historical city.” This title pays homage to the pivotal Revolutionary War battle that occurred five miles south, which Thomas Jefferson called the “turning point of the revolution.” After the war, the Kings Mountain region was held by private landowners whose primary business was tobacco and cotton farming. Along with abundant agricultural lands, the region also had a profitable mining industry, known for iron, limestone, lithium, and even gold. With its prime location on the newly constructed Charlotte-Atlanta Airline Railway (now Norfolk Southern Railway) and the introduction of the cotton gin to Cleveland County, the young city quickly became an industrial hub. Soon after the turn of the century, prominent landowners built dozens of cotton mills, cementing Kings Mountain’s lasting legacy as a textile town. The construction of I-85 and US-74 in more modern times allows the city to serve as a crossroads of industry and an ideal location for business, bringing shops, restaurants, and parks to Downtown Kings Mountain. We have a rich history of over 150 years of development, and we are not slowing down anytime soon.

Kings Mountain has been a place for North Carolina families to live, work, and thrive since our founding in 1874.



Why Develop in Kings Mountain?

Kings Mountain is brimming with economic opportunity, and there has never been a better time to invest in our community! A recent surge of proposed projects has attracted more attention on our city than ever, and the development of residential, commercial, and industrial projects is occurring at a rapid rate. In the coming years, we are projected to see over 2,000 new single-family homes, apartments, and townhomes; over 2.2 million square feet of commercial development; and almost 3 million square feet of industrial development. Although we are experiencing this record growth, we still have plenty of opportunity for new projects, including available land and utility capacity. We operate all four major utility systems (water, sewer, electric, and gas) at the city level, being one of the few cities in North Carolina of our size to do so. Our potential for new growth is clear from the explosive development we have already seen. Kings Mountain is growing!

With our strategic location alongside I-85 and US-74, Kings Mountain is a prime location for business expansion and provides nearby residents in the Greater Charlotte Metropolitan Area the chance to enjoy convenient access to our community. Perhaps our most notable project is the Catawba Two Kings Casino, currently under construction on sovereign land off I-85. This project, and the ensuing “entertainment district” proposed around it, is projected to redefine the region and create an incredible investment opportunity. Despite Kings Mountain only having a population of just over 11,000, this is likely to be the busiest exit on I-85 in North Carolina. Please consider Kings Mountain as the site for your next development project. We are willing and ready to help you create the project of your dreams. We hope to work with you soon!

-Development Services



Key Departments & Contacts

Planning Department 101 W. Gold Street

Main Number: (704) 734-4595

*The Planning Department is the first stop for development projects. In this office, located in City Hall, you will go through rezoning (if necessary), submit sketch plans and other types of preliminary construction documents, and receive final planning and zoning approval. This office is also responsible for managing the zoning map, the unified development ordinance, the Planning and Zoning Board, and the Board of Adjustment. **The Planning Department will be the primary contact throughout the development process.***

City Engineer 1013 N. Piedmont Avenue

Main Number: (704) 730-2103

The City Engineer is responsible for the review and approval of all required documents, including but not limited to preliminary plats, stormwater plans, construction drawings, and traffic impact analyses. Along with ensuring the city procedures are met, the City Engineer also assists the utility department on engineering-related questions and is the point person for the NCDOT. They are also a crucial member of the Technical Review Committee.

Public Infrastructure 1013 N. Piedmont Avenue

Main Number (Water Resources): (704) 734-4531

Main Number (Electric Services): (704) 730-2125

Main Number (Natural Gas): (704) 734-4516

Main Number (Stormwater): (704) 734-4501

The Public Infrastructure departments are our in-house utility departments, located in the Public Works Building. They are in charge of all utility-related matters and are capable of answering questions related to availability on a parcel, rates, easements, and other service providers. They will be involved throughout the development process to ensure utility requirements are met and existing systems can support proposed development.

Inspections & Codes**1013 N. Piedmont Avenue**Main Number: (704) 734-4599

The Inspections & Codes Department is responsible for safeguarding the community through code compliance. This entails enforcement of the North Carolina State Building Code, community appearance ordinances, and other various state and local housing codes. They will be the final stop for development, as they are the issuers of the Certificate of Occupancy (or Certificate of Compliance), which is the final step required for new development.

Emergency Services**101 W. Gold Street, 112 S. Piedmont Avenue, 106 Spruce Street**Main Number (Fire & EMS): (704) 734-0555Main Number (Police): (704) 734-0444

Emergency Services are also involved in the development process. They ensure that new developments are safe and accessible for emergency vehicles and properly protected from fire hazards. They are also involved in address creation along with the county government (Cleveland or Gaston, depending on where the project is in the city).

North Carolina Department of Transportation (NCDOT)**1710 E Marion Street, Shelby, NC 28152**Main Number: (980) 552-4200

The North Carolina Department of Transportation (NCDOT) is involved in larger-scale projects, especially those that greatly impact public roads. NCDOT is ultimately responsible for enforcing state regulations and requires permits to encroach on their roads. This is only required if a project impacts an NCDOT road (typically, this is only major subdivisions).

North Carolina Department of Environmental Quality (NCDEQ)**610 E Center Avenue, Suite 301, Mooresville, NC 28115**Main Number: (704) 235-2100

The North Carolina Department of Environmental Quality is involved in the development process of land-and water-disturbing projects. The department exercises regulatory authority to protect natural resources and public health and provides technical assistance to ensure environmental protection. They are most involved through the permitting process of water and sewer systems.

Key Boards & Committees

Technical Review Committee

The Technical Review Committee is a regulatory body made up of director-level staff from each department to review engineered plans and proposed usages for all types of development. This allows all departments to raise concerns and brainstorm solutions to potential issues that may arise in the pre-development stage at once. This ensures that the city is speaking with one voice. Once analyzed by the full group, individualized comments are left by each department head in the online permitting portal concerning their specific issues (if any). The Technical Review Committee meets weekly.

Planning and Zoning Board

The Planning and Zoning Board is responsible for making recommendations to the City Council on matters of development. This primarily includes amending and updating the unified development ordinance (UDO), determining consistency in rezoning cases under the Future Land Use Map, and making sure changes follow the comprehensive plan. All matters brought before the Planning and Zoning Board are purely recommendations to be presented to City Council, of which they are under no obligation to follow. The Planning and Zoning Board meets monthly. Most development projects do not have to appear before this board.

Board of Adjustment

The Board of Adjustment is a decision-making board that is charged with the interpretation of zoning ordinances, variances, and special use permits. They act in a quasi-judicial manner, as their primary focus is to resolve disputes between administrators and applicants. Decisions from the Board of Adjustment are appealable to North Carolina Superior Court. The Board of Adjustment meets on a case-by-case basis.

City Council

The Kings Mountain City Council is an elected board with 7 members and a mayor. This council appoints members to the Planning and Zoning Board and Board of Adjustment and also appoints the City Manager. They are deeply involved in the development process through rezoning requests, development ordinance amendment approval, and oversight of utility capacity.

Comprehensive Plan and Economic Development Goals

Future City Plan

The Kings Mountain Future City Plan is part of the Comprehensive Plan and is intended to guide future development, redevelopment, and community enhancement efforts over the next 20 years. It serves as a framework for thoughtful community discussion on the real and perceived challenges currently facing Kings Mountain and the opportunities that will shape its future. Through long-range planning efforts, the community can accommodate its projected growth and revitalization in a manner that preserves its history, culture, and overall quality of life for current and future residents. You can view the Kings Mountain Comprehensive Plan here: [Kings Mountain Comprehensive Plan](#).

A comprehensive plan is usually the most important policy document a municipal government prepares and maintains. This is because the plan:

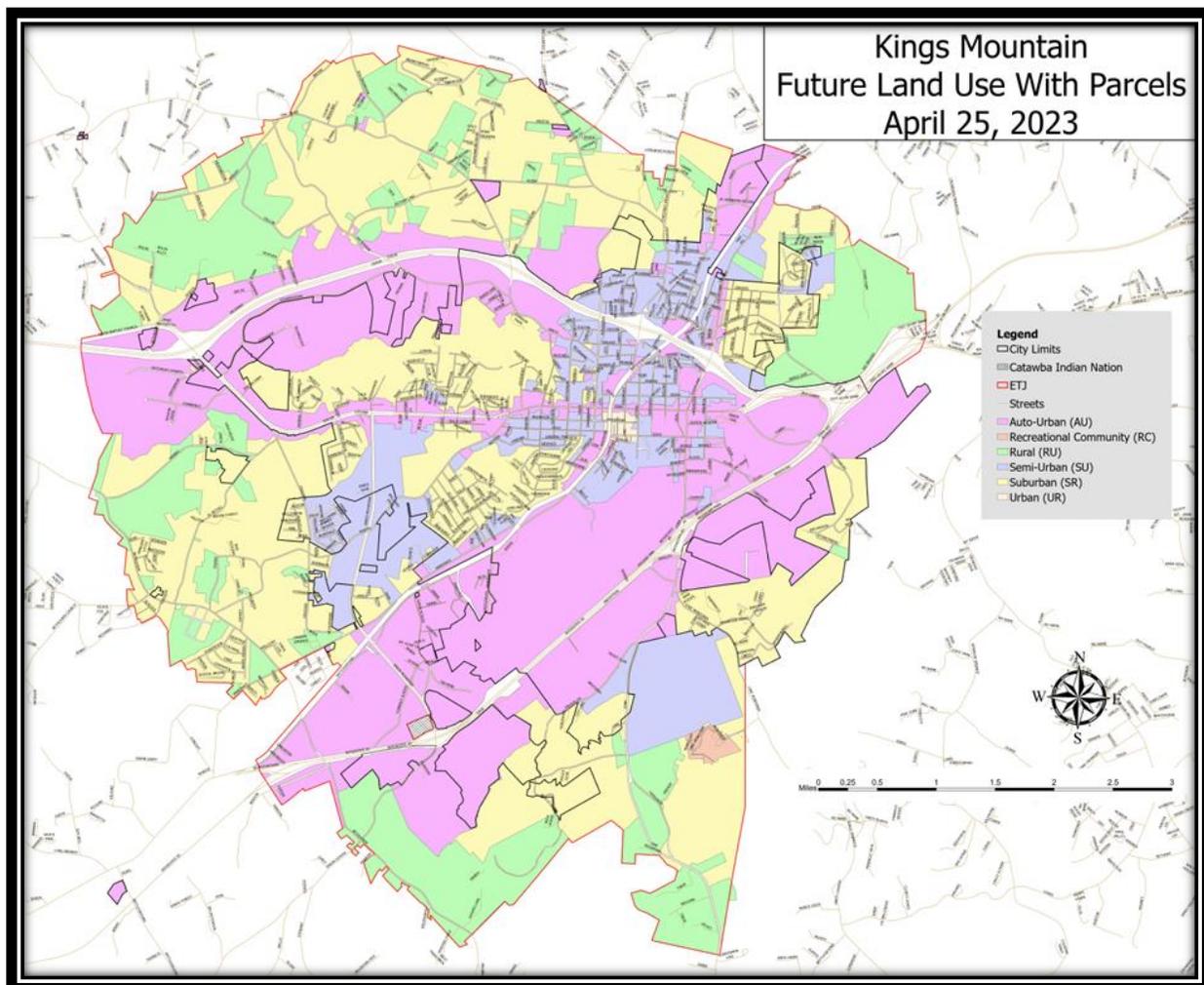
- Lays out a long-range vision regarding the future growth and enhancement of the community.
- Considers at once the entire geographic area of the community, including areas where new development and redevelopment may occur, along with its regional context.
- Serves as a guideline for measuring success and is amended from time to time to remain a “living document” that is able to address changing circumstances.



Economic Development

The City of Kings Mountain plays a massive role in economic development, and it is an extremely important responsibility. In turn, the services, infrastructure, and amenities the city provides are enticements that encourage further economic growth. Well-constructed economic development policies and incentives will provide city government the greatest opportunity to influence the quality, quantity, and timing of development. Such policies will create the ability to shift some of the risk of funding public improvements to private sector partners and will afford the opportunity to ensure growth pays for itself.

The Comprehensive Plan also includes the **Future Land Use Map**. This is a graphical representation of the policies and goals in this plan. These designations and their placement are very specifically designed to promote the ideals of character found in each district. You can access the Future Land Use Map through the [Kings Mountain GIS](#) by turning on the “Future Land Use” feature.



OpenGov Guidance Information

Getting Started

How do I access OPENGOV? Go to the City's website at <http://www.cityofkm.com> and click on the OpenGov (Permits) icon button on the homepage.

How do I create an account? First-time users will have to create an OpenGov account. Click on "Sign Up" in the top right corner of the screen. Click on Sign up using Secure Portal. Click on "Sign Up" and enter your email address and a personal password to create your account. This is a free account and will be used to upload documents and track progress on projects.

How do I Login? Once you have created an account, you may login by accessing OpenGov and clicking on "Login" in the top right corner of the screen. Click on "Login" using Secure Portal and enter your email and password. Click on "My Account" in the top right corner of the screen to view all records submitted under your account.

What if I don't have access to the internet to apply for a permit online? You may apply for a permit by visiting the Inspections and Codes Department located at 1013 N. Piedmont Ave., Kings Mountain, NC.

Applying for Permits

How do I apply for building permits?

- Go to the City's website at <http://www.cityofkm.com> and click on the OpenGov (Permits) icon.
- Select the appropriate permit for the scope of work to be performed.

RESIDENTIAL BUILDING PERMIT: residential new construction, remodels, additions, repairs, etc.

COMMERCIAL BUILDING PERMIT: commercial new construction, upfits, additions, repairs, etc.

TRADES PERMIT: electrical, mechanical, plumbing, or refrigeration for residential and commercial

ACCESSORY BUILDING/STRUCTURES PERMIT: garages, workshops, carports, pools, retaining walls, etc.

MANUFACTURED HOME PERMIT: setup of mobile homes

FIRE PROTECTION PERMIT: sprinkler systems, fire alarms, pyrotechnics, explosives, tank removal, etc.

DEMOLITION PERMIT: demolition and removal of residential or commercial buildings and structures

SIGN PERMIT: installation of monument and projecting signs and roof, wall, post, and ground-mounted signs

CHANGE OF USE: when changing the occupancy type or use of an existing commercial building
Answer the question(s) and then click on “Next.”

- Review the checklist of application(s) required with your project and click on “Start this Project.”
- Select a name for your project and then click on “Start Project.”
- Complete and submit all required application(s).

Once you have submitted the application, a record number will be assigned. You can track the status of the submittal process with this number. City staff will review your submittal, and you will be notified of any needed revisions, changes, payments, or any other required information needed to approve the application.

Start a Project

Choose below to start a project



RESIDENTIAL BUILDING PERMIT: new construction, remodels, and additions

[Get Started](#)



COMMERCIAL BUILDING PERMIT: new construction, upfits, and additions

[Get Started](#)



TRADES PERMIT: electrical, plumbing, mechanical, generators, HVAC changeouts, etc.

[Get Started](#)



ACCESSORY BUILDING/STRUCTURES PERMIT: garages, carports, workshops, retaining walls, pools, etc.

[Get Started](#)



MANUFACTURED HOME PERMIT: setup of manufactured homes (mobile home)

[Get Started](#)



FIRE PROTECTION PERMIT: sprinkler systems, fire alarms, pyrotechnics, explosives, tank removal, etc.

[Get Started](#)

Inspections

How do I schedule an inspection?

Login to OpenGov and click on “Your Records” at the bottom of the screen. Select Applications on the left-hand column. Select the appropriate record number that you wish to schedule an inspection. Select “Inspections” in the left-hand column and then select the “Request Inspection” button. Select the requested inspection date and enter a description of the inspection needed in the comment box and click on “Submit Request.” The Codes Department will schedule the inspection, and you will be notified by an email. Note that requested inspections will be performed the next business day. For example: an inspection submitted on a Friday will be performed the following Monday unless otherwise noted. In the comment box, you may request AM or PM for the inspection to be conducted.

Viewing the Status of My Submitted Records

How do I view my submitted applications?

A great advantage of OpenGov is the ability to follow your submittal step-by-step through the City’s review process, pay permit fees, print permits from home, and view inspection results. Login to OpenGov and click on “Your Records” at the bottom of the screen. You will now have access to all records submitted under your account. You may also click on “Search” located at the top of the screen to find records by address or record number. In the left-hand column, you will see a list of actions that can be performed:

DASHBOARD: Here you can view a general overview of your records

MESSAGES: View messages from City staff in regards to records

PROFILE: You can edit your account profile, such as your user name, phone number, address, etc.

APPLICATIONS: A complete list of records submitted under your account

PROJECTS: Some records may be given project names to be identified by

PERMITS & DOCS: Copies of permits and other approvals can be accessed and printed

PAYMENTS: Make payments and view paid or unpaid permit fees.

INSPECTIONS: Schedule inspections and view inspection results

FEES

Planning Department Fee Schedule

PERMIT	FEE (\$)
DOCUMENT REQUEST	
Zoning Permit (For uses not requiring building permits)	\$20
18" and 24" Xerox	\$2 per sheet
Zoning Ordinance	\$25
Subdivision Ordinance	\$15
Sign Section from Zoning Ordinance	\$2
Land Development Plan	\$25
Standard Details & Standard Specs (Per Set)	\$100
ADMINISTRATIVE DOCUMENTS & PROCEDURES	
Zoning Verification Letter	\$50
ABC Approval	\$120
Road Name Change	\$100 per Road Name
Temporary Use (Mobile Use Administrative Fee)	\$25
<ul style="list-style-type: none"> • w/ 1-15-day permit • w/ 30-day permit • w/ 90-day permit • w/ 180-day permit • w/ 270-day permit • w/ 360-day permit 	<ul style="list-style-type: none"> • \$6 • \$12 • \$25 • \$50 • \$75 • \$100
SUBDIVISIONS	
Major Subdivision	\$150 + \$5/lot
Minor & Family Subdivisions (no conditions)	\$75
<ul style="list-style-type: none"> • Conditions w/ utilities • Conditions w/out utilities 	<ul style="list-style-type: none"> • \$50 • \$30
CITY COUNCIL	
Rezoning Request	\$250
UDO Text Amendment Request	\$250
Road Closure Request	\$250

BOARD OF ADJUSTMENT	
Special Use Permit	\$250
Variance	\$250
Administrative Appeal	\$250
CODE ENFORCEMENT	
First Citation	\$100
Second Citation (same offense)	\$100
Third & Fourth Citation (same offense)	\$150
Fifth Citation (same offense)	Lien on Property
SITE PLAN REVIEWS	
Subdivision Final Plan Review-Major (per phase proposed)	\$150
NO FEES	
Address Request Application	\$0
Annexation Petition Application	\$0
Certificate of Non-Conforming Adjustment	\$0
Zoning Complaint	\$0
System Development Fee Refund Application	\$0

Plan Review Fee Structure

Residential Development

Outside City Limits (Subdivision)

Lots/Units	2-5	6-15	16-30	31-50	50+
Site Plan	\$100	\$150	\$225	\$325	\$325 +\$10/lot
Storm	\$125	\$200	\$300	\$450	\$450 +\$25/lot
Utilities	\$125	\$200	\$400	\$600	\$600 +\$25/lot
Streets	\$100	\$200	\$300	\$400	\$400 +\$25/lot
Total	\$450	\$750	\$1,225	\$1,775	Varies

Inside City Limits (Subdivision)

Lots/Units	2-5	6-15	16-30	31-50	50+
Site Plan	\$100	\$150	\$225	\$325	\$325 + \$10/lot
Storm	\$175	\$275	\$400	\$600	\$600 + \$25/lot
Utilities	\$150	\$225	\$300	\$375	\$375 + \$15/lot
Streets	\$100	\$150	\$225	\$300	\$300 + \$10/lot
Total	\$525	\$800	\$1,150	\$1,600	Varies

Inside City Limits (Multi-Housing)

Lots/Units	2-5	6-15	16-30	31-50	50+
Site Plan	\$125	\$200	\$300	\$450	\$450 + \$10/unit
Storm	\$250	\$350	\$600	\$800	\$800 + \$15/unit
Utilities	\$100	\$200	\$350	\$550	\$500 + \$15/unit
Streets	\$100	\$150	\$200	\$300	\$300 + \$15/unit
Total	\$575	\$900	\$1,450	\$2,100	Varies

- Fee shall include two reviews. The first review submittal will be used to provide comments through the TRC. The second review is to determine that all comments of the first review have been incorporated into the plans and the plans can be approved. All additional review fees shall be \$150/hr. as determined by the City.
- Please note “Site Plan” should include the Master Plan Layout or Phase Layout including conceptual utility layout.
- “Utilities” as defined for the purposes of “plan review fees” and “site observation fees” exclude electrical and gas infrastructure.

Site Observation Fees (Residential)

Outside City Limits

Lots/Units	2-5	6-15	16-30	31-50	50+
Storm	\$100	\$175	\$300	\$450	\$450 +\$10/lot
Utilities	\$200	\$300	\$450	\$650	\$650 +\$25/lot
Streets	-0-	-0-	-0-	-0-	-0-
Total	\$300	\$475	\$750	\$1,100	Varies

Inside City Limits

Lots/Units	2-5	6-15	16-30	31-50	50+
Storm	\$150	\$275	\$500	\$800	\$800 + \$20/lot
Utilities	\$150	\$300	\$500	\$800	\$800 + \$25/lot
Streets	\$100	\$200	\$500	\$800	\$800 + \$25/lot
Total	\$400	\$775	\$1,500	\$2,400	Varies

- The third visit for the same defective workmanship and materials shall cost \$150/hr.
- “Utilities” as defined for the purposes of “plan review fees” and “site observation fees” exclude electrical and gas infrastructure.

Plan Review Fee Structure
Commercial, Institutional, Industrial

Outside City Limits

Acres	0-5	6-15	16-30	31-50	50+
Site Plan	\$150	\$225	\$325	\$500	\$500 +\$20/AC
Storm (1)	\$250	\$400	\$600	\$875	\$875 +20/AC
Utilities (2)	\$150	\$250	\$450	\$700	\$700 +20/AC
Streets (3)	\$100	\$125	\$200	\$300	\$300 +\$20/AC
Total	\$650	\$1,000	\$1,575	\$2,375	Varies

- 1) Storm Drainage Review of impoundment, location, and size of drainage ditches, and impacts to existing storm drainage system.
- 2) Review water and sewer construction plans
- 3) Roads would be NCDOT or Private, not COKM.

*Review would be for the relationship to City Utilities and/or impact of Road Design on Storm Drainage.

Inside City Limits

Acres	0-5	6-15	16-30	31-50	50+
Site Plan	\$100	\$150	\$300	\$500	\$500 + \$10/AC
Storm	\$250	\$400	\$600	\$800	\$800 + \$25/AC
Utilities	\$100	\$300	\$500	\$800	\$600 + \$15/AC
Streets	\$100	\$200	\$400	\$600	\$500 + \$10/AC
Total	\$550	\$1,050	\$1,800	\$2,700	Varies

- Fee shall include two reviews. The first review submittal will be used to provide comments through the TRC. The second review is to determine that all comments of the first review have been incorporated into the plans and the plans can be approved. All additional review fees shall be \$150/hr. as determined by the City.
- “Site Plan” will include site layout for all development components, i.e. buildings, drives, etc. and schematic layout of utilities.
- “Utilities” as defined for the purposes of “plan review fees” and “site observation fees” exclude electrical and gas infrastructure.

Site Observation Fees
Commercial, Institutional, Industrial

Outside City Limits

Acres	0-5	6-15	16-30	31-50	50+
Storm	\$150	\$250	\$450	\$800	\$800 + \$25/AC
Utilities	\$200	\$325	\$525	\$800	\$800 + \$25/AC
Streets	\$100	\$175	\$250	\$350	\$350 +\$25/AC
Total	\$450	\$750	\$1,225	\$1,950	Varies

Inside City Limits

Acres	0-5	6-15	16-30	31-50	50+
Storm	\$200	\$350	\$600	\$900	\$900 +\$25/AC
Utilities	\$200	\$350	\$550	\$800	\$800 + \$25/AC
Streets	\$200	\$300	\$500	\$750	\$750 + \$25/AC
Total	\$600	\$1,000	\$1,650	\$2,450	Varies

- Re-inspection for defective workmanship and material will be \$150/hr.
- “Utilities” as defined for the purposes of “plan review fees” and “site observation fees” exclude electrical and gas infrastructure.

Codes Department Fee Schedule

All fees are subject to change. Please contact the Inspections and Codes Department for the most up to date fees.

PERMIT	SCOPE OF WORK	PERMIT FEE (\$)
RESIDENTIAL		
Residential Dwelling/Additions	New construction or additions, including all trades	Project cost or ICC BVD (whichever is greater) x .004
Single Trades	Electrical, Plumbing, or Mechanical	\$60 + \$3 per \$1000 of project cost
HVAC Changeout	HVAC changeout when both the mechanical and electrical contractors are listed together on one permit	\$60 + \$3 per \$1000 of project cost
Remodel	Renovation, including all trades	Sq. ft. remodel area x .14 (minimum \$75) + (Homeowner's Recovery Fee)
Repairs	Single trade structural or non-structural repairs/replacement	\$60 + \$3 per \$1000 of project cost (minimum \$100)
Single-Wide Mobile Home	Single-Wide set up, including all trades	\$300 + Zoning Fee
Multi-Wide Mobile Home	Multi-Wide set up, including all trades	\$400 + Zoning Fee
Accessory Building	Storage Building, Detached Garages, Carports, etc.	\$30 up to 144 sq ft + Zoning Fee + (\$60 for each trade added) \$50 for 145-600 sq ft + Zoning Fee + (\$60 each trade added)

		Over 600 sq ft, use residential dwelling fee +(\$60 each trade added)
Accessory Structure	Decks, Docks, Gazebos, Ramps, Retaining Wall, Seawall, etc.	\$60 + \$3 per \$1000 project cost + Zoning Fee
Swimming Pool	Includes all trades	Above Ground: \$100 + Zoning Fee In Ground: \$250 + Zoning Fee
Demolition	Structural removal	\$50 per structure
Driveway Permit	Access to city-maintained streets	\$25
Homeowner Recovery	Required if a licensed general contractor is performing the work	\$10
Gas Pressure Test	Gas Piping Pressure Test only	\$25
COMMERCIAL		
Commercial Building	New construction or addition, including all trades	Project cost or ICC BVD (whichever is greater) x .004 + Zoning Fee + Plan Review Fee
Single Trade	Electrical, Plumbing, or Mechanical	\$75 + \$3 per \$1000 of project cost
HVAC Changeout	HVAC changeout when both the mechanical and electrical contractors are listed together on one permit	\$75 + \$3 per \$1000 of project cost

Remodel/Upfit	Interior or Exterior renovations/repairs, including all trades	Project cost x .002 + Plan Review Fee (Minimum \$120)
Swimming Pools	Including all trades	Project cost x .002 + Zoning Fee + Plan Review Fees
Retaining Walls		\$75 per \$3 per \$1000 of project cost
Construction Trailers	Temporary construction offices	\$60 per trailer
Demolition		\$100 per structure
Grading		\$200
Sign		\$60 + \$2 per \$1000 of project cost + Zoning Fee
Fences	6' or more in height	\$60 + \$2 per \$1000 of project cost + Zoning Fee
Driveway	Access to city-maintained streets	\$50
Encroachment	Conduct activities on city-maintained streets or rights-of-way	n/a
Gas Pressure Test	Gas piping pressure test only	\$25
Plan Review		15% of permit fee
New Business Verification		\$50 (collected by Zoning)
Commercial Plan Review		15% of Permit Fee
Fire Protection		\$60 + \$3 per \$1000 of project cost + Plan Review Fee
Sprinkler Review		\$100 per 100 heads, \$.25 per head over 100
Fire Alarm Plan Review		\$50 for project cost of \$100,000 or less

		\$100 for project cost of \$100,001 to \$500,000 \$250 for project cost of \$500,000+
GENERAL FEES		
Permit Fees Not Listed		\$60 + \$3 per \$1000 of project cost
Pre-Final Electrical	Energize electrical prior to Certificate of Occupancy	\$50
Zoning Fee	Zoning compliance verification	\$50
ABC Inspection		\$120
Change of Use	Change of use or occupancy/ Certificate of Occupancy	\$50
Utility Restoration		\$25
Electrical Restoration	Reinstall a meter or account inactive one year or longer	\$50
PENALTY FEES		
Work without Permit	Started work without a permit	Permit fees doubled
Reinspection (3 rd trip)	Repeated inspections	\$50
Not Ready Fee	Inspection not ready	\$100
Expired Permit Fee	Permit status has expired	50% of permit fee if expired within 6 months; 100% if after
Permit Fee Refunds	Permit fee refunds	Refunds may be requested within 60 days of permit issuance if no

		work has been performed
SPECIAL INSPECTIONS		
On Time- Normal Hours		\$120
On Time- Weekend		\$240
On Time- Holiday		\$480
Daycare/ Group Home		\$120
Temporary Tents		\$100
Notes:		
<ol style="list-style-type: none"> 1. All permit fees shall be rounded to the nearest dollar (\$) amount 2. Residential Dwelling and Commercial Building permit fees shall be calculated using the latest Building Valuation Data published by the International Code Council each year in February. 3. In cases where the project cost listed on the permit is greater than the cost calculated by the Building Valuation Data, the higher cost shall be used in calculating the permit fee. 		

Water Installation Fees

WATER SERVICE SIZE	LOCATION	FEE (\$)
¾"	IN	\$1,347
¾"	OUT	\$2,701
1"	IN	\$1,501
1"	OUT	\$3,000
2"	IN	\$3,000
2"	OUT	\$6,000
4"	IN	\$3,245
4"	OUT	\$6,488
6"	IN	\$3,733
6"	OUT	\$7,472
8"	IN	\$4,228
8"	OUT	\$8,462
10"	IN	\$5,400
10"	OUT	\$10,799
12"	IN	\$6,299
12"	OUT	\$12,599

Sewer Installation Fees

SEWER SERVICE SIZE	LOCATION	FEE (\$)
4"	IN	\$1,423
4"	OUT	\$2,854
6"	IN	\$1,536
6"	OUT	\$3,069
8"	IN	\$1,724
8"	OUT	\$3,454

Water/Sewer System Development Fees

DESCRIPTION	METER FACTOR ¹	CALCULATED FEES BY METER SIZE		
		Water	Wastewater	Total
Meter Size:				
5/8 x 3/4 Inch	1.00	\$1,320	\$2,370	\$3,690
1.0 Inch	2.50	\$3,300	\$5,925	\$9,225
1.5 Inch	5.00	\$6,600	\$11,850	\$18,450
2.0 Inch	8.00	\$10,560	\$18,960	\$29,520
3.0 Inch	16.00	\$21,120	\$37,920	\$59,040
4.0 Inch	25.00	\$33,000	\$59,250	\$92,250
6.0 Inch	50.00	\$66,000	\$118,500	\$184,500
8.0 Inch	80.00	\$105,600	\$189,600	\$295,200

1. Meter-size equivalency factors established by the AWWA and identified in AWWA Standards C700, M1 and M22. Such factors are commonly applied consistently for both water and wastewater fee calculations.

Gas Service Installation Fees

DESCRIPTION	FEE (\$)
Tap Application Fee	\$300
Meter Connect Fee	\$200
Excessive Service Line Fee (if applicable)	\$10 per foot over 100 feet

Electric Service Installation Fees

DESCRIPTION	FEE (\$)
Tap Application Fee	\$300
Meter Connect Fee	\$200
Cost of Materials (labor and materials)	0-100 feet is \$0 101-150 feet is \$2,619.75 151-200 feet is \$2,804.75 201-250 feet is \$2,989.75 251-300 feet is \$3,174.75



Development Process



MAJOR SUBDIVISIONS

Any project that divides a property into six or more lots, is a townhome project of any size, or is located on a property greater than ten acres and/or any project that creates a new public or private road is considered a Major Subdivision. For a checklist of required steps, please refer to the [“Major Subdivision Checklist”](#) below.

Step 1: Developer Meeting

- The first step in the Major Subdivision process is the Developer Meeting. This meeting is designed to foster clear communication between the developer and the city, ensuring both parties have a mutual understanding of the process and schedule. We ask that applicants come to this meeting with a rough sketch plan, the type of development, and an idea of the scale and size of the project in mind. Depending on how much information is provided by the applicant, the city may be able to answer questions on infrastructure extension capability at this point. The need for a developer agreement will also be determined. This meeting may include the Developer, Planning Director and/or City Engineer. This collaborative approach ensures that all relevant stakeholders are involved from the outset, paving the way for a smoother development experience.

Step 2: Annexation (if necessary)

- If a proposed major subdivision project is located outside of the current jurisdiction of Kings Mountain, the applicant will likely be required to petition for annexation into city limits. Depending on whether the project is contiguous or non-contiguous to existing city limits, the process of annexation may differ slightly. Regardless of location, the applicant will start by submitting an annexation petition available on the online permitting portal. From there, city staff will initiate an internal review and City Council will direct the City Clerk to start formal investigatory proceedings. The applicant may be asked to submit additional information to the City Clerk, including but not limited to, property records, a metes and bounds description, a recordable plat, and a statement of vested rights.

Step 3: Rezoning (if necessary)

If unnecessary, skip to Step 4.

- During the developer meeting, the Planning Director will indicate whether the development is zoned correctly for the proposed usage. Every parcel of land within the city's zoning jurisdiction has an assigned zoning district. Each zoning district has a specific set of zoning regulations (rules) that determine how parcels of land may be used. When a property owner is considering utilizing their property in ways that do not

conform to their current zoning district regulations, they must fill out an application on our online permitting portal to change their zoning classification. This application is heard by the Planning and Zoning Board, who will then make a recommendation to City Council. The City Council will make the final decision on the rezoning based on its overall reasonableness and adherence to the Future Land Use Map. The project cannot proceed unless the property is appropriately zoned for the proposed usage.

Step 4: Sketch Plan Submittal

For a checklist of requirements, please refer to the "[Sketch Plan Checklist](#)" below.

- A sketch plan is a required pre-development document for any project with the City of Kings Mountain. This document is not as technically detailed as a construction drawing but rather serves as a more conceptual outline for development and allows for initial feedback from various city departments, often through the Technical Review Committee structure. This saves the developer time and reduces the cost of the overall project as potential concerns are raised and can be addressed prior to extensive site planning and engineering work. The applicant must provide **4** copies of the sketch plan for city use. A comprehensive list of what is required in a sketch plan is attached below.

Step 5: Traffic Impact Analysis (if necessary)

If unnecessary, skip to Step 6.

For a checklist of requirements, please refer to the "[Traffic Impact Analysis Checklist](#)" below.

- When large-scale developments like major subdivisions are constructed, they often can have an impact on traffic flow, especially at key points of ingress and egress. The Traffic Transportation Impact Analysis (TIA) is a tool used to evaluate the incremental impacts on the surrounding transportation infrastructure and how to mitigate them to maintain safe traffic and transportation operations. A TIA is required when expected gross trip generation from a development is 1000 total trips or more, both entering and exiting the site, in a 24-hour period, and/or 100 total trips, both entering and exiting the site, during either the A.M. or P.M. peak. Because of the limited arterial roadway network, developments proposed in the corridors of US-74 Business, NC-161, NC-216, Kings Mountain Blvd., and Phifer Road (from Crocker Road to US-74 Business) are required to complete a TIA when expected gross trip generation is 500 total trips or more, both entering and exiting the site, in a 24-hour period, and/or 50 total trips, both entering and exiting the site, during either the AM or PM peak. If a TIA is required, the city will be responsible for hiring the professional engineering firm and will bill the developer for the cost.

Step 6: Sketch Plan Approval

- The applicant will be notified with comments on the sketch plan within 30 days of submittal. During this duration, the plan will be reviewed by all relevant city departments for potential developmental concerns, and comments from each will be left for the applicant in the online permitting portal. It will also be reviewed by the Planning Department to ensure required mapping standards (per the *checklist*) have been met. The Planning Director will then issue a comment letter, asking any additional questions or detailing changes needed to be made to the document before approval, which may address both mapping standards and general departmental concerns. If the sketch plan is denied, the applicant may appeal this decision to the Planning and Zoning Board within 30 days. If approved, the applicant has 18 months from the Notice of Approval to submit a preliminary plat and construction documents. This determination will be sent to the applicant via the online permitting portal.

Step 7: Development Agreement (if necessary)

If unnecessary, skip to Step 8.

- Although not required for every project, the need for a development agreement will be determined at the initial developer meeting. These agreements are typically used for large-scale and long-term projects to ensure that conditions remain favorable for development. In the agreement, certain alterations to city standards may be given in exchange for public improvements made by the developer to the property. If deemed necessary, the agreement will take shape in the form of a contract between the developer and the city and must be approved by City Council.

Note: Steps 8-13 can happen concurrently.

Step 8: Preliminary Plat Submittal

For a checklist of requirements, please refer to the [“Preliminary Plat Checklist”](#) below.

- A preliminary plat is a scaled drawing that shows the general layout of the entire project in detail. This document serves as an essential step in the land development and approval process, providing a clear visual representation of the project’s scope and design. These documents will be reviewed and approved at the Technical Review Committee. The applicant must provide 4 copies of the preliminary plat for city use. A comprehensive list of what is required in the preliminary plat is attached below.

Step 9: Engineered Construction Drawings Submittal

For a checklist of requirements, please refer to the [“Construction Drawings Checklist”](#) below.

- After the sketch plan phase, the next step in the development process is the submittal of construction drawings. The applicant shall have prepared, by a professional engineer registered in the State of North Carolina, construction plans consisting of complete construction drawings. Construction plans shall be submitted to the Planning Director or their designee for review and approval. The applicant must provide **4** sets of the construction drawings for city use. These documents will be reviewed and approved at the Technical Review Committee. A comprehensive list of what is required in the engineered construction drawings is attached below.

Step 10: Receiving Customer Choice Letter

- Under North Carolina General Statute (N.C.G.S. 160A-332(a)(6b)), municipality-owned utility suppliers are required to disclose the availability of another service provider to the developer. This will come in the form of a letter entitled “NOTICE TO UTILITY CUSTOMER” that must be signed by the applicant before further development can continue. All calculated fees are valid for a period of 90 days following the date of issuance of the letter.

Step 11: Stormwater Plan Submittal and Consultation

For a checklist of requirements, please refer to the [“Stormwater Plan Checklist”](#) below.

- A stormwater plan is required for projects within the City of Kings Mountain to maintain and enhance the public health, safety, environment, and general welfare by establishing requirements and procedures to control the adverse effects of increased post-development stormwater runoff and nonpoint and point source pollution associated with new development and redevelopment as well as illicit discharges into municipal stormwater systems. Proper management of construction-related and post-development stormwater runoff will minimize damage to public and private property and infrastructure, safeguard the public health, safety, and general welfare, and protect water and aquatic resources. Once plans have been submitted, a consultation will be held between city staff and the applicant. The purpose of this meeting is to discuss the post-construction stormwater management measures necessary for the proposed project, as well as to discuss and assess constraints, opportunities, and potential approaches to stormwater management designs before formal site design engineering is commenced. As part of this process, an outside stormwater consultant may be brought in to help review plans. These documents will first be reviewed by the Stormwater Department and approved by the Technical Review Committee.

Step 12: Stormwater General Permit

For a checklist of requirements, please refer to the "[General Stormwater Permit Checklist](#)" below.

- A general stormwater permit must be completed, submitted, and approved prior to any construction work being started. The permit governs the design, installation, and construction of stormwater management and control practices on the site, including Stormwater Control Measures (SCMs) and elements of site design for stormwater management other than structural SCMs. It is intended to provide a mechanism for the review, approval, and inspection of the approach to be used for management control of stormwater for the development or redevelopment site consistent with the requirements of this chapter, whether the approach consists of structural SCMs or other techniques such as low-impact or low-density design.

Step 13: Road Name Submittal (if necessary)

If unnecessary, skip to Step 14.

- When building a major subdivision, public or private roads are often created along with the development. If a new road is to be created, it has to be named and included in the preliminary plat according to City of Kings Mountain and Cleveland/Gaston County E911 standards (depending on which county the project is in). New street names cannot sound similar to existing streets. Any cul-de-sacs or terminating streets must be called "court" if they run east-to-west and "places" if they run north-to-south. These documents will be reviewed and approved at the Technical Review Committee.

Step 14: Technical Review Committee

- Once all the required documents (engineered construction drawings, preliminary plats, and stormwater plans) and any additional necessary documents (traffic impact analysis, road name submittals) have been submitted, all of them will be reviewed by the Technical Review Committee. This is a group of key department heads who meet weekly to evaluate prospective projects and review required documents, as well as give general advice on developmental best practices. After this initial review, a comment letter will be sent back to the applicant with any potential concerns that arise from this committee. If necessary, documents may need to be resubmitted based on comments from the committee before final approval. Once approved, the construction plans will be signed by relevant department heads and further development can continue.

Step 15: System Development Fees

- Once a project has been approved by the Technical Review Committee and infrastructure availability is known, the developer must pay for system development fees. These are one-time charges designed to cover the costs associated with expanding water and sewer infrastructure to service the new development. Essentially, these fees allow the developer to buy into the existing system. On top of new water and sewer lines, these fees are also used for the necessary expansion of water treatment plants, pump stations, etc., to support the development. The rate for this is set by City Council.

Step 16: Driveway Permit from City (if necessary)

If unnecessary, skip to Step 17.

- In order to remove, alter, or construct a driveway, curb, or gutter on a public street owned by the City of Kings Mountain, a driveway permit is required. The maintenance of driveways located in or on the right-of-way shall be the responsibility of the property owner. These applications are available through the online permitting portal.

Note: Steps 17-23 require permits from the State of North Carolina. While the City of Kings Mountain will work in partnership with the applicant on these permits, final approval rests with state agencies. They have been included in this guidebook as part of an exhaustive description of the full development process.

Step 17: Waterline Extension Permit

Note: Steps 17-23 can occur concurrently.

If unnecessary, skip to Step 18.

- **FROM NCDEQ:** No construction, alteration, expansion, or interconnection of a community or non-transient, non-community public water system shall be placed into final service or made available for human consumption until the applicant has submitted this certification and received final approval from the department.

Step 18: Public Water Supply Permit

If unnecessary, skip to Step 19.

- **FROM NCDEQ:** A permit is required to comply with engineering, planning, and review requirements before construction, alteration, or expansion of a community or non-transient non-community public water system.

Step 19: Sewer Extension Permit

If unnecessary, skip to Step 20.

- **FROM NCDEQ:** A permit is required for the construction and operation of new sewer systems by the designated owner. Sewer systems may consist of gravity mains, force mains, and pump stations used for the purpose of conveying wastewater to a designated wastewater treatment facility. These systems also include “alternative” sewers, such as pressure sewers, vacuum sewers, septic tank/effluent pump (STEP) systems, or other alternate sewer systems that discharge to another system. Sewer extensions that are not of “alternative” design and do not require a variance from the requirements of 15A NCAC 02T or the MDC may apply for permits through the fast-track permitting process. The permitting of sewer extensions allows for their use in a manner that is protective of health and the environment and supports the prohibition of sanitary sewer overflows.

Step 20: Erosion Control Permit (if necessary)

If unnecessary, skip to Step 21.

- **From NCDEQ:** Any land-disturbing activity covering one acre or more, except certain agricultural activities that include production of plants or animals for the benefit of mankind, mining, reclamation of converted wetlands back to wetlands from agricultural use, and forestry activities conducted in accordance with N.C. Forest Practice Guidelines related to water quality, requires an erosion control permit. This permit is required to provide protective measures to vulnerable areas in developments against accelerated (man-made) erosion and sedimentation that damages adjoining properties, streams, and other water resources of the state.

Step 21: Wetland Impact Permit Section 401 (if necessary)

If unnecessary, skip to Step 22.

- **From NCDEQ:** The North Carolina Division of Water Resources (DWR) is the state agency responsible for issuing 401 water quality certifications (WQC). When the state issues a 401 certification (which is required for any federally permitted or licensed activity that may result in a discharge to waters of the U.S.), this certifies that a given project will not degrade waters of the State or violate state water quality standards. A 401 WQC is required for any federally permitted or licensed activity that may result in a discharge to waters of the U.S. Typically, if the USACE determines that a 404 Permit or Section 10 Permit is required because your proposed project involves impacts to wetlands or waters, then a 401 WQC is also required. Examples of activities that may require permits include any disturbance to the bed (bottom) or banks (sides) of a stream, any

disturbance to a wetland, the damming of a stream channel to create a pond or lake, placement of any material within a stream, wetland, or open water, including material that is necessary for construction, culvert installation, causeways, road fills, dams, dikes, or artificial islands; property protection; reclamation devices; and fill for pipes or utility lines; and temporary impacts, including dewatering of dredged material prior to final disposal and temporary fill for access roads, cofferdams, and storage and work areas.

Step 22: Driveway Permit from NCDOT (if necessary)

If unnecessary, skip to Step 23.

- **From NCDOT:** The public roadway system of the State of North Carolina is a vital asset to the safe, efficient movement of goods and services that promote and maintain a high quality of life for the state. Driveway/street connections are the leading cause of vehicle crashes, traffic congestion, and impedance of traffic flow. Therefore, the traveling public has entrusted to the NCDOT the regulatory authority to assure that any driveway connection requested onto the public transportation system must be safe, efficient, and minimize impedance to traffic flow. Anyone that plans to develop property, redevelop property through expansion, change the use, or alter the existing access must obtain a driveway permit to obtain or modify access to the State Highway System. It is a document that is used by the North Carolina Department of Transportation (NCDOT) to document that any development submittal requesting access to the state’s public highway system is designated, located, and constructed to minimum state standards.

Step 23: Right-of-Way Encroachment Agreement

- **From NCDOT:** When construction or utility installation is proposed within the limits of NCDOT right-of-way, an encroachment agreement is required. Performance and indemnity bonds may be required from the applicant of an encroachment agreement for installations to be placed within the limits of highway rights-of-way. The purpose of such bonds is to indemnify NCDOT for any damages within the highway rights-of-way caused by the installation.

Step 24: Improvements Meeting

- Prior to the start of improvements, a meeting will be held between the applicant and city staff to coordinate construction activities. During this meeting, the city will determine the need for any public improvements on the development. These improvements (if any) may include alterations to plans that affect the public and neighboring properties as determined by the City Engineer and Public Infrastructure staff.

Step 25: Performance Guarantee (125%)

- A performance guarantee is a surety bond agreement insured by a licensed financial institution that is made between the developer and the city to ensure that public improvements are completed. The bond amount will be 125% of the estimated improvement costs, including the price of labor and materials, and will last for a duration of one year, unless an extension to complete improvements is needed. Extensions will be granted at the discretion of the Planning Director.

Step 26: Certificate of Coverage (NCG01)

- **FROM NCDEQ:** This permit applies to all owners or operators of stormwater discharges with construction activities such as clearing, grading, and excavation that result in the disturbance of a land area greater than or equal to one acre, or that are part of a common plan of development of that size or greater that are also subject to the North Carolina Sedimentation Pollution Control Act of 1973 (SPCA). This permit may also be issued to stormwater discharges from activities deemed by the Division on Energy, Mineral, and Land Resources (DEMLR) to be similar to these operations in process or stormwater charges. Those engaging in this type of development must develop and adhere to an Erosion and Sedimentation Control (E&SC) plan. This permit does not apply to land-disturbing activities covered under NCG020000 (Mining Activities) permit.

Step 27: Verification of Improvements

- During the preparation of land and the installation of general improvements, periodic inspections shall be made to ensure conformity with the approved plans, specifications, and standards. Appropriate agencies of the City and state may make inspections at any time during the progress of work. Once improvements resulting from the pre-construction meeting have been made, they will need to pass final verification in order to be accepted and release the applicant from the performance bond. This can only occur after as-built drawings have been submitted and 80% build-out has been achieved. Once verified, the applicant will be released from the performance bond.

Step 28: NCDEQ and NCDOT Permit Approval

- Once improvements have been made and prior to the start of construction, final permit approval for water, sewer, stormwater, and environmental systems must be given by the NCDEQ for all large-scale projects. This includes the waterline extension, public water supply, and sewer extension; wetland impact Section 401; and Certificate of Coverage (NCG01) permits. For more information on these permits, please refer to Steps 15-21 & 25 above or contact the North Carolina Department of Environmental Quality.

Step 29: Submittal of As-Built Drawings

For a checklist of requirements, please refer to the [“As-Built Drawings Checklist”](#) below.

- Prior to final inspection of the required improvements, the applicant shall submit to the Planning Director one electronic version (ESRI or CAD) and two prints of as-built engineering drawings for each of the required improvements that have been completed. Each set of drawings shall be re-certified by the applicant's engineer, indicating the date when the as-built survey was made.

Step 30: Maintenance Bond

- After the release of the performance bond, a maintenance guarantee shall be secured by a surety bond or cash escrow in an amount reflecting twenty-five (25) percent of the cost of the completed improvements. This is done to guarantee the improvements against defects in workmanship and materials that arise in a period of one year after the final lift of asphalt has been installed. In extreme circumstances, the duration of this guarantee can be modified by the Planning Director.

Step 31: Final Plat Submittal

For a checklist of requirements, please refer to the [“Final Plat Checklist”](#) below.

- A final plat is a survey of the entire project in detail. All rights-of-way that will be dedicated to the public will be listed in this document. This document serves as the final drawing required in the land development and approval process. The applicant must provide 3 copies of the preliminary plat for city use. A comprehensive list of what is required in the final plat is attached below.

Step 32: Final Plat Approval

- The final plat will be reviewed by the Planning Director for potential developmental concerns, and comments from each will be left for the applicant in the online permitting portal. It will also be reviewed by the Planning Department to ensure required mapping standards (per the *checklist*) have been met. The Planning Director will then issue a comment letter, asking any additional questions or detailing changes needed to be made to the document before approval, which may address both mapping standards and general departmental concerns. If the final plat is denied, the applicant may appeal this decision to the Planning and Zoning Board within 30 days. If approved, the plat will be signed, and the applicant will receive notice through the online permitting portal. Within 30 days of approval, the final plat will be filed with the Register of Deeds, and addresses will be created for new residences.

Step 33: Building Permits

- After all necessary pre-construction work is done, building permits will be required in order to complete the project. For major subdivisions, the residential building permit will be required. This is available and required to be completed on the online permitting portal. Once approved, the developer can start construction on the project. For more information on building permits, please refer to the “**PERMITS**” section below.

Step 34: Utility Tap Applications

- After building permits have been issued, the applicant must also apply for any necessary utility taps (electric, gas, water, and/or sewer). This is the formal process for entering into our utility system and the approval will allow for physical connection to existing lines. In order to start the process for connecting to city electric and gas infrastructure, applicants are required to submit a Line Extension Application. A Line Extension application shall be submitted on the required form and include the site development plan, construction plan, and additional detailed electric load data (if required). It is the applicant's responsibility to make sure that the site development plan, construction plan and electric load data submitted are accurate and up to date as any subsequent changes will result in additional engineering costs and line extension fees to the applicant. Line Extension fees for all other requests shall be calculated based upon the detailed engineering analysis and design of electric distribution infrastructure and will include the applicable labor, material and engineering costs required to provide standard electric distribution infrastructure at the service location. These applications are available through the online permitting portal.

Step 35: Building Inspections

- During construction, inspections will need to be made at various steps in the construction process. After construction has been completed, all new builds are required to pass a final inspection completed by the Inspections and Codes Department. This new construction will be evaluated in compliance with State of North Carolina Building Code and the City of Kings Mountain Unified Development Ordinance. Inspections are graded pass/fail, so if part or all of the construction is not up to code and needs to be modified, the applicant will receive notice in the comment section of the online permitting portal and will need to make the necessary improvements before the process can move forward. Once improvements have been made, the applicant will need to schedule an additional appointment for re-inspection. This review process may take multiple inspections. To schedule an appointment with Inspections and Codes staff, please refer to the online permitting portal.

Step 36: Certificate of Occupancy

- The final step in the major subdivision process is the issuance of a Certificate of Occupancy. Approval of a Certificate of Occupancy and Compliance shall authorize the applicant to occupy the structure or land and will be issued only after all required inspections have been completed. It is unlawful to use, occupy, connect, or provide utilities to or permit the use or occupancy of any building or land created, erected, changed, converted, altered, or enlarged in its use or structure without a Certificate of Occupancy.

Step 37: Development Services Survey

- Thank you for completing your project with the City of Kings Mountain! Please take a few minutes to take a short survey about your experiences to help facilitate future development. This survey will be automatically sent to you after the issuance of the Certificate of Occupancy.

MINOR SUBDIVISIONS

Any project that divides a property into five or less lots and is served by frontage on an existing public or private road is considered a Minor Subdivision. For a checklist of required steps, please refer to the "[Minor Subdivision Checklist](#)" below.

Step 1: Pre-Application Conference

- Prior to embarking on the minor subdivision process, a pre-application conference is recommended. This conference is designed to foster clear communication between the developer and the city, ensuring both parties have a mutual understanding of the process and schedule. We ask that applicants come to this meeting with a rough sketch plan, the type of development, and an idea of the scale and size of the project in mind. Depending on how much information is provided by the applicant, the city may be able to answer questions on infrastructure extension capability at this point. This conference may include the Developer, Planning Director and/or City Engineer. This collaborative approach ensures that all relevant stakeholders are involved from the outset, paving the way for a smoother development experience.

Step 2: Rezoning (if necessary)

If unnecessary, skip to Step 3.

- During the pre-application conference, the Planning Director will indicate whether the development is zoned correctly for the proposed usage. Every parcel of land within the city's zoning jurisdiction has an assigned zoning district. Each zoning district has a specific set of zoning regulations (rules) that determine how parcels of land may be used. When a property owner is considering utilizing their property in ways that do not conform to their current zoning district regulations, they must fill out an application on our online permitting portal to change to their zoning classification. This application is heard by the Planning and Zoning Board, who will then make a recommendation to City Council. The City Council will make the final decision on the rezoning based on its overall reasonableness and adherence to the Future Land Use Map. The project cannot proceed unless the property is appropriately zoned for the proposed usage.

Step 3: Sketch Plan Submittal

For a checklist of requirements, please refer to the "[Sketch Plan Checklist](#)" below.

- A sketch plan is a required pre-development document for any project with the City of Kings Mountain. This document is not as technically detailed as a construction drawing but rather serves as a more conceptual outline for development and allows for initial feedback from various city departments, often through the Technical Review Committee

structure. This saves the developer time and reduces the cost of the overall project as potential concerns are raised and can be addressed prior to extensive site planning and engineering work. The applicant shall have 18 months from the date that the sketch plan is approved to submit a final plat, after which time a new sketch plan must be submitted for approval. The applicant must provide **4** copies of the sketch plan for city use. A comprehensive list of what is required in a sketch plan is attached below.

Step 4: Preliminary Plat Submittal

For a checklist of requirements, please refer to the "[Preliminary Plat Checklist](#)" below.

- A preliminary plat is a scaled drawing that shows the general layout of the entire project in detail. This document serves as an essential step in the land development and approval process, providing a clear visual representation of the project's scope and design. The applicant must provide **4** copies of the preliminary plat for city use. A comprehensive list of what is required in the preliminary plat is attached below. After a preliminary plat is approved, the applicant shall have 18 months to submit a final plat.

Step 5: Receiving Customer Choice Letter

- Under North Carolina General Statute (N.C.G.S. 160A-332(a)(6b)), municipality-owned utility suppliers are required to disclose the availability of another service provider to the developer. This will come in the form of a letter entitled "**NOTICE TO UTILITY CUSTOMER**" that must be signed by the applicant before further development can continue. All calculated fees are valid for a period of 90 days following the date of issuance of the letter.

Step 6: Minor Subdivision Fee Payment

- After initial drawings are submitted, the applicant is required to pay the minor subdivision fee to cover the cost of administration. This fee is calculated based on utility capacity and can be paid on the online permitting portal or in person at the Planning Department window in City Hall (*101 W Gold Street*).

Step 7: Internal Review

For a checklist of requirements, please refer to the "[Sketch Plan Checklist](#)" below.

- Once the initial drawings have been submitted and the administrative fee has been paid, the internal review process can proceed. All city departments will eventually get a chance to comment on minor subdivision projects in the Technical Review Committee phase, but this review is meant for closer scrutiny from the departments that are most

involved in the development. These departments include Planning and Zoning, Energy Services, Water Resources, Public Works, and Engineering.

Step 8: Technical Review Committee

- Once all the required documents (sketch plan and preliminary plat) have been submitted, they will be reviewed by the Technical Review Committee (TRC). This is a group of key department heads who meet weekly to evaluate prospective projects and review required documents, as well as give general advice on developmental best practices. After this initial review, a comment letter will be sent back to the applicant with any potential concerns that arise from this committee. If necessary, documents may need to be resubmitted based on comments from the committee before final approval. Once approved, the construction plans will be signed by relevant department heads.

Step 9: Subdivision Administrator Review

- After the Technical Review Committee has reviewed and approved the preliminary plat, the Planning Director will give final approval with his signature.

Step 10: Final Plat Submittal

For a checklist of requirements, please refer to the [“Final Plat Checklist”](#) below.

- A final plat is a survey of the entire project in detail. All rights-of-way that will be dedicated to the public will be listed in this document. This document serves as the final drawing required in the land development and approval process. The applicant must provide 3 copies of the preliminary plat for city use. A comprehensive list of what is required in the final plat is attached below.

Step 11: Final Plat Approval

- The final plat will be reviewed by the Planning Director for potential developmental concerns, and comments from each will be left for the applicant in the online permitting portal. It will also be reviewed by the Planning Department to ensure required mapping standards (per the *checklist*) have been met. The Planning Director will then issue a comment letter, asking any additional questions or detailing changes needed to be made to the document before approval, which may address both mapping standards and general departmental concerns. If the final plat is denied, the applicant may appeal this decision to the Planning and Zoning Board within 30 days. If approved, the plat will be signed, and the applicant will receive notice through the online permitting portal. Within 30 days of approval, the final plat will be filed with the Register of Deeds, and addresses will be created for new residences.

Step 12: Building Permits

- After all necessary pre-construction work is done, building permits will be required in order to complete the project. For minor subdivisions, the **residential building permit** will be required. This is available and required to be completed on the online permitting portal. Once approved, the developer can start construction on the project. For more information on building permits, please refer to the “**PERMITS**” section below.

Step 13: Utility Tap Applications

- After building permits have been issued, the applicant must also apply for any necessary utility taps (electric, gas, water, and/or sewer). This is the formal process for entering into our utility system and the approval will allow for physical connection to existing lines. In order to start the process for connecting to city electric and gas infrastructure, applicants are required to submit a Line Extension Application. A Line Extension application shall be submitted on the required form and include the site development plan, construction plan, and additional detailed electric load data (if required). It is the applicant's responsibility to make sure that the site development plan, construction plan and electric load data submitted are accurate and up to date as any subsequent changes will result in additional engineering costs and line extension fees to the applicant. Line Extension fees for all other requests shall be calculated based upon the detailed engineering analysis and design of electric distribution infrastructure and will include the applicable labor, material and engineering costs required to provide standard electric distribution infrastructure at the service location. These applications are available through the online permitting portal.

Step 14: Inspections

- After construction has been completed, all new builds are required to pass inspections completed by the Inspections and Codes Department. This new construction will be evaluated in compliance with State of North Carolina Building Code and the City of Kings Mountain Unified Development Ordinance. Inspections are graded pass/fail, so if part or all of the construction is not up to code and needs to be modified, the applicant will receive notice in the comment section of the online permitting portal and will need to make the necessary improvements before the process can move forward. Once improvements have been made, the applicant will need to schedule an additional appointment for re-inspection. This review process may take multiple inspections. To schedule an appointment with Inspections and Codes staff, please refer to the online permitting portal.

Step 15: Certificate of Occupancy

- The final step in the minor subdivision process is the issuance of a Certificate of Occupancy. Approval of a Certificate of Occupancy and Compliance shall authorize the applicant to occupy the structure or land and will be issued only after all required inspections have been completed. It is unlawful to use, occupy, connect, or provide utilities to or permit the use or occupancy of any building or land created, erected, changed, converted, altered, or enlarged in its use or structure without a Certificate of Occupancy.

Step 16: Development Services Survey

- Thank you for completing your project with the City of Kings Mountain! Please take a few minutes to take a short survey about your experiences to help facilitate future development. This survey will be automatically sent to you after the issuance of the Certificate of Occupancy.

COMMERCIAL & INDUSTRIAL DEVELOPMENT

Any other development that is not a residential project is considered a commercial or industrial development and must go through the following process. For a checklist of required steps, please refer to the "[Commercial & Industrial Development Checklist](#)" below.

Step 1: Pre-Application Conference

- Prior to embarking on the commercial and industrial development process, a pre-application conference is recommended. This conference is designed to foster clear communication between the developer and the city, ensuring both parties have a mutual understanding of the process and schedule. We ask that applicants come to this meeting with a rough sketch plan, the type of development, and an idea of the scale and size of the project in mind. Depending on how much information is provided by the applicant, the city may be able to answer questions on infrastructure extension capability at this point. This conference may include the Developer, Planning Director and/or City Engineer. This collaborative approach ensures that all relevant stakeholders are involved from the outset, paving the way for a smoother development experience.

Step 2: Rezoning (if necessary)

If unnecessary, skip to Step 3.

- During the pre-application conference, the Planning Director will indicate whether the development is zoned correctly for the proposed usage. Every parcel of land within the City's zoning jurisdiction has an assigned zoning district. Each zoning district has a specific set of zoning regulations (rules) that determine how parcels of land may be used. When a property owner is considering utilizing their property in ways that do not conform to their current zoning district regulations, they must fill out an application on our online permitting portal to change to their zoning classification. This application is heard by the Planning and Zoning Board, who will then make a recommendation to City Council. The City Council will make the final decision on the rezoning based on its overall reasonableness and adherence to the Future Land Use Map. The project cannot proceed unless the property is appropriately zoned for the proposed usage.

Step 3: Commercial Site Plan Review

For a checklist of requirements, please refer to the "[Commercial Site Plan Checklist](#)" below.

- The commercial site plan is a scaled construction drawing of a property that shows what your project will look like in detail. These will be used in the review stage. A comprehensive list of what is required in a commercial site plan is attached below.

Step 4: Commercial Site Plan Review Fee Payment

- After drawings are submitted, the applicant is required to pay the commercial site plan review fee to cover the cost of administration. This fee is calculated based on utility capacity and can be paid on the online permitting portal or in person at the Planning Department window in City Hall (101 W Gold Street, Kings Mountain, North Carolina 28086).

Step 5: Internal Review

For a checklist of requirements, please refer to the "[Sketch Plan Checklist](#)" below.

- Once the commercial site plans have been submitted and the administrative fee has been paid, the internal review process can proceed. All city departments will eventually get a chance to comment on minor subdivision projects in the Technical Review Committee phase, but this review is meant for closer scrutiny from the departments that are most involved in the development. These departments include Planning and Zoning, Energy Services, Water Resources, Public Works, and Engineering.

Step 6: Technical Review Committee

- Once all the required documents have been submitted, they will be reviewed by the Technical Review Committee (TRC). This is a group of key department heads who meet weekly to evaluate prospective projects and review required documents, as well as give general advice on developmental best practices. After this initial review, a comment letter will be sent back to the applicant with any potential concerns that arise from this committee. If necessary, documents may need to be resubmitted based on comments from the committee before final approval. Once approved, the construction plans will be signed by relevant department heads.

Step 7: Final Commercial Site Plan Approval

- The final site plan will be reviewed by the Planning Director for potential developmental concerns, and comments from each will be left for the applicant in the online permitting portal. It will also be reviewed by the Planning Department to ensure required mapping standards (per the *checklist*) have been met. The Planning Director will then issue a comment letter, asking any additional questions or detailing changes needed to be made to the document before approval, which may address both mapping standards and general departmental concerns. If the final commercial site plan is denied, the applicant may appeal this decision to the Planning and Zoning Board within 30 days. If approved, the plan will be signed, and the applicant will receive notice through the online permitting portal.

Step 8: Building Permits

- After all necessary pre-construction work is done, building permits will be required in order to complete the project. For commercial and industrial projects, the commercial building permit will be required. This is available and required to be completed on the online permitting portal. Once approved, the developer can start construction on the project. For more information on building permits, please refer to the “**PERMITS**” section below.

Step 9: Utility Tap Applications

- After building permits have been issued, the applicant must also apply for any necessary utility taps (electric, gas, water, and/or sewer). This is the formal process for entering into our utility system and the approval will allow for physical connection to existing lines. In order to start the process for connecting to city electric and gas infrastructure, applicants are required to submit a Line Extension Application. A Line Extension application shall be submitted on the required form and include the site development plan, construction plan, and additional detailed electric load data (if required). It is the applicant's responsibility to make sure that the site development plan, construction plan and electric load data submitted are accurate and up to date as any subsequent changes will result in additional engineering costs and line extension fees to the applicant. Line Extension fees for all other requests shall be calculated based upon the detailed engineering analysis and design of electric distribution infrastructure and will include the applicable labor, material and engineering costs required to provide standard electric distribution infrastructure at the service location. These applications are available through the online permitting portal.

Step 10: Inspections

- After construction has been completed, all new builds are required to pass inspections completed by the Inspections and Codes Department. This new construction will be evaluated in compliance with State of North Carolina Building Code and the City of Kings Mountain Unified Development Ordinance. Inspections are graded pass/fail, so if part or all of the construction is not up to code and needs to be modified, the applicant will receive notice in the comment section of the online permitting portal and will need to make the necessary improvements before the process can move forward. Once improvements have been made, the applicant will need to schedule an additional appointment for re-inspection. This review process may take multiple inspections. To schedule an appointment with Inspections and Codes staff, please refer to the online permitting portal.

Step 11: Certificate of Occupancy

- The final step in the commercial and industrial development process is the issuance of a Certificate of Occupancy. Approval of a Certificate of Occupancy and Compliance shall authorize the applicant to occupy the structure or land and will be issued only after an inspection has been completed. It is unlawful to use, occupy, connect, or provide utilities to or permit the use or occupancy of any building or land created, erected, changed, converted, altered, or enlarged in its use or structure without a Certificate of Occupancy.

Step 12: Development Services Survey

- Thank you for completing your project with the City of Kings Mountain! Please take a few minutes to take a short survey about your experiences to help facilitate future development. This survey will be automatically sent to you after the issuance of the Certificate of Occupancy.



Permits



RESIDENTIAL BUILDING & ZONING PERMIT

MANUFACTURED HOME PERMIT

ACCESSORY BUILDINGS & ACCESSORY STRUCTURES PERMIT

Prior to a building or other structure being erected, moved, added to, or repaired, including additions, for the purpose of creating a residential development, applicants are required to apply for and be approved for a residential building and zoning permit. For a checklist of required steps, please refer to the [“Residential Building & Zoning Permit Checklist”](#) below.

Please also refer to this workflow for the MANUFACTURED HOME PERMIT and ACCESSORY BUILDINGS/ACCESSORY STRUCTURES PERMIT, as they are identical.

Prior to Application

- Prior to starting the process to receive a building and zoning permit, the applicant should consider applying for any other necessary permits, such as utility tap applications (electric, gas, water, and/or sewer) and driveway permits, that may be needed to complete their project. A utility tap application is the formal process for entering into our utility system, and the approval will allow for physical connection to existing services. A driveway permit is required for any curb, driveway approach, gutter, pavement, or any other improvement in any public street or other property owned by or dedicated to the city. Due to infrastructure expansion capabilities, gaining proper utility or road access may take longer than other steps in the development process, so it's a good idea to get started on these application(s) early. These applications are available through the online permitting portal.

Step 1: Online Application

- The first step in the permitting process for a building and zoning permit is filling out the application on the online permitting portal. On this permit application form, the applicant will be asked for details about the project, such as scope of work, contracting information, cost estimations, utility needs, and other required details. For more information on our current online permitting portal, OpenGov, please refer to the section above entitled **“OpenGov Guidance Information.”** All permits within the City of Kings Mountain will start by applying through OpenGov, where they are then reviewed by the relevant department(s).

Step 3: Codes Review

- The next step for a residential building and zoning permit is an application review by the Inspections and Codes Department. This initial review is meant to ensure all relevant project details have been listed so that further review by city departments can take place. If there is missing information on the application, the applicant will receive notice in the comment section of the online permitting portal and will need to make the corrections before the process can move forward.

Step 4: Flood Review (if necessary)

If unnecessary, skip to Step 6.

- A flood review is required if a proposed project is located in a floodplain as designated by the United States Federal Emergency Management Agency (FEMA). As Kings Mountain has few flood risk areas, a flood review is only required for select projects. The determination of the need for a flood review is made by the Inspections and Codes Department. Applicants can use the [FEMA Flood Risk Information System](#) tool to identify potential flooding concerns.

Step 5: Flood Elevation Certificate (if necessary)

If unnecessary, skip to Step 6.

- A flood review is an essential process to ensure that development in high-risk areas is built safely and protected from potential hazards. Once a flood review has been conducted by a surveyor, an elevation certificate must be uploaded into the online permitting portal. This will only be required for properties in a FEMA-designated flood zone.

Step 6: Planning/Zoning Review (if necessary)

If unnecessary, skip to Step 7.

- In order to ensure that new buildings comply with planning and zoning standards as set by our unified development ordinance, the Planning Department is responsible for reviewing plans for residential building permits. This step will be necessary for projects other than a remodel that does not expand the existing footprint of the structure. If modifications must be made to the project or additional information is needed before this review is approved, the applicant will receive notice in the comment section of the online permitting portal and will need to make the corrections before the process can move forward.

Step 7: Health Department Notification (if necessary)

If unnecessary, skip to Step 8.

- If a project will require a new septic system, the City of Kings Mountain will notify either the Cleveland or Gaston County Health Departments that it is allowable on the property. The purpose of this step is for the county to verify that the septic tank is allowed under city ordinances prior to administrative review taking place. Septic tanks are not allowed on properties that have public sewer capability. This notification is a required step before a county will entertain the application for a septic tank.

Step 8: Plan Review Approval

For a table of required drawings for plan review, please refer to "[Required Plan Review Drawings](#)" below.

- Following approval from the Planning Department, the building plans will be reviewed by the Inspections and Codes Department for their adherence to North Carolina State Building Code and City of Kings Mountain development ordinances, as well as general best practices for construction. If there is missing information on the plans, the applicant will receive notice in the comment section of the online permitting portal and will need to make the corrections before the process can move forward.

Step 9: Improvement Permit/Appendix Upload (if necessary)

If unnecessary, skip to Step 10.

- The applicant will be responsible for contacting the Health Department themselves to obtain the relevant improvement/septic permit and schedule a required site evaluation test before the septic tank is installed. If a septic tank already exists on site and your project design will not increase the daily flow or wastewater strength of the existing system, the applicant may fill out an [Appendix H form](#). Either an improvement permit or an Appendix H form must be uploaded into the online permitting portal.

Step 10: Permit Fee

- Once all plans have been approved, the applicant is required to pay the fee to cover the cost of administration. Fees will be calculated according to the fee schedule. On top of the standard fee for the construction permit, the applicant may also be asked to pay additional fees related to zoning, driveways, or other applicable fees. The itemized fee total will be available on the online permitting portal and can be paid for online or in person at the Inspections and Codes Department window at the Citizens Service Center (1013 N. Piedmont Avenue, Kings Mountain, North Carolina 28086).

Step 11: Residential Zoning Permit Issuance (if necessary)

If unnecessary, skip to Step 12.

- A zoning permit will be issued after the fee is paid and will be valid for a period of 12 months. This document serves as an official recognition from the City of Kings Mountain that the project proposal meets city planning and zoning standards. Along with the approved scope of work, the permit will also list the setback standards that the applicant will have to abide by during construction in order to remain compliant. These setbacks will be verified after construction is completed.

Step 12: Residential Building Permit Issuance

- A building permit will be issued after the fee is paid and will be valid for a period of 6 months. This document serves as an official recognition from the City of Kings Mountain that the project proposal meets the North Carolina State Building Code and city development ordinances. If construction does not begin during the initial 6-month period, the permit will expire. Once work has begun, if work is discontinued for a period of 12 months, the permit will expire. All work authorized by this permit shall comply with the State Building Codes and all other applicable state and local laws.

Step 13: NCDEQ Erosion Control Permit (if necessary)

If unnecessary, skip to Step 14.

- **From NCDEQ:** Any land-disturbing activity covering one acre or more, except certain agricultural activities that include production of plants or animals for the benefit of mankind, mining, reclamation of converted wetlands back to wetlands from agricultural use, and forestry activities conducted in accordance with N.C. Forest Practice Guidelines related to water quality, requires an erosion control permit. This permit is required to provide protective measures to vulnerable areas in developments against accelerated (man-made) erosion and sedimentation that damages adjoining properties, streams, and other water resources of the state.

Step 14: Building Inspection

- During construction, inspections will need to be made at various steps in the construction process. After construction has been completed, all new builds are required to pass a final inspection completed by the Inspections and Codes Department. This new construction will be evaluated in compliance with State of North Carolina Building Code and the City of Kings Mountain Unified Development Ordinance. Inspections are graded pass/fail, so if part or all of the construction is not up to code and needs to be modified, the applicant will receive notice in the comment section of the

online permitting portal and will need to make the necessary improvements before the process can move forward. Once improvements have been made, the applicant will need to schedule an additional appointment for re-inspection. To schedule an appointment with Inspections and Codes staff, please refer to the online permitting portal.

Step 15: Zoning Setback Inspection (if necessary)

If unnecessary, skip to Step 16.

- Once the foundation building code inspection has been completed, a verification of building setbacks must be conducted in order to pass inspection and fully comply with city ordinances. A zoning inspector will make a site visit to conduct this inspection.

Step 16: Inspection Completeness Review

- Following the completion of building and zoning inspections, a final internal review of the building inspection and required submittals will be conducted by the Inspections and Codes Department to ensure compliance with applicable North Carolina State Building Code and city development ordinances.

Step 17: Zoning Final Approval (if necessary)

- Similarly, an internal review of the zoning inspection and required submittals will be conducted by the Planning Department to ensure compliance with applicable city development ordinances.

Step 18: Certificate of Occupancy

- The final step in the residential building and zoning process is the issuance of a Certificate of Occupancy. Approval of a Certificate of Occupancy and Compliance shall authorize the applicant to occupy the structure or land and will be issued only after all required inspections have been completed. It is unlawful to use, occupy, connect, or provide utilities to or permit the use or occupancy of any building or land created, erected, changed, converted, altered, or enlarged in its use or structure without a Certificate of Occupancy.

Step 19: Development Services Survey

- Thank you for completing your project with the City of Kings Mountain! Please take a few minutes to take a short survey about your experiences to help facilitate future development. This survey will be automatically sent to you after the issuance of the Certificate of Occupancy.

COMMERCIAL BUILDING & ZONING PERMIT

SIGNS PERMIT

Prior to a building or other structure being erected, moved, added to, or repaired, including additions, for the purpose of creating a commercial development, applicants are required to apply for and be approved for a commercial building and zoning permit. For a checklist of required steps, please refer to the "[Commercial Building & Zoning Permit Checklist](#)" below.

Please also refer to this workflow for the SIGNS PERMIT, as they are identical.

Prior to Application

- Prior to starting the process to receive a building and zoning permit, the applicant should consider applying for any other necessary permits, such as utility tap applications (electric, gas, water, and/or sewer) and driveway permits, that may be needed to complete their project. A utility tap application is the formal process for entering into our utility system, and the approval will allow for physical connection to existing services. A driveway permit is required for any curb, driveway approach, gutter, pavement, or any other improvement in any public street or other property owned by or dedicated to the city. Due to infrastructure expansion capabilities, gaining proper utility or road access may take longer than other steps in the development process, so it's a good idea to get started on these application(s) early. These applications are available through the online permitting portal.

Step 1: Online Application

- The first step in the permitting process for a commercial building and zoning permit is filling out the application on the online permitting portal. On this permit application form, the applicant will be asked for details about the project, such as scope of work, contracting information, cost estimations, utility needs, and other required details. For more information on our current online permitting portal, OpenGov, please refer to the section above entitled "**OpenGov Guidance Information.**" All permitting processes within the City of Kings Mountain will begin through an application in OpenGov, where they are then reviewed by the relevant department(s).

Step 2: Plot Plan (if necessary)

If unnecessary, skip to Step 3.

For a checklist of requirements, please refer to the "[Plot Plan Checklist](#)" below.

- As part of the online application, the applicant will be asked to upload a plot plan into the online permitting portal that shows new or existing structures, proposed changes,

and all relevant dimensions. This step will be necessary for projects other than a remodel that does not expand the existing footprint of the structure. A comprehensive list of what is required in a plot plan is attached below.

Step 3: Codes Review

- The next step for a commercial building and zoning permit is an application review by the Inspections and Codes Department. This initial review is meant to ensure all relevant project details have been listed so that further review by city departments can take place. If there is missing information on the application, the applicant will receive notice in the comment section of the online permitting portal and will need to make the corrections before the process can move forward.

Step 4: Flood Review (if necessary)

If unnecessary, skip to Step 6.

- A flood review is required if a proposed project is located in a floodplain as designated by the United States Federal Emergency Management Agency (FEMA). Because of this, a flood review is only required for a select few projects. The determination of the need for a flood review is made by the Inspections and Codes Department. Applicants can use the [FEMA National Flood Hazard](#) tool to identify potential flooding concerns.

Step 5: Flood Elevation Certificate (if necessary)

If unnecessary, skip to Step 6.

- A flood review is an essential process to ensure that development in high-risk areas is built safely and protected from potential hazards. Once a flood review has been conducted by a surveyor, an elevation certificate must be uploaded into the online permitting portal. This will only be required for properties in a FEMA-designated flood zone.

Step 6: Planning/Zoning Review (if necessary)

If unnecessary, skip to Step 7.

- In order to ensure that new buildings comply with planning and zoning standards as set by our unified development ordinance, the Planning Department is responsible for reviewing plans for commercial building permits. This step will be necessary for projects other than a remodel that does not expand the existing footprint of the structure. If modifications must be made to the project or additional information is needed before this review is approved, the applicant will receive notice in the comment section of the

online permitting portal and will need to make the corrections before the process can move forward.

Step 7: Health Department Notification (if necessary)

If unnecessary, skip to Step 8.

Cleveland County Health Department: (980) 484-4997

Gaston County Health Department: (704) 853-5200

- If a project will require a new septic system, the City of Kings Mountain will notify either the Cleveland or Gaston County Health Departments that it is allowable on the property. The purpose of this step is for the county to verify that the septic tank is allowed under city ordinances prior to administrative review taking place. Septic tanks are not allowed on properties that have public sewer capability. This notification is a required step before a county will entertain the application for a septic tank.

Step 8: Plan Review Approval

For a table of required drawings for plan review, please refer to “[Required Plan Review Drawings](#)” below.

- Following approval from the Planning Department, the building plans will be reviewed by the Inspections and Codes Department for their adherence to North Carolina State Building Code and City of Kings Mountain development ordinances, as well as general best practices for construction. If there is missing information on the plans, the applicant will receive notice in the comment section of the online permitting portal and will need to make the corrections before the process can move forward.

Step 9: Backflow Preventer Review (if necessary)

If unnecessary, skip to Step 10.

- Following approval from the Planning Department, the application will be reviewed by the Water Resources Department to determine if the proposed change of use or occupancy classification will necessitate the need for a backflow prevention device to be installed on the water service line. If a backflow prevention device is required, the applicant will be notified in the comment section of the online permitting portal and will need to apply for an additional trades permit for the installation of the backflow prevention device.

Step 10: Kings Mountain Forward Approval (if necessary)

- If a commercial project is proposed in the Municipal Services District (MSD), which closely aligns with our Central Business (CB) zoning district, additional plan approval must be given by Kings Mountain Forward, a 501(c)(3) group that is tasked with downtown revitalization efforts. Projects in this district must meet additional lighting, landscaping, and other design standards that are detailed in the unified development ordinance. These standards have been enacted to protect and enhance the economic and aesthetic appeal of properties in the downtown area that have an impact on the quality of life experienced by visitors to and residents of the City of Kings Mountain.

Step 11: Improvement Permit/Appendix H Upload (if necessary)

If unnecessary, skip to Step 12.

- The applicant will be responsible for contacting the Health Department themselves to obtain the relevant improvement/septic permit and schedule a required site evaluation test before the septic tank is installed. If a septic tank already exists on site and your project design will not increase the daily flow or wastewater strength of the existing system, the applicant may fill out an [Appendix H form](#). Either an improvement permit or an Appendix H form must be uploaded into the online permitting portal.

Step 12: Permit Fee

- Once all plans have been approved, the applicant is required to pay the fee to cover the cost of administration. Fees will be calculated according to the fee schedule. On top of the standard fee for the construction permit, the applicant may also be asked to pay additional fees related to zoning, driveways, or other applicable fees. The itemized fee total will be available on the online permitting portal and can be paid for online or in person at the Inspections and Codes Department window in Citizens Service Center (1013 N. Piedmont Avenue, Kings Mountain, North Carolina 28086).

Step 13: Commercial Zoning Permit Issuance (if necessary)

If unnecessary, skip to Step 14.

- A zoning permit will be issued after the fee is paid and will be valid for a period of 12 months. This document serves as an official recognition from the City of Kings Mountain that the project proposal meets city planning and zoning standards. Along with the approved scope of work, the permit will also list the setback standards that the applicant will have to abide by during construction in order to remain compliant. These setbacks will be verified after construction is completed.

Step 14: Commercial Building Permit Issuance

- A building permit will be issued after the fee is paid and will be valid for a period of 6 months. This document serves as an official recognition from the City of Kings Mountain that the project proposal meets the North Carolina State Building Code and city development ordinances. If construction does not begin during the initial 6-month period, the permit will expire. Once work has begun, if work is discontinued for a period of 12 months, the permit will expire. All work authorized by this permit shall comply with the State Building Codes and all other applicable state and local laws. It is the responsibility of the permit applicant to verify any deed restrictions or restrictive covenants that may prevent or limit the scope of work listed on this permit.

Step 15: Erosion Control Permit (if necessary)

If unnecessary, skip to Step 16.

- **From NCDEQ:** Any land-disturbing activity covering one acre or more, except certain agricultural activities that include production of plants or animals for the benefit of mankind, mining, reclamation of converted wetlands back to wetlands from agricultural use, and forestry activities conducted in accordance with N.C. Forest Practice Guidelines related to water quality, requires an erosion control permit. This permit is required to provide protective measures to vulnerable areas in developments against accelerated (man-made) erosion and sedimentation that damages adjoining properties, streams, and other water resources of the state.

Step 16: Building Inspection

- During construction, inspections will need to be made at various steps in the construction process. After construction has been completed, all new builds are required to pass a final inspection completed by the Inspections and Codes Department. This new construction will be evaluated in compliance with the State of North Carolina Building Code and the City of Kings Mountain Unified Development Ordinance. Inspections are graded pass/fail, so if part or all of the construction is not up to code and needs to be modified, the applicant will receive notice in the comment section of the online permitting portal and will need to make the necessary improvements before the process can move forward. Once improvements have been made, the applicant will need to schedule an additional appointment for re-inspection. This review process may take multiple inspections. To schedule an appointment with Inspections and Codes staff, please refer to the online permitting portal.

Step 17: Zoning Setback Inspection (if necessary)

- Once the foundation building code inspection has been completed, a final verification of building setbacks must be conducted in order to pass final inspection and fully comply with city ordinances. A zoning inspector will make a site visit to conduct this inspection. This inspection will be done independently and does not need to be scheduled.

Step 18: Inspection Completeness Review

- Following the completion of building and zoning inspections, a final internal review of the building inspection and required submittals will be conducted by the Inspections and Codes Department to ensure compliance with applicable North Carolina State Building Code and city development ordinances.

Step 19: Zoning Final Approval (if necessary)

- Similarly, an internal review of the zoning inspection and required submittals will be conducted by the Planning Department to ensure compliance with applicable city development ordinances. At this stage, special attention may be given to any required landscaping, façade, and/or exterior standards that will be completed at this point.

Step 20: Certificate of Occupancy

- The final step in the commercial building and zoning process is the issuance of a Certificate of Occupancy. Approval of a Certificate of Occupancy and Compliance shall authorize the applicant to occupy the structure or land and will be issued only after all required inspections have been completed. It is unlawful to use, occupy, connect, or provide utilities to or permit the use or occupancy of any building or land created, erected, changed, converted, altered, or enlarged in its use or structure without a Certificate of Occupancy.

Step 21: Development Services Survey

- Thank you for completing your project with the City of Kings Mountain! Please take a few minutes to take a short survey about your experiences to help facilitate future development. This survey will be automatically sent to you after the issuance of the Certificate of Occupancy.

TRADES PERMIT

Prior to performing single trades such as: electrical, mechanical, plumbing, fuel gas, or refrigeration, applicants are required to apply for and be approved for a trades permit. For a checklist of required steps, please refer to the [“Trades Permit Checklist”](#) below.

Prior to Application

Prior to starting the process to receive a trades permit, the applicant may need to apply for one or more of the following:

- **UTILITY TAP APPLICATION**– Use this application when a new electric service, gas service, water service, or sewer connection will be installed by the City of Kings Mountain.
- **LINE DROP REQUEST**–Use this application to request an overhead electrical service to be cut loose or removed that is served by the City of Kings Mountain’s electric utility.
- **GAS LOAD**– If the scope of work involves adding or replacing a natural gas appliance, the applicant will need BTU loads of all existing gas appliances and equipment and the BTU loads of proposed new gas appliances and equipment.

Step 1: Online Application

- The first step in the permitting process for a trades permit is filling out the application on the online permitting portal. On this permit application form, the applicant will be asked for details about the project, such as scope of work, contracting information, cost estimations, and other required details. For more information on our current online permitting portal, OpenGov, please refer to the section above entitled “**OpenGov Guidance Information.**” All permitting processes within the City of Kings Mountain will begin through an application in OpenGov, where they are then reviewed by the relevant department(s).

Step 2: Codes Review

- The next step for a trades permit is an application review by the Inspections and Codes Department. This initial review is meant to ensure all relevant project details have been listed so that further review by city departments can take place. If there is missing information on the application, the applicant will receive notice in the comment section of the online permitting portal and will need to make the corrections before the process can move forward.

Step 3: Gas Utility Approval (if necessary)

If unnecessary, skip to Step 4.

- As part of the online application, if the scope of work involves adding or replacing a natural gas appliance or equipment, the applicant will be asked to enter BTU loads of all existing and proposed new gas appliances and equipment. The Gas Department will review the application to determine if the existing meter and service line are adequately sized to provide the required flow and pressure needed to supply all gas appliances and equipment to be served. If there is missing information or the existing meter and service line are not sufficient to supply the required gas demand, the applicant will receive notice in the comment section of the online permitting portal and will need to make the correction before the process can move forward.

Step 4: Plan Review (if necessary)

If unnecessary, skip to Step 5.

For a table of required drawings for plan review, please refer to "[Required Plan Review Drawings](#)" below.

- Following approval from the Planning Department, the plans will be reviewed by the Inspections and Codes Department for their adherence to the North Carolina State Building Code and City of Kings Mountain ordinances, as well as general best practices for construction. If there is missing information on the plans, the applicant will receive notice in the comment section of the online permitting portal and will need to make the corrections before the process can move forward.

Step 5: Permit Fee

- Once the application and necessary plans have been approved, the applicant is required to pay the fee to cover the cost of administration. Fees will be calculated according to the fee schedule. The itemized fee total will be available on the online permitting portal and can be paid for online or in person at the Inspections and Codes Department window at the Citizens Service Center (1013 N. Piedmont Avenue, Kings Mountain, North Carolina 28086).

Step 6: Trades Permit Issuance

- A building permit will be issued after the fee is paid. This document serves as an official recognition from the City of Kings Mountain that the project proposal meets the North Carolina State Building Code and City of Kings Mountain ordinances. All work authorized by this permit shall comply with the State Building Codes and all other applicable state

and local laws. It is the responsibility of the permit applicant to verify any deed restrictions or restrictive covenants that may prevent or limit the scope of work listed on this permit.

Step 7: Utility Tap Applications (if necessary)

If unnecessary, skip to Step 8.

- After building permits have been issued, the applicant must also apply for any necessary utility taps (electric, gas, water, and/or sewer). This is the formal process for entering into our utility system and the approval will allow for physical connection to existing lines. In order to start the process for connecting to city electric and gas infrastructure, applicants are required to submit a Line Extension Application. A Line Extension application shall be submitted on the required form and include the site development plan, construction plan and additional detailed electric load data (if required). It is the applicant's responsibility to make sure that the site development plan, construction plan and electric load data submitted are accurate and up to date as any subsequent changes will result in additional engineering costs and line extension fees to the applicant. Line Extension fees for all other requests shall be calculated based upon the detailed engineering analysis and design of electric distribution infrastructure and will include the applicable labor, material and engineering costs required to provide standard electric distribution infrastructure at the service location. These applications are available through the online permitting portal.

Step 8: Building Inspection

- During construction, inspections will need to be made at various steps in the construction process. After construction has been completed, all new builds are required to pass a final inspection completed by the Inspections and Codes Department. This new construction will be evaluated in compliance with State of North Carolina Building Code and the City of Kings Mountain Unified Development Ordinance. Inspections are graded pass/fail, so if part or all of the construction is not up to code and needs to be modified, the applicant will receive notice in the comment section of the online permitting portal and will need to make the necessary improvements before the process can move forward. Once improvements have been made, the applicant will need to schedule an additional appointment for re-inspection. This review process may take multiple inspections. To schedule an appointment with Inspections and Codes staff, please refer to the online permitting portal.

Step 9: Inspection Completeness Review

- Following the completion of the project, a final internal review of the building inspection and required submittals will be conducted by the Inspections and Codes Department to ensure compliance with applicable North Carolina State Building Code and City of Kings Mountain ordinances.

Step 10: Certificate of Compliance

- The final step in the trades permit process is the issuance of a Certificate of Compliance. Approval of a Certificate of Compliance serves as an official recognition from the City of Kings Mountain that the project has been completed in accordance with State Building Code and all other applicable state and local laws.

Step 11: Development Services Survey

- Thank you for completing your project with the City of Kings Mountain! Please take a few minutes to take a short survey about your experiences to help facilitate future development. This survey will be automatically sent to you after the issuance of the Certificate of Compliance.

MOSS LAKE PERMIT

Prior to boat slips, piers, docks, retaining walls, seawalls, or other structures being erected, added to, or repaired, either on or in the waters of Moss Lake or upon or over the city's control strip of land adjacent to the lake or dredging in the waters, applicants are required to apply for and be approved for a Moss Lake permit. For a checklist of required steps, please refer to the ["Moss Lake Permit Checklist"](#) below.

Prior to Application

- An applicant must have plans prepared and sealed by a registered engineer, architect, or landscape architect and uploaded to the online permitting portal. Drawings must include elevations and framing details of the structure and a plot plan showing property lines, projection lines into the lake, and the structure's overall dimensions with distances to adjacent projection lines. An active annual lease agreement is required for the leasing of the control strip owned by the city adjacent to the proposed property. To renew an expired lease agreement, please contact the Moss Lake office (2621 Oak Grove Road, Shelby, North Carolina 28150) or call 704-482-7926.

Step 1: Online Application

- The first step in the permitting process for a Moss Lake permit is filling out the application on the online permitting portal. On this permit application form, the applicant will be asked for details about the project, such as scope of work, contracting information, cost estimations, and other required details. For more information on our current online permitting portal, OpenGov, please refer to the section above entitled "**OpenGov Guidance Information.**" All permitting processes within the City of Kings Mountain will begin through an application in OpenGov, where they are then reviewed by the relevant department(s).

Step 2: Codes Review

- The next step for a Moss Lake permit is an application review by the Inspections and Codes Department. This initial review is meant to ensure all relevant project details have been listed so that further review by city departments can take place. If there is missing information on the application, the applicant will receive notice in the comment section of the online permitting portal and will need to make the corrections before the process can move forward.

Step 3: Plan Review/Lease Agreement Approval

For a table of required drawings for plan review, please refer to "[Required Plan Review Drawings](#)" below.

- Following application approval from the Inspections and Codes Department, the plans will be reviewed by the Inspections and Codes Department and the Water Resources Department for their adherence to the North Carolina State Building Code and City of Kings Mountain ordinances. The Moss Lake office will verify that the annual lease agreement is active. If there is missing information on the plans or the lease agreement is not active, the applicant will receive notice in the comment section of the online permitting portal and will need to make the corrections before the process can move forward.

Step 4: Permit Fee

- Once the application plans and lease agreement have been approved and verified, the applicant is required to pay the fee to cover the cost of administration. Fees will be calculated according to the fee schedule. The itemized fee total will be available on the online permitting portal and can be paid for online or in person at the Inspections and Codes Department window at the Citizens Service Center (1013 N. Piedmont Avenue, Kings Mountain, North Carolina 28086).

Step 5: Moss Lake Permit Issuance

- A building permit will be issued after the fee is paid and will be valid for a period of 6 months. This document serves as an official recognition from the City of Kings Mountain that the project proposal meets the North Carolina State Building Code and City of Kings Mountain ordinances. If construction does not begin during the initial 6-month period, the permit will expire. Once work has begun, if work is discontinued for a period of 12 months, the permit will expire. All work authorized by this permit shall comply with the State Building Codes and all other applicable state and local laws. It is the responsibility of the permit applicant to verify any deed restrictions or restrictive covenants that may prevent or limit the scope of work listed on this permit.

Step 6: Building Inspection

- During construction, inspections will need to be made at various steps in the construction process. After construction has been completed, all new builds are required to pass a final inspection completed by the Inspections and Codes Department. This new construction will be evaluated in compliance with State Building Code and City of Kings Mountain ordinances. Inspections are graded pass/fail, so if part or all of the construction is not up to code and needs to be modified, the applicant will receive

notice in the comment section of the online permitting portal and will need to make the necessary improvements before the process can move forward. Once improvements have been made, the applicant will need to schedule an additional appointment for re-inspection. This review process may take multiple inspections. To schedule an appointment with Inspections and Codes staff, please refer to the online permitting portal.

Step 7: As-Built Survey/Certification Letter

For a checklist of requirements, please refer to the [“As-Built Drawings Checklist”](#) below.

- Once construction is completed, final approval of the construction of any structure shall require an as-built survey and certification of the registered engineer, architect, or landscape architect that the structure was built substantially in accordance with the approved plans. The applicant will need to upload the as-built survey and certification letter to the online permitting portal before the process can move forward.

Step 8: Inspection Completeness Review

- Following the completion of the project, a final internal review of the building inspection and required submittals will be conducted by the Inspections and Codes Department to ensure compliance with applicable North Carolina State Building Code and City of Kings Mountain ordinances.

Step 9: Certificate of Compliance

- The final step in the demolition permit process is the issuance of a Certificate of Compliance. Approval of a Certificate of Compliance serves as an official recognition from the City of Kings Mountain that the project has been completed in accordance with the State Building Code and all other applicable state and local laws.

Step 10: Development Services Survey

- Thank you for completing your project with the City of Kings Mountain! Please take a few minutes to take a short survey about your experiences to help facilitate future development. This survey will be automatically sent to you after the issuance of the Certificate of Compliance.

DEMOLITION PERMIT

Prior to a building or other structure being entirely or partially demolished, applicants are required to apply for and be approved for a demolition permit. For a checklist of required steps, please refer to the [“Demolition Permit Checklist”](#) below.

Pre-Demolition Responsibilities of Applicant

- Prior to applying for a demolition permit, the applicant is responsible for asbestos inspections, removal and disposal of asbestos, and obtaining any necessary permits or notifications prior to demolition as required by the NC Department of Health and Human Services. The applicant is also responsible for ensuring that all utility services are completely removed from the structure prior to commencing any portion of demolition. Any utility service located on the property shall be assumed to be live/active and therefore shall be reported to the utility provider prior to commencing any portion of demolition. The applicant is responsible for contacting “811” regarding all underground utility locations prior to commencing any portion of demolition.

Step 1: Online Application

- The first step in the permitting process for a demolition permit is filling out the application on the online permitting portal. On this permit application form, the applicant will be asked for details about the project, such as scope of work, contracting information, cost estimations, and other required details. For more information on our current online permitting portal, OpenGov, please refer to the section above entitled “**OpenGov Guidance Information.**” All permitting processes within the City of Kings Mountain will begin through an application in OpenGov, where they are then reviewed by the relevant department(s).

Step 2: Codes Review

- The next step for a demolition permit is an application review by the Inspections and Codes Department. This initial review is meant to ensure all relevant project details have been listed so that further review by city departments can take place. If there is missing information on the application, the applicant will receive notice in the comment section of the online permitting portal and will need to make the corrections before the process can move forward.

Step 3: Utility Abandonment Verification

- In order to ensure that utilities on the property served by the City of Kings Mountain are abandoned, the Customer Service Department (Billing Department) will create work

orders for the Electric Department, Gas Department, and Water Resources Department to safely remove utilities. This process may take over 30 days to complete. For utility services other than those of the City of Kings Mountain located on the property, the applicant is responsible for contacting the utility provider to remove these services prior to commencing demolition.

Step 4: Permit Fee

- Once the application has been filled out and all City of Kings Mountain utilities have been abandoned, the applicant is required to pay the fee to cover the cost of administration. Fees will be calculated according to the fee schedule. The itemized fee total will be available on the online permitting portal and can be paid for online or in person at the Inspections and Codes Department window at the Citizens Service Center (1013 N. Piedmont Avenue, Kings Mountain, North Carolina 28086).

Step 5: Demolition Permit Issuance

- A building permit will be issued after the fee is paid and will be valid for a period of 6 months. This document serves as an official recognition from the City of Kings Mountain that the project proposal meets the North Carolina State Building Code and City of Kings Mountain ordinances. If demolition does not begin during the initial 6-month period, the permit will expire. Once demolition has begun, if it is discontinued for a period of 12 months, the permit will expire. All work authorized by this permit shall comply with the State Building Codes and all other applicable state and local laws. It is the responsibility of the permit applicant to verify any deed restrictions or restrictive covenants that may prevent or limit the scope of work listed on this permit.

Step 6: Building Inspection

- During demolition, inspections may need to be made at various steps in the process. After demolition has been completed, a final inspection is required to be completed by the Inspections and Codes Department. Demolition activities will be evaluated in compliance with State Building Code and all other applicable state and local laws. Inspections are graded pass/fail, so if part or all of the demolition is not up to code and needs to be modified, the applicant will receive notice in the comment section of the online permitting portal and will need to make the necessary improvements before the process can move forward. Once improvements have been made, the applicant will need to schedule an additional appointment for re-inspection. This review process may take multiple inspections. To schedule an appointment with Inspections and Codes staff, please refer to the online permitting portal.

Step 7: Inspection Completeness Review

- Following the completion of the project, a final internal review of the building inspection and required submittals will be conducted by the Inspections and Codes Department to ensure compliance with applicable North Carolina State Building Code and City of Kings Mountain ordinances.

Step 8: Certificate of Compliance

- The final step in the demolition permit process is the issuance of a Certificate of Compliance. Approval of a Certificate of Compliance serves as an official recognition from the City of Kings Mountain that the project has been completed in accordance with the State Building Code and all other applicable state and local laws.

Step 9: Development Services Survey

- Thank you for completing your project with the City of Kings Mountain! Please take a few minutes to take a short survey about your experiences to help facilitate future development. This survey will be automatically sent to you after the issuance of the Certificate of Compliance.

CHANGE OF USE

Prior to a change of use or occupancy classification within an existing commercial building, applicants are required to apply for and be approved for a change of use permit. For a checklist of required steps, please refer to the "[Change of Use Permit Checklist](#)" below.

Prior to Application

- **A change of use permit is *not* an approval to perform any work that may otherwise require a building permit.** In some cases, a change of use or occupancy classification may require the need to obtain building permits in order to make modifications or improvements within the existing building in order to become code compliant. In such cases, the applicant will need to apply for the appropriate building permit required for the scope of work to be performed. It is recommended that the applicant consult with a licensed general contractor or architect prior to applying for a change of use permit to discuss any necessary modifications or improvements that may be required.

Step 1: Online Application

- The first step in the permitting process for a change of use permit is filling out the application on the online permitting portal. On this permit application form, the applicant will be asked for details about the project, such as previous use, proposed use, and other required details. For more information on our current online permitting portal, OpenGov, please refer to the section above entitled "**OpenGov Guidance Information.**" All permitting processes within the City of Kings Mountain will begin through an application in OpenGov, where they are then reviewed by the relevant department(s).

Step 2: Codes Review

- The next step for a change of use permit is an application review by the Inspections and Codes Department. This initial review is meant to ensure all relevant project details have been listed and any necessary plans have been provided so that further review by city departments can take place. If there is missing information on the application, the applicant will receive notice in the comment section of the online permitting portal and will need to make the corrections before the process can move forward.

Step 3: Planning/Zoning Review

- In order to ensure that the proposed change of use or occupancy classification complies with planning and zoning standards as set by our unified development ordinance, the Planning Department is responsible for reviewing applications for change of use

permits. If modifications must be made to the project or additional information is needed before this review is approved, the applicant will receive notice in the comment section of the online permitting portal and will need to make the corrections before the process can move forward.

Step 4: Backflow Preventer Review (if necessary)

If unnecessary, skip to Step 5.

- Following approval from the Planning Department, the application will be reviewed by the Water Resources Department to determine if the proposed change of use or occupancy classification will necessitate the need for a backflow prevention device to be installed on the water service line. If a backflow prevention device is required, the applicant will be notified in the comment section of the online permitting portal and will need to apply for an additional trades permit for the installation of the backflow prevention device.

Step 5: Permit Fee

- Once the application and necessary plans have been approved, the applicant is required to pay the fee to cover the cost of administration. Fees will be calculated according to the fee schedule. The itemized fee total will be available on the online permitting portal and can be paid for online or in person at the Inspections and Codes Department window at the Citizens Service Center (1013 N. Piedmont Avenue, Kings Mountain, North Carolina 28086).

Step 6: Utility Tap Applications (if necessary)

If unnecessary, skip to Step 7.

- After building permits have been issued, the applicant must also apply for any necessary utility taps (electric, gas, water, and/or sewer). This is the formal process for entering into our utility system and the approval will allow for physical connection to existing lines. In order to start the process for connecting to city electric and gas infrastructure, applicants are required to submit a Line Extension Application. A Line Extension application shall be submitted on the required form and include the site development plan, construction plan and additional detailed electric load data (if required). It is the applicant's responsibility to make sure that the site development plan, construction plan and electric load data submitted are accurate and up to date as any subsequent changes will result in additional engineering costs and line extension fees to the applicant. Line Extension fees for all other requests shall be calculated based upon the detailed engineering analysis and design of electric distribution infrastructure and will include

the applicable labor, material and engineering costs required to provide standard electric distribution infrastructure at the service location. These applications are available through the online permitting portal.

Step 7: Building Inspection

- Once the permit fee has been paid, the applicant will schedule an inspection to be conducted by the Inspections and Codes Department to verify the building is compliant with State Building Code for the intended new use or occupancy classification. Inspections are graded pass/fail, so if the building is not up to code and needs to be modified, the applicant will receive notice in the comment section of the online permitting portal and will need to make the necessary improvements before the process can move forward. Once improvements have been made, the applicant will need to schedule an additional appointment for re-inspection. This review process may take multiple inspections. To schedule an appointment with Inspections and Codes staff, please refer to the online permitting portal.

Step 8: Inspection Completeness Review

- Following the completion of the project, a final internal review of the building inspection and required submittals will be conducted by the Inspections and Codes Department to ensure compliance with applicable North Carolina State Building Code and City of Kings Mountain ordinances.

Step 9: Certificate of Occupancy

- The final step in the change of use process is the issuance of a Certificate of Occupancy. Approval of a Certificate of Occupancy and Compliance shall authorize the applicant to occupy the structure or land and will be issued only after all required inspections have been completed. It is unlawful to use, occupy, connect, or provide utilities to, or permit the use or occupancy of, any building or land erected, changed, converted, altered, or enlarged in its use or structure without a Certificate of Occupancy.

Step 10: Development Services Survey

- Thank you for completing your project with the City of Kings Mountain! Please take a few minutes to take a short survey about your experiences to help facilitate future development. This survey will be automatically sent to you after the issuance of the Certificate of Occupancy.

FIRE PROTECTION PERMIT

Prior to performing work or activities such as installing automatic sprinkler systems, fire alarm systems, fire extinguishing systems, fire pumps, tank removal or installations, explosives, pyrotechnics, or industrial ovens, applicants are required to apply for and be approved for a trades permit. For a checklist of required steps, please refer to the [“Fire Protection Permit Checklist”](#) below.

Step 1: Online Application

- The first step in the permitting process for a fire protection permit is filling out the application on the online permitting portal. On this permit application form, the applicant will be asked for details about the project, such as scope of work, contracting information, cost estimations, and other required details. For more information on our current online permitting portal, OpenGov, please refer to the section above entitled **“OpenGov Guidance Information.”** All permitting processes within the City of Kings Mountain will begin through an application in OpenGov, where they are then reviewed by the relevant department(s).

Step 2: Codes Review

- The next step for a trades permit is an application review by the Inspections and Codes Department. This initial review is meant to ensure all relevant project details have been listed so that further review by city departments can take place. If there is missing information on the application, the applicant will receive notice in the comment section of the online permitting portal and will need to make the corrections before the process can move forward.

Step 3: Plan Review (if necessary)

For a table of required drawings for plan review, please refer to [“Required Plan Review Drawings”](#) below.

If unnecessary, skip to Step 4.

- Following approval from the Inspections and Codes Department, the plans will be reviewed by the Inspections and Codes Department and the Fire Department for their adherence to the North Carolina State Building Code and City of Kings Mountain ordinances, as well as general best practices for construction. If there is missing information on the plans, the applicant will receive notice in the comment section of the online permitting portal and will need to make the corrections before the process can move forward.

Step 4: Permit Fee

- Once the application and necessary plans have been approved, the applicant is required to pay the fee to cover the cost of administration. Fees will be calculated according to the fee schedule. The itemized fee total will be available on the online permitting portal and can be paid for online or in person at the Inspections and Codes Department window at the Citizens Service Center (*1013 N. Piedmont Avenue, Kings Mountain, North Carolina 28086*).

Step 5: Fire Protection Permit Issuance

- A fire protection permit will be issued after the fee is paid and will be valid for a period of 6 months. This document serves as an official recognition from the City of Kings Mountain that the project proposal meets the North Carolina State Building Code and City of Kings Mountain ordinances. If the scope of work does not begin during the initial 6-month period, the permit will expire. Once work has begun, if work is discontinued for a period of 12 months, the permit will expire. All work authorized by this permit shall comply with the State Building Codes and all other applicable state and local laws. It is the responsibility of the permit applicant to verify any deed restrictions or restrictive covenants that may prevent or limit the scope of work listed on this permit.

Step 6: Building Inspection

- During construction, inspections will need to be made at various steps in the construction process. After construction has been completed, all new builds are required to pass a final inspection completed by the Inspections and Codes Department. This new construction will be evaluated in compliance with State of North Carolina Building Code and the City of Kings Mountain Unified Development Ordinance. Inspections are graded pass/fail, so if part or all of the construction is not up to code and needs to be modified, the applicant will receive notice in the comment section of the online permitting portal and will need to make the necessary improvements before the process can move forward. Once improvements have been made, the applicant will need to schedule an additional appointment for re-inspection. This review process may take multiple inspections. To schedule an appointment with Inspections and Codes staff, please refer to the online permitting portal.

Step 7: Inspection Completeness Review

- Following the completion of the project, a final internal review of the building inspection and required submittals will be conducted by the Inspections and Codes Department to ensure compliance with applicable North Carolina State Building Code and City of Kings Mountain ordinances.

Step 8: Certificate of Occupancy

- The final step in the fire protection permit process is the issuance of a Certificate of Occupancy. Approval of a Certificate of Occupancy and Compliance shall authorize the applicant to occupy the structure or land and will be issued only after all required inspections have been completed. It is unlawful to use, occupy, connect, or provide utilities to, or permit the use or occupancy of, any building or land erected, changed, converted, altered, or enlarged in its use or structure without a Certificate of Occupancy.

Step 9: Development Services Survey

- Thank you for completing your project with the City of Kings Mountain! Please take a few minutes to take a short survey about your experiences to help facilitate future development. This survey will be automatically sent to you after the issuance of the Certificate of Occupancy.

Appendix: Checklists



Major Subdivision Checklist:

The following is a checklist designed to ensure all steps in the Major Subdivision process have been met. For more information on each step, please refer to the detailed descriptions above and the other attached checklists.

- Developer Meeting
- Annexation (if necessary)
- Rezoning (if necessary)
 - Rezoning Fee Paid
 - Application Submitted in online permitting portal
 - Planning & Zoning Board Approval
 - City Council Approval
- Sketch Plan Submittal
- Traffic Impact Analysis (if necessary)
- Sketch Plan Approval
- Developer Agreement (if necessary)
- Engineered Construction Submittal
- Preliminary Plat Submittal
- Customer Choice Letter Received
- Stormwater Plan Submittal
- Road Name Submittal (if necessary)
- Technical Review Committee Review
 - Comment Letter Received (if necessary)
 - Resubmittal (if necessary)

- Technical Review Committee Approval (if necessary)
- System Development Fees Paid
 - Water (\$)
 - Sewer (\$)
- Construction Plan Signed
- Driveway Permit from City
- Required State Permits Received (if necessary)
 - Waterline Extension Permit
 - Public Water Supply Section
 - Sewer Extension Permit
 - Erosion Control Permit
 - Wetlands Impact
 - Driveway Permit (if on NCDOT road)
 - Right-of-Way Encroachment Permit
- Pre-Construction Meeting
 - Estimates for Improvements (\$)
 - Agreement for Bond
- Performance Guarantee (125%) Paid
- Stormwater General Permit
- Certificate of Coverage (NCGO1) (if necessary)
- Improvements Verified
- NCDEQ & NCDOT Permit Approval (if necessary)
- As-Built Drawings Submittal
- Maintenance Bond (25%)
- Final Plat Submittal

- Final Plat Approval
- Building Permit Application
- Building Permit Approval
- Inspection
- Certificate of Occupancy Issued
- Development Services Survey



Minor Subdivision Checklist:

The following is a checklist designed to ensure all required standards for the Minor Subdivision have been met. For more information on the Minor Subdivision in general, please refer to the detailed descriptions above.

- Pre-Application Conference
- Rezoning (if necessary)
 - Rezoning Fee Paid
 - Application Submitted in online permitting portal
 - Planning & Zoning Board Approval
 - City Council Approval
- Sketch Plan Submittal
- Preliminary Plat Submittal
- Customer Choice Letter Received
- Minor Subdivision Fee Payment
- Internal Review
- Technical Review Committee
- Subdivision Administrator Review
- Final Plat Submittal
- Final Plat Approval
- Building Permits
- Inspections
- Certificate of Occupancy
- Development Services Survey



Commercial & Industrial Development Checklist:

The following is a checklist designed to ensure all required standards for Commercial and Industrial developments have been met. For more information on the development process in general, please refer to the detailed descriptions above.

- Pre-Application Conference
- Rezoning (if necessary)
 - Rezoning Fee Paid
 - Application Submitted in online permitting portal
 - Planning & Zoning Board Approval
 - City Council Approval
- Commercial Site Plan Review
- Commercial Site Plan Review Fee Payment
- Internal Review
- Technical Review Committee
- Final Commercial Site Approval
- Building Permits
- Inspections
- Certificate of Occupancy
- Development Services Survey



Commercial Site Plan Review Checklist:

The following is a checklist designed to ensure all required standards for the Commercial Site Plan Review has been met. For more information on the Commercial Site Plan Review in general, please refer to the detailed description above.

- Scaled drawing of entire project with listed phases (not less than 1" = 200')
- Owner's name, address, daytime phone:
- Developer's name, address, daytime phone
- Map preparer name address, daytime phone (if different from developer)
- Date of map (initial or revised)
- Zoning District(s) and watershed classification of property and adjacent properties
- Existing land use on property if not vacant
- Tax map, block and parcel number:
- Vicinity map at a scale:
- Any jurisdictional lines
- North arrow
- Distances around project boundaries, bearings, distances and curve data (existing property lines)
- Existing right of way lines for road or rail
- Proposed right of way lines and width dimension
- Proposed sidewalks
- Water courses, wetlands, lakes, streams, marshes.
- Proposed common area or open space
- Proposed lot lines and dimensions
- Acreage in total tract

- Total number of lots proposed
- Average size of lot
- Setbacks for zoning district
- Plan for providing utilities in graphic or narrative form.
- Sketch Plan approval box
- Parking
- Parking landscaping
- Access/Driveway
- Stacking
- Lighting
- Bufferyard



Sketch Plan Checklist:

The following is a checklist designed to ensure all required standards for the Sketch Plan have been met. For more information on the Sketch Plan in general, please refer to the detailed descriptions above.

- Scaled drawing of entire project with listed phases (not less than 1" = 200')
- Name of Development
- Name of map type (Sketch, Preliminary, Final)
- Owner's name, address, daytime phone
- Developer's name, address, daytime phone
- Location (including address)
- Map preparer name address, daytime phone (if different from developer)
- Date of map (initial or revised)
- Zoning District(s) and watershed classification of property and adjacent properties SR
- Existing land use on property if not vacant
- Tax map, block and parcel number
- Vicinity map at a scale of 1" = 2000' Shown at
- Any jurisdictional lines
- North arrow
- Distances around project boundaries, bearings, distances and curve data (existing property lines)
- Existing right of way lines for road or rail
- Proposed right of way lines and width dimension
- Proposed sidewalks

- Water courses, wetlands, lakes, streams, marshes
- Proposed common area or open space
- Proposed lot lines and dimensions
- Acreage in total tract
- Total number of lots proposed
- Average size of lot
- Setbacks for zoning district
- Plan for providing utilities in graphic or narrative form
- Sketch Plan approval box



Traffic Impact Analysis (TIA) Checklist:

The following is a checklist designed to ensure all required standards for a Traffic Impact Analysis study have been met. For more information on the TIA in general, please refer to the detailed description above or Chapter 156.70.03.B of the Unified Development Ordinance.

Cover/Signature Page

Project name

Location

Name and contact information of the applicant

Date of the study

The name, contact information, registration number, signature, and seal of a duly qualified and registered professional engineer in the State of North Carolina are also required to appear on this page.

Table of Contents

All section headings, figures, tables, and appendices

Executive Summary

Description of the study findings

A general description of the project scope

Study horizon years

Probable transportation impacts of the project

Mitigation measure recommendations.

Project Description

Size of the parcel

Development size

Existing and proposed uses for the site

- Anticipated completion dates (including phasing)
- Square footage of each use and/or the number and size of dwelling units proposed
- A map and copy of the site plan provided by the applicant(s).
- Site Description
 - Project location within the City and region
 - Existing zoning and use (and proposed use if applicable)
 - Key physical characteristics of the site, including general terrain and environmentally sensitive or protected areas.
- Site Access
 - Complete description of the ingress/egress of the site including number of driveways
 - Their locations
 - Distances between driveways and intersections
 - Access control (full-movement, leftover, right-in/right-out, etc.)
 - Types of driveways (two-way, one-way, etc.)
 - Traffic controls, etc.
- Study Area
 - Location, size and extent of the proposed project and an understanding of existing and future land uses and traffic conditions surrounding the site
 - All streets and signalized intersections within a 1-mile radius of the proposed site
 - A site location map shall identify natural features, major and minor roadways within the study area, study intersections, and a boundary of the site under consideration.
- Existing Conditions
 - A narrative and map that represents AM and PM peak-hour turning-movement volumes for all intersections within the study area.
- Future Year Conditions
 - Conditions for a single-phase development shall be analyzed for the year the development is expected to be at full occupancy (build-out year) and five years after the build-out year (build-out + 5).

- For multiple-phased development, the scenarios shall be completed in order, with any improvements specified by development included in the subsequent build scenarios, including five years after the full build-out year (build-out +5).
- Only projects approved by the City at the scoping meeting may be included in the analysis as future existing infrastructure. Those improvements committed by other projects must be clearly identified in the report as approved offsite development road improvements.
- Adjacent development traffic information used in the development of the future-year background traffic volumes shall be included in the appendix of the TIA report.
- A narrative and map shall be prepared that presents turning movement volumes for each peak hour for all intersections identified within the study area. Future year base traffic volumes, other development volumes, and site traffic volumes shall be clearly separated and combined in the map.
- Trip Generation
 - A trip generation table shall summarize all trip generation calculations for the project. Base trip generation for the proposed land use(s) shall be calculated using data published in the latest version of the Institute of Transportation Engineers' (ITE) Trip Generation Manual.
- Trip Distribution
 - A map showing the percentage of site traffic on each street included in the study area shall be included in the TIA.
- Trip Assignment
 - Project traffic shall be distributed to the surrounding transportation system based on the site's trip generation estimates and trip distribution percentages. Future year build-out traffic forecasts (i.e., future year background traffic plus project traffic) shall be represented in graphic formats for AM and PM peak-hour conditions at all intersections included in the study area.
 - If the project will be built in phases, traffic assignments shall be reported for each phase. Pass-by traffic shall be included at the driveways and access points for evaluating driveway volumes.
- Vehicle Capacity Analysis

Existing signal timing plans shall be included in the appendix of the TIA report. If a traffic signal is part of a coordinated system it must be analyzed as such under all conditions.

All TIA reports submitted to the City shall use Synchro, SimTraffic or VISSIM analysis software for signalized and unsignalized intersections, or Sidra Software, for roundabouts, consistent with policies released by the NCDOT.

A narrative, table, and map shall be prepared that summarizes the methodology and measured conditions at the intersections reported in LOS (LOS A – F), the intersection and approach signal delay for signalized intersections, the approach delay for unsignalized intersections, and 95th percentile queue lengths for all movements.

Capacity analysis worksheets and auxiliary turn lane warrants for unsignalized intersections shall be included in the appendix of the TIA report.

Multimodal Capacity Analysis

For developments located within the Central Business District, the TIA/TTM shall provide multi-modal operations analyses including vehicular, pedestrian and bicycle traffic, to allow for the safe and convenient travel for all modes.

Queuing Analysis

Recommendations for left and right turn lanes serving the site shall be designed to both account for the NCDOT warrants described above and to meet future year capacity needs identified in the TIA report.

If a TIA is required for a new school site, the internal circulation and ingress/egress of the site shall be modeled using a “dummy signal” in the SYNCHRO software as prescribed by NCDOT Municipal School Transportation Assistance (MSTA) department.

Crash Analysis

A summary of crash data (type, number, and severity) for the most recent 3-year period at each study location is required.

Traffic Engineering Accident Analysis System reports will be provided by the City and/or NCDOT and shall be included in the appendix of the TIA report.

At a minimum, the proposed development features shall not contribute to factors potentially involved in collision rates. If contributing factors are identified, recommendations to eliminate or mitigate these features shall be included.

Traffic Signal Warrants

Traffic signal warrants shall be included in the appendix of the TIA report.

Mitigation Measurement

A narrative and table shall be prepared that summarizes the methodology and measured conditions at the intersections reported in LOS (LOS A–F) and average control delay for each intersection and approach.

A narrative and map shall also be prepared that describes and illustrates recommended improvements, by development phase if necessary, for mitigating the projected impact of the proposed development.

Compliance with Adopted Transportation Plans

All TIA reports must include a statement of compliance with plans, programs, and policies adopted by the City of Kings Mountain for maintaining a safe and efficient multi-modal transportation system.



Preliminary Plat Checklist:

The following is a checklist designed to ensure all required standards for the Preliminary Plat has been met. For more information on the Preliminary Plat in general, please refer to the detailed description above.

- Name of Development
- Name of map or Plan (sketch plan, preliminary plan, etc.)
- Owner's name with address and daytime phone #
- Location (including address, City, township City & state)
- Date(s) map(s) prepared or revised
- Scale of drawing in feet per inch (drawing shall not be at scale of not less than 1" equal to 200')
- Bar Graph Scale
- Name, address, telephone # of preparer of map
- Developer's name, address, and daytime phone number (if different from owner's)
- Map preparer name address, daytime phone (if different from developer)
- Zoning district(s) and water supply watershed classifications within the property adjacent properties
- Existing land use within the property & adjacent properties
- Existing or proposed easements
- Plat book or deed book references
- Names of adjoining property owners (or subdivisions or developments of record with plat book and/or deed book reference)
- Tax map, block & parcel(s) #
- Vicinity map showing location of site relative to surrounding area typically drawn in upper right-hand corner, at a scale of 1" - 2000'.

- Corporate limits, City lines, and other jurisdiction lines, if any, on the tract
- North arrow & orientation (North arrow shall be oriented toward top of map where practicable)
- Floodway and floodway fringe field survey boundaries
- Boundaries of the tract to be subdivided or developed:
 - Distinctly and accurately represented and showing all distances; show bearings and distances and curve data on outside boundaries and street centerlines on preliminary with street centerline tied to boundary.
 - Showing locations of intersecting boundary lines of adjoining properties
- Location and descriptions of all monuments, markers and control corners
- Existing property lines on tract to be subdivided. If existing property lines are to be changed, label as "old property lines" and show as dashed lines
- Dimensions, location and use of all existing buildings; distances between buildings measured at the closest point; distance from buildings to closest property lines; buildings to remain on final.
- The name and location of any property or building on the National Register of Historic Places or locally designated historic property
- Railroad lines and right-of-way
- Water courses, ponds, lakes or streams
- Marshes, swamps and other wetlands
- Areas to be dedicated or reserved for the public or a local jurisdiction
- Areas designated as common area or open space under control of an Owners Assoc.
- Existing and proposed topography of tract and 100 feet beyond property showing existing contour intervals of no greater than 5 feet (2 feet where available) and labeling at least two contours per map and all others at 10-foot intervals from sea level
- Proposed lot lines & dimensions; show bearings and distances on final
- Square footage of all proposed lots under one (1) acre in size; smallest lot indicated
- Acreage for all lots over one acre

- Site calculations including:
 - Acreage in total tract
 - Acreage in public greenways and other open space
 - Total number of lots proposed
 - Linear feet in streets
 - Area in newly dedicated right—of—way
- Lots sequenced or numbered consecutively
- R/W Lines
- Total R/W width dimension
- R/W width dimension from centerline of existing public streets
- Cul-de-sac R/W radius from center point
- Existing and proposed streets showing:
 - Pavement or curb lines
 - Pavements width dimensions (face-to-face) (or EP to EP)
 - Cul-de-sac pavement radius from center point
 - Existing & proposed street names
 - Location, dimension & type of all easements (Existing and proposed)
- Utility Layout Plan showing connections to existing systems, line sizes, material of lines, location of fire hydrants, blow offs, valves, manholes, catch basins, force mains, etc. for the following types of utility lines: (Not to substitute for construction plans)
 - Sanitary sewer
 - Water distribution
 - Storm sewer
 - Natural gas, electric, cable TV



Construction Drawings Checklist:

The following is a checklist designed to ensure all required standards for Engineered Construction Drawings have been met. For more information on Construction Drawings in general, please refer to the detailed description above.

- All standards under **“Preliminary Plat Checklist”**
- Traffic Control Devices
- Street Lights
- Sidewalks
- Location and design of Solid Waste refuse container
- Plan and Profile showing Streets with complete design showing all horizontal curve data, vertical curve data, super elevation, etc. and NCDOT approvals such as driveway permits, NCDOT streets, etc.
- Storm drainage design and calculations with size, material, grade, length and cover on all pipes, and size, type and location of all catch basins.
- Temporary and permanent erosion control methods and proposed fill.
- A copy of the approved State Erosion Control Plan and approval letter prior to beginning of construction.

Please see Engineered drawing checklist on page 128



Stormwater Plan Checklist:

The following is a checklist designed to ensure all requirements for the Stormwater Plan have been met. For more information on the Stormwater Plan in general, please refer to the detailed description above or contact the Stormwater Division.

- Existing and proposed topography
- Perennial and intermittent streams
- Mapping of predominant soils from soil surveys (if available)
- Boundaries of existing predominant vegetation
- Proposed limits of clearing and grading
- Location of existing and proposed
 - Roads
 - Buildings
 - Parking areas
 - Other impervious surfaces



General Stormwater Permit Checklist:

The following is a checklist designed to ensure all requirements for the General Stormwater Permit have been met. For more information on the Stormwater Permit in general, please refer to the detailed description above or contact the Stormwater Division.

General Requirements

- Sheets shall be no larger than 30" x 42" plan and profile paper.
- Minimum text size shall be 1/8"
- Scale on plan view shall be no smaller than 1" = 50'; scale on profile view shall be no smaller than 1" = 50' horizontally and 1" = 5' vertically using a grid showing 1' intervals.
- All drawings to be in North Carolina State Plane coordinate system.
- Cover sheet shall have a vicinity map at a scale no smaller than 1" = 200'.
- Provide a legend indicating existing and proposed lines, features and symbols.
- Cover sheet shall include all general notes, owner's name, telephone number, and mailing address.
- All elevations shall be given in relation to mean sea level; elevations in profile view shall be labeled in 10' intervals on the heavy lines (Ex. 350, 360).
- Benchmark elevations and locations shall be shown on plan view.
- Plan views shall have a north arrow on each drawing.
- Each drawing shall have the following information in the title block: Street or project title, limits, horizontal and vertical scales, original date, revisions date, drawing number, checked by and drawn by. Recommended placement is lower right-hand corner.
- All drawings sealed, signed and dated by a NC Professional Engineer or Landscape Architect.
- A signed and sealed statement on the plans (if a high density project) certifying that the design of all stormwater management facilities and practices will control and treat the runoff

from the from the first one inch of rain over the total drainage area, that the designs and plans are sufficient to comply with applicable standards and policies found in the NCDENR Stormwater SCM Design Manual and any City of Kings Mountain supplements to the SCM Design Manual, and that the designs and plans ensure compliance with the City's Phase II Stormwater Ordinance.

Plan view shall show all actual street names (existing and proposed). State road numbers shall be shown if applicable. Plan view should also indicate whether street is asphalt, concrete, gravel or dirt. Proposed street & Right- of-way widths will be dimensioned back-to-back and labeled in plain view.

Plan view shall show proposed and existing curb and gutter, pavement, storm sewers, drainage structures, driveway pipes, drainage features (ditches, swales, etc.), water mains, sanitary sewer mains, etc. Direction of flow shall be shown on plan view for all sanitary sewers and storm drains. Materials and pipe sizes shall be labeled.

Existing utility lines shall be shown and labeled on plan view and indicated in the legend.

Construction Drawings shall show final proposed locations and dimensions of all water, storm drain, and sanitary sewer lines, devices to be installed on the system, catch basins, culverts, SCMs, ditches, including grades, pipes sizes, elevations, assumptions, calculations, invert elevations for all inlets and manholes and profiles of sanitary sewer lines. All available elevations shall be shown on the profile view.

All existing and proposed water, storm drainage and sanitary sewer easements shall be shown on all applicable sheets.

Number of dwelling units, lots, built-upon area (predevelopment and post- development).

Existing and proposed topographic lines on tract and minimum 100-feet beyond property lines (minimum 2-foot intervals).

City limits, county lines, and other jurisdiction lines, if any.

Streams, ponds, wetlands, etc. on the project site and within 50 feet of the property lines.

Location of floodplain and floodway (if applicable).

Location of drainage ways and easements.

Site Drainage Features:

- Existing and planned drainage patterns (include off-site areas that drain through project).
- Any existing stormwater control systems.
- Sub-watershed delineation showing drainage areas.
- Show extent and number of disturbed acres.
- Proposed impervious areas.
- Soil information: type, special characteristics.
- Name and classification of receiving watercourse.

Permanent Stormwater Control Measures (High Density only):

- Type of SCM (wet pond, rain-garden, etc.)
- Designation of all SCMs as temporary (during construction only) or permanent.
- Designer's certification.
- Narrative description of proposed stormwater system (where runoff originates (e.g. roofs, roads, parking lots etc.), its conveyance within the project, its treatment, and its conveyance from the project to the receiving water body).
- Profile along the centerline of the principal spillway/outfall pipe extending below the protected outfall or to the downstream structure.
- Elevations of the "water quality" surface, temporary storage water surface, and the 10-year and 100- year storms.
- Stage-storage table for each SCM.
- If SCM is to be used to treat construction site runoff, provide steps necessary to restore SCM to original design condition.
- All necessary construction specifications.
- Sequence of construction.
- Individual drainage areas for each stormwater SCM.

- Construction drawings and details for permanent measures.
- Size and location of culverts.
- Size and location of subsurface drainage conveyances.
- Disclosure of party ultimately responsible for operation and maintenance of the stormwater system.
- Signed O&M Agreement

Stormwater Calculations:

- Narrative description of calculations (methods, variables, assumptions, etc.) and results.
- Stormwater SCMs designed in accordance with North Carolina Department of the Environment and Natural Resources-Division of Water Quality's Manual of Stormwater Best Management Practices, and any supplements to the SCM Design Manual issued by the City of Kings Mountain.
- Time of concentration for pre/post development conditions.
- Pre-construction and post-construction runoff calculations for each outlet from the site (at peak discharge points).
- Pre-construction and post-construction design calculations and hydrographs.
- Design calculations of culverts and storm sewers.



As-Built Drawing Checklist:

The following is a checklist designed to ensure all requirements for the As-Built construction drawings and digital files have been met. For more information on the drawings in general, please refer to the detailed description above.

- Vertical elevation, horizontal location, and size of all:
 - Sanitary and storm sewers
 - Manholes
 - Inlets
 - Junction boxes
 - Detention basins
 - Other appurtenances or elements of the sewerage and storm drainage systems
- Horizontal location and size of water lines and location and description of valves with dimensional ties:
 - Water lines
 - Valves
 - Fire hydrants
 - Other appurtenances or elements of the water distribution system
- Location of all street rights-of-way, alignments, widths, and vertical elevations
- All control points and monumentation.
- Deliverables should include drawings and digital files compatible with GIS systems.
- Digital files should be either CAD dwg file format or Esri file format (Shape file or File Geodatabase).
- Digital files should use the following Projected Coordinate System and Geographic Coordinate System:
 - Projected Coordinate System** NAD 1983 StatePlane North Carolina FIPS 3200 (US Feet)
Projection Lambert Conformal Conic
WKID 2264
 - Geographic Coordinate System** NAD 1983
WKID 4269



Final Plat Checklist:

The following is a checklist designed to ensure all requirements for the Final Plat and digital files have been met. For more information on the Final Plat in general, please refer to the detailed description above.

- Scaled drawing of entire project with listed phases (not less than 1" = 200')
- Bar Graph Scale
- Name of Development
- Name of map type (Sketch, Preliminary, Final)
- Owner's name, address, daytime phone
- Developer's name, address, daytime phone
- Map preparer name address, daytime phone (if different from developer)
- Date of map (initial or revised)
- Zoning District(s) and watershed classification of property and adjacent properties SR
- Plat Book or Deed Book References
- Names of adjoining property owners
- Tax map, block and parcel number
- Vicinity map at a scale of 1" = 2000' Shown at
- Any jurisdictional lines
- North arrow
- Distances around project boundaries, bearings, distances and curve data (existing property lines)
- Tie at least one corner to NC grid and provide grid coordinates where at least one of two control monuments needed are within 2000' feet of the boundary or tie to nearest street intersections
- Name and Location of any property on National Register of Historic Places or locally designated historic property
- Existing right of way lines for road or rail
- Proposed right of way lines and width dimension

- Right of way width dimension from centerline of existing public streets
- Proposed sidewalks
- Water courses, wetlands, lakes, streams, marshes
- Proposed common area or open space
- Existing and proposed topography of tract and 100 feet beyond property showing existing contour intervals of no greater than 5 feet (2 feet where available) and labeling at least two contours per map and all others at 10-foot intervals from sea level
- Proposed lot lines and dimensions
- Acreage in total tract
- Acreage in Public Greenways and other open space
- Total number of lots proposed
- Linear feet in streets
- Area in newly dedicated right of way
- Lots sequenced or numbered consecutively
- Existing and proposed street names
- Location, dimension and type of all easements
- Average size of lot
- Setbacks for zoning district
- Sketch Plan approval box
- Deliverables should include drawings and digital files compatible with GIS systems.
- Digital files should be either CAD dwg file format or Esri file format (Shape file or File Geodatabase).
- Digital files should use the following Projected Coordinate System and Geographic Coordinate System:
- Recorded Homeowners Association Document establishing the HOA.

Projected Coordinate System NAD 1983 StatePlane North Carolina FIPS 3200 (US Feet)
 Projection Lambert Conformal Conic
 WKID 2264

Geographic Coordinate System NAD 1983
 WKID 4269



Residential Building & Zoning Permit Checklist:

The following is a checklist designed to ensure all requirements for the Residential Building and Zoning Permit have been met. For more information on the Residential Building and Zoning Permit in general, please refer to the detailed description above.

- Online Application
- Plot Plan
- Codes Review
- Flood Review (if necessary)
- Flood Elevation Certificate (if necessary)
- Planning/Zoning Review (if necessary)
- Health Department Notification (if necessary)
- Plan Review Approval
- Improvement Permit/ Appendix H (if necessary)
- Permit Fee
- Residential Zoning Permit Issuance (if necessary)
- Residential Building Permit Issuance
- Building Inspection
- Zoning Setback Inspection (if necessary)
- Inspection Completeness Review
- Zoning Final Approval (if necessary)
- Certificate of Occupancy
- Development Services Survey



Plot Plan Checklist:

The following is a checklist designed to ensure all required standards for the Plot Plan have been met. For more information on the Plot Plan in general, please refer to the detailed descriptions above.

- Property lines and dimensions of the lot
- Existing structures and building features such as:
 - Houses (with dimensions including height)
 - Garages
 - Sheds
 - Pools
 - Fences
 - Decks
 - Steps
 - Exterior chimneys
 - Bay windows
 - Any other building articulations
- Proposed structures, additions, or fences.
- Required setbacks
- Distance from all sides of the proposed structure to the property lines
- Measurements must be taken at the closest points between the structure and the property line.
- Measure distances in feet from the edge of the street right-of-way, not the edge of the street pavement.
- Location of:
 - Driveways

Walkways

Steps

Easements

Rights-of way

Utility Easements



Commercial Building & Zoning Permit Checklist:

The following is a checklist designed to ensure all requirements for the Commercial Building and Zoning Permit have been met. For more information on the Commercial Building and Zoning Permit in general, please refer to the detailed description above.

- Online Application
- Plot Plan
- Codes Review
- Flood Review (if necessary)
- Flood Elevation Certificate (if necessary)
- Planning/Zoning Review (if necessary)
- Health Department Notification (if necessary)
- Plan Review Approval
- Backflow Preventer Review
- Kings Mountain Forward Approval (if necessary)
- Improvement Permit/ Appendix H (if necessary)
- Permit Fee
- Commercial Zoning Permit Issuance (if necessary)
- Commercial Building Permit Issuance
- Utility Tap Applications
- Building Inspection
- Zoning Setback Inspection (if necessary)
- Inspection Completeness Review
- Zoning Final Approval (if necessary)
- Certificate of Occupancy



Moss Lake Permit Checklist:

The following is a checklist designed to ensure all requirements for the Moss Lake Permit have been met. For more information on the Moss Lake Permit in general, please refer to the detailed description above.

- Prior to Application
- Online Application
- Codes Review
- Plan Review/Lease Approval Agreement
- Permit Fee
- Moss Lake Permit Issuance
- Building Inspection
- As-Built Survey/Certification Letter
- Inspection Completeness Review
- Certificate of Occupancy
- Development Services Survey



Demolition Permit Checklist:

The following is a checklist designed to ensure all requirements for the Demolition Permit have been met. For more information on the Demolition Permit in general, please refer to the detailed description above.

- Pre-Demolition
- Online Application
- Codes Review
- Utility Abandonment Verification
- Permit Fee
- Demolition Permit Issuance
- Building Inspection
- Inspection Completeness Review
- Certificate of Compliance
- Development Services Survey



Trades Permit Checklist:

The following is a checklist designed to ensure all requirements for the Trades Permit have been met. For more information on the Trades Permit in general, please refer to the detailed description above.

- Prior to Application
- Online Application
- Codes Review
- Gas Utility Approval
- Plan Review (if necessary)
- Permit Fee
- Trade Permit Issued
- Building Inspection
- Inspection Completeness Review
- Certificate of Compliance
- Development Services Survey



Change of Use Permit Checklist:

The following is a checklist designed to ensure all requirements for the Change of Use Permit have been met. For more information on the Change of Use Permit in general, please refer to the detailed description above.

- Prior to Application
- Online Application
- Codes Review
- Planning/Zoning Review
- Backflow Preventer Review
- Permit Fee
- Building Inspection
- Inspection Completeness Review
- Certificate of Occupancy
- Development Services Survey



Fire Protection Permit Checklist:

The following is a checklist designed to ensure all requirements for the Fire Protection Permit have been met. For more information on the Fire Protection Permit in general, please refer to the detailed description above.

- Online Application
- Codes Review
- Plan Review (if necessary)
- Permit Fee
- Fire Protection Permit Issuance
- Building Inspection
- Inspection Completeness Review
- Certificate of Occupancy
- Development Services Survey



Required Plan Review Drawings:

The following is a table of required drawings for plan review based on the project scope. Please refer to the additional notes below for further information on what is required in each drawing.

SCOPE OF WORK	SP	FP	LS	EL	ST	EC	ME	PL	FG	DD	RD
RESIDENTIAL BUILDING											
New Construction/ Addition	X	X									
Remodel		X									
COMMERCIAL BUILDING											
New Construction	X	X	X	X	X	X	X	X	X	X	
Addition	X	X	X	X	X	X	X	X	X	X	
Remodel/Upfit		X	X			X	X	X	X	X	
Retaining Wall	X				X						
Pool/Spa	X		X	X		X	X	X	X	X	
Deck/Porch	X				X						
Stage/Platform	X		X		X						
Construction Trailer	X									X	
Awning					X					X	X
Roofing Replacement										X	
Fence	X									X	
ACCESSORY BUILDING/ STRUCTURE											
Building (wood framed)	X										
Building (metal framed)	X				X						

SCOPE OF WORK	SP	FP	LS	EL	ST	EC	ME	PL	FG	DD	RD
Deck/Porch/ Ramp/Gazebo/ Pool	X										
Retaining Wall	X				X						
Dock/Piers (See Note 5 below)											
TRADES											
Electrical (commercial)						X					
Mechanical (commercial)							X				
Plumbing (commercial)								X			
Generator (residential and commercial)						X			X	X	
Solar (residential and commercial)						X				X	
MANUFACTURED HOME											
Manufactured Home	X									X	
FIRE PROTECTION											
Sprinkler/Fire Extinguishing/ Alarm		X								X	
Pyrotechnics/ Explosives	X									X	
Tent/Canopy/ Carnival	X	X	X								
CHANGE OF USE											
Change of Use		X									
SIGN											
Sign	X									X	X

Required Plan Review Drawing Descriptions:

SITE PLAN (SP)- Footprint of new building or structure, property lines, adjacent structures, floodplains, ADA routes and parking, distances to adjacent buildings, structures, and property lines.

FLOOR PLAN (FP)- Overall footprint and dimensions, individual room callouts and dimensions, doors, windows, plumbing fixtures, appliance locations, door and window sizes, kitchen layout.

LIFE SAFETY (LS)- Occupant loads, egress doors, egress travel path and lengths, fire extinguishers, exit signs and emergency lighting.

ELEVATIONS (EL)- Exterior views of all sides of building including: windows, doors, porches, decks, steps, chimneys, and exterior wall covering material.

STRUCTURAL (ST)- Structural elements such as: footings, foundations, floor framing, wall framing, roof framing, etc.

ELECTRICAL (EC)- Service location, panel locations, lights, receptacles, switches, panel schedules, load calculations, wire sizes, wiring methods, appliances, and electrical equipment, etc.

MECHANICAL (ME)- Equipment, appliances, exhaust, return, makeup air, ventilation, hoods, duct sizes, gas piping, calculations, etc.

PLUMBING (PL)- Fixture locations, appliance locations, schematics, water supply pipe sizes and material, DWV pipe sizes and material, meter location, shutoff valves, grease trap, etc.

FUEL/GAS (FG)- Gas appliances, pipe sizes, shutoff valves, BTU load calculations, meter location, etc.

DETAIL DRAWINGS (DD)- Shop drawings, specific materials, specific designs and details of construction, setup manuals, manufacturer spec sheets, etc.

RENDERINGS (RD)- Scaled and colored drawings depicting completed installation.

Notes:

1. Additional drawings not listed above may be required depending on the specific nature of the project.
2. Additional information, other than listed above, may be required on certain drawings depending on the specific nature of the project.

3. Plans shall be drawn to scale and clarity.
4. Certain projects may require the seal of a design professional. Please contact the City of Kings Mountain's Inspections and Codes office for more information.
5. All Moss Lake structures require sealed plans by a NC licensed engineer, architect, or landscape architect showing: projection lines, elevations, and framing details.

Engineered Construction Drawing Checklist:

REFER TO THE FOLLOWING UDO SECTIONS:

Chapter 156:

- 156.50 Design
- 156.60 Site Development Standards
- 156.70 Land Subdivision
- 156.80 Flood Damage Prevention and Hazard Reduction
- 156.120 Subdivision Review Procedures

Other UDO sections as may be applicable to your project.

COVER

- Development Name
- Project County, State location
- Vicinity Map (1 to 1,000 scale) with nearest roadways labeled. Oriented with North Up.
- North Arrow
- Graphic Scale
- Sheet Set Index
- Developer Legal Name, address, phone number
- Developer's Contact Name, address, email, and phone number
- Plan Set Preparer's Contact information
- Recommended:** Large scale view of entire project with Road Names
- List of all Permits that apply to the project with permit reference #'s
- Note that all construction to be completed per City of Kings Mountain standards.

For all plans, if site does not fit on acceptable sheet sizes at 50 scale or smaller, each plan series is to be broken up utilizing a key map on each sheet. In this scenario, each sheet series is to include an Overall plan sheet first, with enlargements to follow.

INITIAL CONDITIONS

- Complete Boundary and Topographic Survey
 - If sealed survey is not provided in set, then provide surveyor's contact information with date of survey.
 - One property corner to be tied to state grid coordinates.

- Provide a benchmark.

- All existing easements with deed book and page references
- Supplemental GIS data as may be necessary
- All labels clearly seen
- Sheet Legend
- North Arrow
- Road names and recorded right-of-way width
- All Existing Utilities
- Reference one property corner to state plane coordinates

SITE PLAN

Commercial - Industrial

- All property/site boundaries shown and labeled
- North Arrow
- Graphic Scale
- Parking layout with dimensions
- Nearest hydrant
- Radii of all curb returns
- Width of driveways
- Designated Buffers
- Public and Private Sidewalks with widths labeled

Subdivision

- North Arrow
- Graphic Scale
- Road Names (should be larger font than others generally used on the plan)

- All roads are assumed to be public unless noted as (Private) below the road name. Private roads require City Council approval.
- Lot Numbers
- Lot Setbacks
- Jurisdictional Lines (City limits, ETJ limits)
- Proposed road centerlines with radius labeled.
- Intersection angle between centerlines
- Buffers shown and Labeled for type and width.
- Flood lines shown, if applicable, Labeled for type/zone with separate identifiable hatches/shading for flood plain verses floodway
- Open Space Areas hatched and labeled as "Public" or "Private"
- Tree Save Areas hatched and labeled as "Proposed Tree Save"
- Intersection Sight Triangles. 25' by 25' at ROW (city streets) and 10' by 70' at ROW (NCDOT)
- Proposed utility easements, labeled by type and width. If no uniform width is proposed, note as a general utility easement.

Site Data Block:

- Parcel #
- Parcel Address, if available.
- Parcel Zoning
- If Rezoned, provide the Petition #
- Existing Use
- Special Purpose or Overlay Districts
- Development Type: (Residential Single Lot Subdivision, Multi-family Development, Commercial Subdivision, Commercial Single Lot Development, or other)
- Applicable FEMA map reference #'s
- # of Lots Proposed
- Total Acres of site (Deeded), Open Space, Dedicated Right-of-way

- Residual area of site when excluding dedicated Right-of-way. Used for calculating the required Open space, Tree Save, etc.
- Min. Lot Size
- Ave. Lot Size
- Lot Setbacks Required

LANDSCAPE PLAN

(See UDO section 156.60.02 Trees, Landscaping, and Buffering)

- Show all proposed street trees (Subdivision)
- Show all Proposed interior trees and shrubs (Commercial)
- Show Tree Save Areas and Supplemental Tree Plants, if required
- Show required buffers and plantings. Sample planting per 100' of buffer is acceptable.
 - Use of existing trees within a buffer requires a tree survey.
- Refer to UDO for Approved Materials list

GRADING AND STORM DRAINAGE PLAN

(Refer to UDO Title IX, Chapter 90)

- All storm drainage systems are to be designed and constructed to NCDOT standards and specifications.
- Storm Systems clearly shown with all structures and pipes labeled. Example: CB#14, 15" RCP
- Show and label proposed utility easements
- 1-ft contours with sufficient labels
- Finished Floor Elevations
- Spot elevations anywhere the elevation cannot be interpreted between contours
- Storm inlet locations per city details. Properly separated from driveways and intersection curb returns.
- Coordinate all storm systems with required landscaping
- Outlet protection shown to scale
- Road names shown without conflicting with storm lines

- State Plane Coordinates for all BMPs (Provide coordinates for the control structure)

EROSION CONTROL PLAN

All Erosion Control Plans reviewed by NCDEQ

- Provide (3) phases of erosion control measures to be utilized during the life of the construction project.
 - Phase 1 – Initial Conditions
 - Phase 2 – Near Final Grading, without final SCM conversion
 - Phase 3 – Final Conversion of SCM
- Clearly show all EC measures.
- Include project specific construction sequence, written per phase.
- Applicable General Notes
- Show Denuded limits on all EC sheets
- Show all drainage areas for EC basins.
- Indicate the total denuded area for the site
- Sheet specific Legend
- Notes concerning not exceeding one acre of disturbance without a permit, and maximum time unworked areas can remain without stabilization.
- Callouts for all erosion control measures with references to their respective details.
- Drainage boundaries for each erosion control basin

NCDEQ may have additional requirements.

ROADWAY PLAN AND PROFILE

- Plan view of each road, with match lines as appropriate
- 50 scale maximum, 40 scale preferred
- Profile over plan view
- Refer to Land Development Standards Manual for horizontal and vertical curve criteria.
- Vertical profile to be no greater than 5% within 100' of an intersection.
- Road alignments shown with stationing corresponding to profile above
- Each Plan View to be labeled "titled" as the road name, below the view. Profile will be assumed to represent the same road section.

- Storm drainage lines shown light (grey)
- Water distribution and sanitary sewer collection mains shown light (grey)

STORM DRAINAGE PLAN AND PROFILE

- Alternative to providing paired plan and profiles is to clearly delineate on the grading/storm drainage plan, what sheet has the corresponding profile. Profile view should have a reference back to the applicable grading sheet (if project requires multiple grading/drainage sheets).
- To provide a clear understanding of the design of each branch of storm drainage, each profile is to be paired with its corresponding plan view, oriented to the profile.
- Label (Title) each plan and profile pair with beginning and ending structure #'s
- For storm drainage within roadways, alternatively, the storm could be shown in the roadway profile, but cross pipes and all out of street storm systems must be shown with separate plan and profiles.

UTILITY PLAN (WATER DISTRIBUTION)

Refer to UDO 156.60.06 Water Resource Standards for further information.

- Include a copy of Kings Mountain water/sewer general notes, water notes, sewer notes, and Testing/inspection general notes.
- Show all water and sanitary sewer lines, fittings, bends, fire hydrants, valves, blow-offs, and manholes.
- Label all items in item above. Do not provide manhole invert data in plan view.
- Show all existing (With DB & PG) and proposed easements.
- No Structures or landscaping allowed in utility easements.
- Access gate in fence line to be 14' wide, when necessary.
- Show Proposed storm lines with storm pipes and structures labeled.
- System to be designed with multiple connections to the existing city water system if proposing more than 100 lots/units.
- Waterline extension from existing dead-end lines to form loop back to existing water system, if practical. Consult with public works for direction.
- 6" water main required to all fire hydrants. 2" water main only for cul-de-sacs with maximum of 20 services. Mains larger than 6" are dependent on results of modeling and potential for future extension.

- Valves: 2 per Tee, 3 per Cross, no mainline valve at hydrant tee unless directed by the city engineer. Valves located outside of paved areas, in line with end of curb return.
 - Show one flow arrow on all sanitary sewer pipes.
 - Show all meters and cleanouts at clearly visible scale.
 - Water taps, min. separation of 5' along the main. 2' separation allowed only with approval of city engineer / Water & Sewer Dept.
 - Max. direct tap size is 1.5" for 6" main, 2" for 8" main. Service taps larger than 2" require tapping sleeve and valve.
 - Domestic water meters to be placed just inside the road right-of-way. Available water meters provided by Kings Mountain are 5/8", 1/2", and 1". Larger meters are to be provided by the utility contractor, with submittal approval by Kings Mountain Public Works.
 - Note on plans:** No water meters to be installed until the water main is certified by the engineer of record, NCDEQ provides the permit to operate, and the meter fee is paid.
- All commercial, industrial, and irrigation services require proper backflow prevention.
- Sewer taps, min. of 7' separation along the main, including 7' from a MH. Taps closer than 7' to a manhole to be directed to the MH while maintaining proper angles.
 - Sewer taps to enter nearest downstream manhole when tap would be within 7' of the manhole. Address proper angles.
 - Blow-off assemblies to be shown as two valves in plan-view.
 - All dead-end mains to have either hydrant or blow-off at the end.
 - Center of sanitary sewer manholes to be no closer than 5' from edge of pavement. (Subdivisions)
 - Center of sanitary sewer pipes to be no closer than 2' from edge of pavement (Subdivisions)
 - All waterlines must have minimum of 3' of cover.
 - 10' min. horizontal separation must be maintained between water and sewer lines unless sewer is 18" below waterline. Otherwise, both waterline and sewer must be DIP with water standard joints.
 - Water main to be design to go over any sanitary sewer lines.
 - No domestic water connections allowed along a dedicated fire line.

- All privately operated and maintained water distribution systems are to be permitted by NCDEQ and documentation provided to City prior to start of construction.
- Private water systems require master meter and backflow preventer.
- All fire hydrants (public and private) are required to include a 5" STORZ quick connection.
- Maximum of (1) hydrant on a dead-end 6" main, multiple hydrants allowed on looped 6" main or dead-end 8" main.
- All fire hydrant legs to include a guard valve. Additional mainline valve is not required.
- Fire department connection (FDC) to be within 50' of a fire hydrant.
- Spacing and location of hydrants to be determined by identifying a point no greater than 500' from the furthest point on a building (Commercial or Residential).
- Hydrants to be placed either at intersections, aligned with property lines, or be at least 15' from the nearest driveway.
- Hydrant to be set 2-5' from back of curb (city street) or 1' inside the road right-of-way (NCDOT).
- A 10' clear and unobstructed space is to be provide around each hydrant.
- For commercial fire sprinkler systems, a post indicator valve is to be placed immediately downstream of the fire line backflow preventer.

City Fire Marshal makes final decision concerning required hydrant locations.

SANITARY SEWER SYSTEM PLAN AND PROFILES

- Private sanitary sewer systems are to be submitted to, reviewed by, and approved for construction by NCDEQ. NCDEQ approval to be submitted to Kings Mountain. Kings Mountain can release of plans for construction once NCDEQ approval is submitted.
- To provide a clear understanding of the design of each branch of storm drainage, each profile is to be paired with its corresponding plan view, oriented to the profile.
- Sewer extension to be provided to all adjacent properties where natural drainage permits, such as following existing streams.
- Label (Title) each plan and profile pair with beginning and ending structure #'s
- Profiles to run left to right, starting station to end station.

- Match lines to occur at a manhole. Same manhole to be shown on each corresponding view.
- Label all storm pipe crossings with pipe size and material.
- All pipe crossings to be shown as ovals, labeled with pipe size, material, and use.
- Show parallel storm lines in profile
- All sanitary and storm drainage crossings must have 18" of clearance unless DIP is called for. Then, 6" of clearance is required.
- Label clearance between sanitary sewer pipe and crossing pipes, only if the clearance would be less than 2.5'.
- Show one flow arrow per each sanitary sewer pipe.
- Sewer pipe material to be either PVC SDR 35, PVC C900, or DIP (Class 50, min.)
 - 8"-15" diameter and less than 13' deep, use PVC SDR 35
 - 8"-36" diameter and greater than 13' deep, use PVC C900 or DIP.
- If clearance is less than 18", use 18-20' solid section of DIP centered on crossing.
- Maximum depth of manholes is 20', rim to invert out.
- Maximum pipe run between manholes is 400', center to center of MH.
- Minimum cover on sanitary sewer lines is 3'.
- Minimum difference between invert in and out is 0.2'. Main size does not matter.
- Angle between entering and exiting pipes to be no less than 80 degrees, 90 degrees preferred unless justified. Show angular dimensions.
- Avoid locating sanitary sewer manhole covers within anticipated wheel paths. Generally, the sanitary sewer should run down the center of the road. When traversing roadway curves, utilize manhole covers placed in the center of a lane. Also, avoid sanitary sewer pipe centerlines from encroaching a 2' offset from edge of asphalt pavement.
- All service lateral cleanouts to be set at or just inside the road right-of-way.
- Each sanitary sewer lateral requires examination to ensure that 2' of clearance between lateral pipe and crossing storm pipes is obtained. If 2' clearance cannot be obtained, then the whole service lateral is to be DIP. Use of DIP still requires at least 6" of clearance.
- Lateral depths 13-20' shall require DIP or C900 PVC. These to be limited in use and called off specifically on the plans.

- All single-family lot service laterals to be 4".
- All 6" laterals to connect directly to a manhole.
- Minimum public main diameter is 8".
- Sewer mains to have 4' minimum cover. Within subdivisions, it is recommended to maintain a sanitary sewer depth of 6' or more due to storm drainage and other utilities.
- Drop manholes are required anytime the difference between invert in and out meets or exceeds 24".
- In no case shall grade rings be used to adjust rim elevation more than 6".
- Provide manhole cover diameter as noted in table below. Manhole cover to clearly identify the manhole as sanitary sewer.
- All sanitary sewer manholes to be 4' diameter, 5' diameter if an internal drop is required or if manhole is over 20' deep. See following table:

Minimum Manhole Sizing Requirements		
Sewer Pipe Diameter (inches)	Minimum Manhole Diameter (feet)	Manhole Frame Clear Opening Diameter (inches)
8 – 16	4	24
18 – 36	5	30
42 - 54	6	30
54	8	30
60	12	30
≥ 64	12	30

- Manholes to serve a maximum of 3 laterals/mains.
- Minimum sanitary sewer pipe slope per State requirements, based on pipe size. Maximum slope is 10%. See following table:

Minimum Slopes for Sanitary Sewers	
Sewer Pipe Size (inches)	Minimum Slope (feet per 100 feet)
4	1.50
6	1.25
8	0.60

10	0.35
12	0.28
15	0.19
16	0.18
18	0.15
21	0.13
24	0.10
30	Based on 2.5 fps minimum scour velocity
36	

Gravity manholes receiving force main discharge to be epoxy-cement lined or approved other.

Easement Widths:

Minimum Permanent Easement Width Requirements (Feet)					
		Pipe Diameter			
		2" – 12"	15" – 18"	20" – 36"	42" and larger
Trench Depth to Pipe Invert (feet)	0.00' – 8.00'	20	20	25	35
	8.01' – 14.00'	30	40	40	50
	14.01' – 20.00'	45	45	50	60

OFF-SITE/OUT OF STREET UTILITY SYSTEM PLAN AND PROFILES

In addition to items above:

- All manhole rims to be set a minimum of 2' above grade.
- All Manholes within floodplains to have rims set 2' above 100-year elevation.
- If proposed rims within 100-year floodplain and set 2' above, would result in a riser 4' above grade, then the rim is to be set 2' above grade (below the 100-year), be water tight, and a vent pipe included. If another vented manhole exists within 200' upstream or downstream of proposed manhole location, then vent pipe can be excluded.
- Out of roadway water distribution and sanitary sewer collection lines to be centered within the proposed easement.
- Gravity and force main sanitary sewers to be min. 100' from any public/private water supplies, including wells & reservoirs used for drinking water.
- Utility easements (water and sewer) to be placed a minimum of 10' from the top of bank of any stream.
- At locations where existing drainage features (ditches, swales, etc.) cross a proposed sanitary sewer, the ditch is to be lined with rip rap to the limits of disturbance.
- All sanitary sewer lines to be located 3' below stream beds to top of casing, min.
- All easement to be acquired from adjacent properties are to be recorded in the county register of deeds prior to final plan approval by Kings Mountain.

If off-site sewer extensions which will be greater than 1,000 ft in length, a secondary access route needs to be pursued and discussed with the city engineer. City engineer may permit omission of the secondary access if it is shown that it would be impractical to provide.

Water main to be design to go over any sanitary sewer lines.

BMP/SCM DETAILS

Include scaled plan view with section line

Show surface treatment (Stone, River Rock, Sod, etc.) over sand filter.

Show proposed dimensions of sand filter.

If Proposing a wet pond, show the proposed littoral shelf plantings. This can be on a separate sheet if necessary.

Section thru SCM from one inlet pipe thru the outfall structure and pipe, showing details of the SCM (IE Sand Filter media)

CONSTRUCTION DETAILS

Ensure all applicable details are provided for all work shown on the plans

Individual details to be called off on the plans and reference the appropriate detail sheet.

Details to be organized and have titles. Prefer details shown in a grid arrangement.

CALCULATIONS

Erosion Control Measures:

- Erosion control measures (skimmer basins, outlet protection, etc.) designed to NCDEQ standards.
- Drainage areas shown on the plans for each measure and each phase of construction.

Storm Drainage Conveyance System:

- Piped storm drainage system calculations with:
 - Spread calculations
 - Calculated pipe capacities
 - Storm systems to be designed to NCDOT standards.
- Ditch calculations

- Include liner calculations (rip rap, temporary and/or permanent matting)
- Min. freeboard of 6" for 10-year storm
- Include cross section detail on plans

Storm drainage system area map. Single map or multiple maps as necessary to clearly show each inlet's drainage area. Needs to be separate from the grading and drainage plans.

Storm Water Detention/Water Quality System:

- Provide drainage area map showing the anticipated drainage area to each measure.
- Provide detention calculations for 2-year, 10-year, and 25-year. Facility to safely pass the 50-year with 6" of freeboard below the top of dam.
- All water quality measures, provide drainage time of 2-5 days.
- Provide sand filter calculations that demonstrate that the appropriate area of sand has been properly incorporated in the design.
- Show that the required forebay area has been achieved.

Water Distribution System:

- Include hydrant test data, including the location of the hydrant(s) tested.
- Show model view of system.
- Show model node list of system with calculated pressures under fire flow + domestic flow scenario. Include only the most restrictive scenario (farthest hydrant).
- Minimum pressure of 20 psi in all parts of system under fire flow + domestic flow scenario.
- Minimum fire flow of 1,000 gpm required. If this cannot be obtained, advise the city engineer for direction.
- Multiple connections to the public system.
- Include restrained joint calculations (if RJ pipe used instead of thrust blocks)
- Include concrete thrust block details/design in plan set.