

## 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.



## **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