

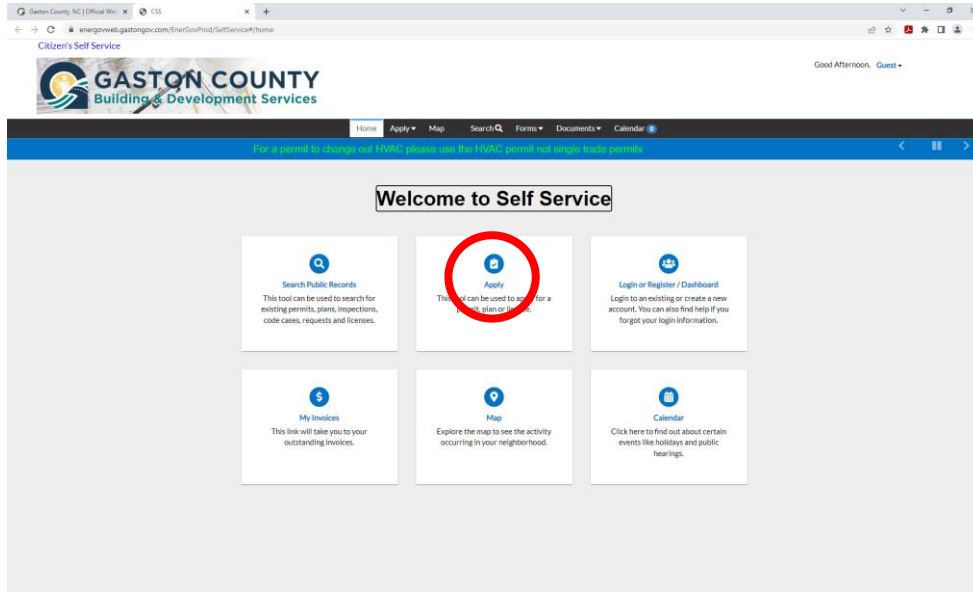
Plan Application Process

Soil Erosion & Sedimentation Control and Post-construction Stormwater

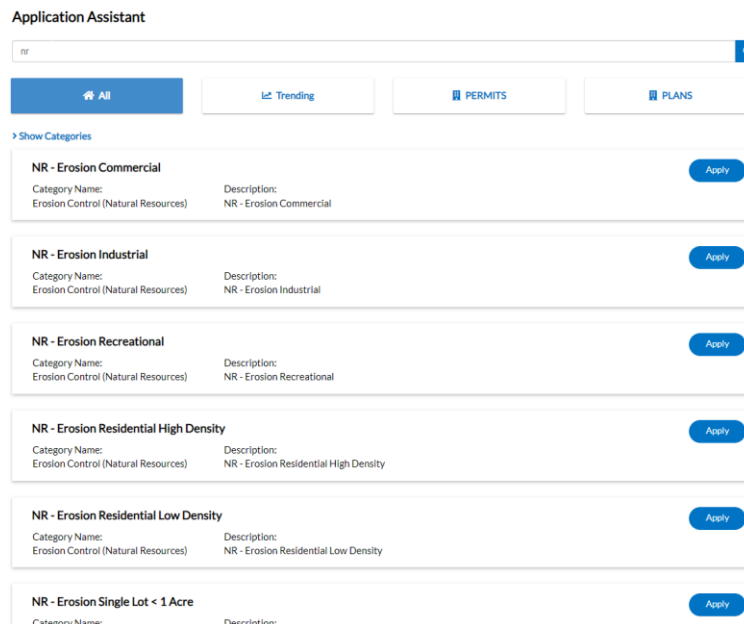
Gaston County Natural Resources Department



(1) Create a Gaston County Citizens Self Service (CSS) Portal account (GC website). Log in and Click “Apply”.



(2) Select the applicable permit type and click “Apply”.



(3) Search for and select project location (using address or parcel number(s)). Click “Next”.

The screenshot shows the top navigation bar with links for Dashboard, Home, Apply, View, Map, Search, Forms, Documents, and Calendar. The main heading is "Apply for Permit - NR - Erosion Residential High Density" with a "REQUIRED" indicator. A progress bar at the top shows six steps: 1. Locations (active), 2. Type, 3. Contacts, 4. More Info, 5. Attachments, and 6. Review and Submit. Below the progress bar, the "LOCATIONS" section contains a dropdown menu for "Project Location" and a blue button with a white plus sign and the text "Add Location". At the bottom, there are buttons for "Create Template", "Save Draft", and "Next".

(4) Type the project name in the “Description” box. Click “Next”.

The screenshot shows the same navigation bar and heading as the previous step. The progress bar now shows step 1 as completed with a green checkmark, and step 2, "Type", is active. The "PERMIT DETAILS" section features a dropdown menu for "Permit Type" set to "NR - Erosion Residential High Density". Below it, a "Description" label is circled in red, next to a large text input area. At the bottom, there are buttons for "Back", "Create Template", "Save Draft", and "Next".

(5) Add project contacts. The applicant will automatically be set to the “Financially Responsible Party” (FRP) contact type. This can be modified by GCNR staff after submittal if needed (in which case, be sure to add the actual FRP as a contact). **NOTE: The FRP must create a CSS account to access the permit and reports.** Click “Next”.

The screenshot shows the same navigation bar and heading. The progress bar now shows steps 1 and 2 as completed with green checkmarks, and step 3, "Contacts", is active. The "CONTACTS" section displays a card for a "Financial Responsible Party" with a person icon. To the right is a blue button with a white plus sign and the text "Add Contact". Below the button is a dropdown menu for "Builder". At the bottom, there are buttons for "Back", "Create Template", "Save Draft", and "Next".

(6) Complete required fields. Click "Next".

Apply for Permit - NR - Erosion Residential High Density *REQUIRED

Locations Type Contacts **More Info** Attachments Review and Submit

MORE INFO

General [Next Section](#) | [Top](#) | [Main Menu](#)

*Project Name
Project Name is required.

*Project Location
Project Location is required.

*Watershed
Watershed is required.

Directions

Site Agents

*Total Acreage
Total Acreage is required.

*Disturbed Acreage
Disturbed Acreage is required.

Miscellaneous [Previous Section](#) | [Top](#) | [Main Menu](#)

Additional Info

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

(7) Attach required documents (see website for list) and plan set. Click "Next".

Dashboard Home Apply View Map Search Forms Documents Calendar

Apply for Permit - NR - Erosion Residential High Density *REQUIRED

Locations Type Contacts **More Info** **Attachments** Review and Submit

Attachments

Natural Resources Documents Add Attachment
Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt
REQUIRED

Natural Resources Plans (eReview) Add Attachment
Supported: .pdf
REQUIRED

Natural Resources Documents Add Attachment
Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .txt

[Back](#) [Create Template](#) [Save Draft](#) [Next](#)

(8) Review and submit. GCNR staff will review initial submittal for completion and will notify applicant of any issues. Once complete submittal is verified, you will receive an invoice for the plan review and permitting fee. After the invoice is paid, the application will officially be received for review. If you have questions regarding this process, contact Jonathan Boerger: 704-922-2150 jonathan.boerger@gastongov.com

Apply for Permit - NR - Erosion Residential High Density *REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

[Submit](#)

Locations

Project Location

Parcel Number

Basic Info

Type

Description

Applied Date

Contacts

Financial Responsible Party

More Info

General

Project Name	Next Section Top Main Menu
Project Location	
Watershed	
Directions	
Site Agents	
Total Acreage	
Disturbed Acreage	

Miscellaneous

Additional Info [Previous Section | Top | Main Menu](#)

Attachments

Natural Resources Documents

-- Natural Resources Plans (eReview)

[Back](#) [Create Template](#)

[Save Draft](#) [Submit](#)