

# Sanford/Lee County Technical Review Committee (TRC)

## DEADLINES & MEETING DATES

The following 2020 information is based on the information available to staff at the time of creation. Dates & time may change due to holidays and other conflicts. Please verify with staff specific meeting dates & times prior to including this information within your project schedule.

Additional information is included on the TRC Application.

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**GENERAL RULE:** Most commercial projects and major subdivisions are required to be reviewed by the Sanford/Lee County Technical Review Committee (TRC). Simple building additions may be an exception.

**SUBMITTAL INFORMATION:** The 2020 TRC Submittal Application packet is available on the City of Sanford website ([www.sanfordnc.net](http://www.sanfordnc.net)) in the Planning & Development Department section or at the Sanford/Lee County Planning & Development Department office on the 1<sup>st</sup> floor of the Historic Buggy Company Building located at 115 Chatham Street, Sanford, N.C. 27330. Please submit all required information to the Chatham Street office and be aware that incomplete submittals will not be accepted or reviewed.

**DEADLINE DATE / TIME:** The deadline is on the 1<sup>st</sup> of each month at 12:00 pm (noon). If the first falls on a holiday or weekend, the application is due at 12:00 pm (noon) on the business day prior to the deadline.

**MEETING DATE / TIME / LOCATION:** The TRC meeting is held on the last Thursday of each month at 9:00 am (\*specific dates provided below). The meeting begins at 9:00 am; however, specific review times are assigned to each project & this information will be provided to the applicant so that he/she does not have to sit through the entire meeting. The project contact will receive a copy of the agenda memo for reference. The TRC meeting is held in the 1<sup>st</sup> floor Buggy Conference Room of the Historic Buggy Company Building located at 115 Chatham Street, Sanford, N.C. 27330. Please contact staff if you need directions.

**MEETING ATTENDANCE:** A project representative should be in attendance at the meeting to take notes regarding any/all required revisions and to answer questions.

### TRC DEADLINE

12-31-2019  
01-31-2020  
02-28-2020  
04-01-2020  
05-01-2020  
06-01-2020  
07-01-2020  
07-31-2020  
09-01-2020  
10-01-2020  
10-30-2020  
12-01-2020  
12-31-2020

### TRC MEETING

01-30-2020  
02-27-2020  
03-26-2020  
04-30-2020  
05-28-2020  
06-25-2020  
07-30-2020  
08-27-2020  
09-24-2020  
10-29-2020  
11-19-2020 (Moved due to Holiday)  
12-17-2020 (Moved due to Holiday)  
01-28-2021