

Sanford / Lee County / Broadway, North Carolina  
Technical Review Committee (TRC)

**PROJECT REVIEW APPLICATION**

The following information must be provided for each project submitted for review by the TRC.

Additional information may be required depending on the proposed project.

Reference the Sanford/Lee County/Broadway Unified Development Ordinance (UDO), which is available for viewing on the City of Sanford website ([www.sanfordnc.net](http://www.sanfordnc.net)) in the Planning & Development Dept. section

Staff contact: Alexandria Rye (919) 718-4656, ext. 5399 or

[alexandria.rye@sanfordnc.net](mailto:alexandria.rye@sanfordnc.net)

PLEASE INCLUDE THE COMPLETED TRC APPLICATION & CHECKLIST WITH THE TRC SUBMITTAL.

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.

DEADLINE: 1st of each month at 12:00pm (noon)

MEETING DATE: The last Thursday of each month (specific dates available upon request)

SUBMITTAL INFORMATION: Please submit the following information to be reviewed to the Sanford / Lee County Zoning & Design Review office at 115 Chatham Street, Sanford, NC 27330:

TRC Application, completed & signed

TRC Fee, payable with card, cash or check made payable to the City of Sanford

4 full-size paper copies (to scale)

One digital version (PDF format) of the proposed site plan &/or drawing package,

you may email the digital copy to [alexandria.rye@sanfordnc.net](mailto:alexandria.rye@sanfordnc.net) or include a CD with the plan(s)

The TRC package must include all of the above items submitted together (at the same time) or the submittal will be considered incomplete and will not be placed on the TRC agenda.

MAILBOX NOTE: If this is new construction/development, please contact the local postmaster (Dean Fields, 919-774-4926) regarding the location of the mailbox(es) for this project.

REVIEW TYPES (CHECK THE ONE THAT APPLIES TO YOUR PROJECT):

THE REVIEW FEE COVERS THE 1<sup>ST</sup> & 2<sup>ND</sup> PLAN REVIEW SUBMITTALS. THE 3<sup>RD</sup> SUBMITTAL AND ALL SUBSEQUENT SUBMITTALS THEREAFTER FOR THE SAME PROJECT WILL INCUR A REVIEW FEE OF HALF THE ORIGINAL FEE, WITH THE FEE TO BE PAID SEPARATELY FOR EACH SUBMITTAL.

CONCEPT PLAN: One conceptual sketch will be reviewed free of charge; however, this does not negate the project from an actual technical review at a later date, once the design is finalized.

Review Fee: No fee (free review) since this is an option for designers, but not required.

COMMERCIAL / INDUSTRIAL PLAN REVIEW:

Review Fee: \$500.00, plus \$2.00 per 1,000 square feet of gross floor area.

\_\_\_\_\_ building SF / 1,000 = \_\_\_\_\_ x 2 = \_\_\_\_\_ + \$500.00 = \_\_\_\_\_.

MULTI-FAMILY PROJECT PLAN REVIEW:

Review Fee: \$500.00, plus \$2.00 per dwelling unit.

\_\_\_\_\_ dwelling units x 2 = \_\_\_\_\_ + \$500.00 = \_\_\_\_\_.

SITE IMPROVEMENTS ONLY: No building proposed for construction on site (example, solar farm).

Review Fee: \$500.00.

MAJOR SUBDIVISION:

Review Fee: \$200.00, plus \$10.00 per lot.

\_\_\_\_\_ lots x 10 = \_\_\_\_\_ + \$200.00 = \_\_\_\_\_.

APPLICANT: The person responsible for submitting the TRC package.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Business Name: \_\_\_\_\_ Business Address: \_\_\_\_\_  
Business Phone #: \_\_\_\_\_ Mobile Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

PROPERTY OWNER(S): The legal property owner(s) as of the date of TRC submittal.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Business Name: \_\_\_\_\_ Business Address: \_\_\_\_\_  
Business Phone #: \_\_\_\_\_ Mobile Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

PROJECT MANAGER: The one person responsible for coordinating the entire project from beginning to end. This person should be knowledgeable of construction methods and scheduling and will be the "go to" person for staff when there is a question or problem regarding the project.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Business Name: \_\_\_\_\_ Business Address: \_\_\_\_\_  
Business Phone #: \_\_\_\_\_ Mobile Phone #: \_\_\_\_\_  
Email: \_\_\_\_\_

PROJECT INFORMATION: Information regarding the proposed project.

Business Name: \_\_\_\_\_  
Address/Location Project: \_\_\_\_\_  
Lee County Tax Parcel(s) Identification # (PIN): \_\_\_\_\_  
Zoning District(s): \_\_\_\_\_  
Number of Lots: \_\_\_\_\_ Lot Size(s): \_\_\_\_\_

Utilities:  Existing  Private Well  Private Septic System  
 Proposed  Public Water Supply  Public Sanitary Sewer

Street(s):  Existing  Public Street (City maintained)  Private Drive  
 Proposed  Public Street (NCDOT maintained)

Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's Signature (Sign & Print)

Date

Jurisdiction: <input type="checkbox"/> City of Sanford	Staff Use Only <input type="checkbox"/> Lee County
Fee: Amount: \$ _____	Form of Currency: <input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash
Date Received: _____	Complete / Incomplete (circle) Submittal Package
TRC Meeting Date: _____	SP Project #: _____
Staff Signature: _____	Energov Project #: _____
Staff Notes: _____	