

Sanford/Lee County 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) in the Planning & Development Dept. section

Staff contact: Alexandria Rye (919) 718-4656, ext. 5399 or 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 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 1ST & 2ND PLAN REVIEW SUBMITTALS. THE 3RD 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: _____

SITE INFORMATION:

Jurisdiction: Lee County City of Sanford Town of Broadway

Lee County Tax Parcel(s) Identification # (PIN): _____

Address/Location Project: _____

Current Zoning District: _____

Number of Acres: _____

Current Use: _____

Is this parcel located in the Floodplain or Floodway? _____

Is this parcel located in the Watershed? _____

PROJECT INFORMATION:

Business or Development/Subdivision Name: _____

Project Description: _____

Number of Lots or Units/Tenants: _____

Proposed Zoning District: _____

Site Size: (Acres) _____

Average Lot Size: _____

Disturbed Acreage: _____

Impervious Surface Ratio: (%) _____

Utilities: Existing or Proposed

Water: Public or Private

Sewer: Public or Private

Streets: Existing or Proposed

Streets: Public City Maintained or Public NCDOT Maintained

Applicant's Signature (Sign & Print) Date

STAFF USE ONLY	
Fee Amount: _____	
Form of Currency: Check# _____	Paid Via Card _____ Cash _____
Date Received: _____ Complete / Incomplete	
TRC Meeting Date: _____	Plan Reviewer: _____
TRC Agenda Number: _____ Energov. # _____	
Staff Notes: _____ _____	