

# Sanford/Lee County Technical Review Committee (TRC)

## PROJECT REVIEW CHECKLIST

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.

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

### COVER SHEET:

- Project name, physical address and Lee County Parcel Identification Number (PIN)
- Property owner name, mailing address, phone number and email address
- Designer name, mailing address, phone number and email address
- Vicinity map with north arrow and scale
- Date

### EXISTING CONDITIONS PLAN:

- Graphic scale (drawn to a minimum standard civil engineering scale of 1" = 40')
- North arrow
- Property boundaries with labeled metes and bounds description
- Adjacent intersecting boundaries
- Topography at two foot intervals
- Floodplains/floodways and other water elements
- Drainage ways and drainage facilities
- Site structures and improvements
- Right-of-ways, roadways and drives
- Easements for access, utilities, etc.
- Utilities; type, location and size
- A delineation of environmentally sensitive areas
- Watershed information (if site is located within an established watershed)
- Zoning of all adjacent properties

### SITE PLAN:

- The Site Data notes/block shall include the following information, if applicable:
- Jurisdiction (City of Sanford, Lee County or Town of Broadway)
- Site zoning
- Existing and proposed use
- Required minimum building setbacks
- Parking spaces required and provided, including ADA required parking

- Site area and disturbed area (this information may be included on the Grading Plan)
- Impervious surface area (percentage of site)
- Data for watershed regulations (if site is located within an established watershed) The following data, when such data is applicable to a given development plan:
  - Total number of dwelling units, by development phase
  - Residential density and units per acre
  - Total floor area and floor area ratio for each type of use
  - Total area in open space and in developed recreational open space

**The Site Plan should include the following information, if applicable:**

- Graphic scale (drawn to a minimum standard civil engineering scale of 1" = 40')
- North arrow
- Lot layout with dimensions, acreage and square footage
- Location and arrangement of all proposed uses, lots and site improvements
- For uses other than single-family, the massing (height and width) and number of floors of all buildings shall be shown.
- Location and widths of proposed streets and right-of-ways, if applicable
- Location of all entrances onto adjacent roadways, whether existing or proposed
- The traffic and the pedestrian circulation system, including the location and width of all streets, driveways, entrances to parking areas and parking structures, walkways and bicycle paths
- Off-street parking and loading areas and structures, including the number of spaces and the dimensions of spaces and aisles
- Location of existing public utility easements, railroads, power lines, culverts, drain pipes, drainage channels, flood channels, water bodies, streams, swamps, parks, cemeteries, bridges, irrigation ditches, environmentally sensitive areas, etc.
- The proposed treatment of the perimeter of the development, including materials and techniques used, such as landscaped buffers, fences, berms or walls (this information may also need to be illustrated on the Landscape Plan)
- Location, acreage, category and type of improvements for passive and active (if required) open space
- Location of solid waste containers including proposed design provisions for screening
- Location and size in acres of school sites (if planned).
- A detailed exterior lighting plan
- Location for all ground-mounted signs and lighting
- If a phased project, a development phasing schedule including the sequence for each phrase; approximate size in area of each phase; and, proposed phasing of construction of public improvements, recreation and common open space areas.

**SITE GRADING & EROSION CONTROL PLAN:**

- The Site Grading & Erosion Control Plan shall include the following information, if applicable:
- Graphic scale (drawn to a minimum standard civil engineering scale of 1" = 40')
- North arrow
- Site area and disturbed area
- The plan shall have a minimum of 2' contour intervals based on the USGS quadrangle maps or a field survey with spot elevations and a proposed FFE.
- The plan may be on the same or on a separate plan sheet from the site plan and shall consist of one or more plan sheets showing:
  - topographic information showing existing features and conditions, including floodplains, waterways, vegetation, trees, and slopes exceeding fifteen percent (15%) and proposed clearing and grading
  - the extent, location, and type of proposed fill materials

- proposed cuts and fills required by the location of all building structures and streets and roads
- the location and type of erosion control measures required by the North Carolina Sedimentation Control Commission and all other applicable governmental agencies.

- The plan shall show the degree to which the proposed development will preserve existing features on the site, such as healthy desirable trees, shrubs and other vegetation, waterways, vistas, and historic sites
- The Grading Plan may also include information as required for a Flood Prevention Plan

SITE UTILITY PLAN:

- The Site Utility Plan shall include the following information, if applicable:
- Graphic scale (drawn to a minimum standard civil engineering scale of 1" = 40') North arrow
- Location of proposed water and sewer lines
- Preliminary proposals for connection with existing water supply and sanitary sewage systems, or alternative means of providing water supply and sanitary waste treatment and disposal; preliminary provisions for collecting and discharging surface water drainage
- Location of proposed utility appurtenances, such as water meters, backflow prevention devices, hydrants, etc.

SITE LANDSCAPING PLAN:

- The Landscaping Plan shall include the following information, if applicable:
- Graphic scale (drawn to a minimum standard civil engineering scale of 1" = 40')
- North arrow
- A general landscaping plan providing information regarding the materials used for open space and all proposed landscaping
- Planting areas drawn to scale with a list of the botanical and common names, number, and size of all plants designated for each area
- Location, name, and size of all existing trees, shrubs, groundcover and other plant materials that are to be incorporated as part of the landscape plan
- Location and width of landscaped buffer strips, including height of berms
- Location and sizes of irrigation facilities adequate to maintain the planting areas, if proposed

CONSTRUCTION DETAILS:

- The Construction Details shall include the following information, if applicable:
- ADA parking details, such as required signage, parking space dimensions, etc.
- Dumpster screening detail(s)
- Details for proposed utility appurtenances, such as water meters, backflow prevention devices, hydrants, etc.

ARCHITECTURAL ELEVATIONS:

Architectural elevations are required for non-residential development along certain streets as noted within Section 10.7, Design Standard for Non-Residential Development Along Thoroughfares and Freeways of the UDO. The architectural plans shall depict architectural details of the proposed development and shall include the following information:

- Preliminary renderings of building elevations plus typical cross sections to clearly define the character of the project (should be drawn to a standard architectural scale)
- A cross-section elevation plan depicting all buildings, structures, monuments, and other significant natural and man-made features of the proposed development
- An exterior building materials inventory
- Any covenant or dedication establishing an architectural review board