

Sanford/Lee County Technical Review Committee (TRC)

DEADLINES & MEETING DATES

The following 2019 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.

Staff contact: Alexandria Rye 919.718.4656 ext. 5399 or alexandria.rye@sanfordnc.net

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 2019 TRC Submittal Application packet is available on the City of Sanford website (www.sanfordnc.net) in the Planning & Development Department section or at the Sanford/Lee County Planning & Development Department office on the 1st 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 1st 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 1st 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

12-31-2018
02-01-2019
03-01-2019
04-01-2019
05-01-2019
05-31-2019
07-01-2019
08-01-2019
08-30-2019
10-01-2019
11-01-2019
11-29-2019
01-01-2020

TRC MEETING

01-31-2019
02-28-2019
03-28-2019
04-25-2019
05-30-2019
06-27-2019
07-25-2019
08-29-2019
09-26-2019
10-31-2019
11-21-2019 (Moved due to Holiday)
12-19-2019 (Moved due to Holiday)
01-31-2020

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) 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.

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 phase; 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

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

PROJECT REVIEW APPLICATION

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Additional information may be required depending on the proposed project.

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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.

DEADLINE: 2nd Friday 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: _____

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: _____	