



SANFORD / LEE COUNTY / BROADWAY TECHNICAL REVIEW COMMITTEE (TRC)

DEADLINES & MEETING DATES

Please note that dates and times are subject to change due to holidays and other scheduling conflicts. Please verify with staff the specific meeting dates and times prior to including this information in your project schedule. Additional information is included with the TRC Application.

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GENERAL RULE: Most industrial and commercial new construction and expansion projects, as well as all major subdivisions, must be reviewed by the Sanford / Lee County / Broadway (TRC). Applications for variances and special use permits must also be reviewed by the TRC prior to placement on the appropriate jurisdiction’s Board(s).

SUBMITTAL INFORMATION: The *TRC Submittal Application* packet is available on the City of Sanford’s website (www.sanfordnc.net) in the Planning & Community Development section, or at the Dept. of Community Development office on the 1st floor of the Historic Buggy Company Building located at 115 Chatham Street in Sanford, North Carolina. Please submit all required information to the Chatham Street office and note that incomplete submittals will not be accepted or reviewed.

DEADLINE DATE / TIME: The application deadline is the 1st of each month at 12:00PM. If the 1st falls on a holiday or weekend, the application is due at 12:00PM on the business day prior to the deadline.

MEETING DATE / TIME: The TRC meeting is typically held on the last Thursday of each month, beginning at 9:00AM. Each project may be assigned a specific review time, dependent on volume of applications. Each month’s TRC agenda will be made available to all applicants a few business days after the submittal deadline. TRC meetings are held virtually through OfficeSuite HD Meeting software, and all applicants shall receive an invitation and login information via email.

MEETING ATTENDANCE: A project representative should be in attendance at the meeting to take notes regarding any and all required revisions, as well as to answer questions from TRC members. If a project representative cannot be present, he/she must provide notice to Community Development staff prior to the TRC meeting date.

REVIEW COMMENTS: Comprehensive review comments shall be provided to project representatives in written form approximately 30 days after the TRC meeting date.

RESUBMITTALS: Site plans must be revised based upon TRC comments provided to the project representative and resubmitted to ensure all comments were satisfactorily addressed, along with a response letter in which all comments are responded to or acknowledged in some way. Resubmittals are accepted electronically at any time, but will be distributed among TRC members on the 1st and 15th of every month for review.

TRC APPROVAL: Upon receiving TRC approval, the applicant/project representative shall provide staff with one (1) full-size physical copy of the approved site plan to retain for department files. The applicant/project representative will then receive further information on the next step(s) in their project’s review and approval process.

TRC DEADLINE	TRC MEETING
12/30/2021	1/27/2022
2/1/2022	2/24/2022
3/1/2022	3/31/2022
4/1/2022	4/28/2022
4/29/2022	5/26/2022
6/1/2022	6/30/2022
7/1/2022	7/28/2022
8/1/2022	8/25/2022
9/1/2022	9/29/2022
9/30/2022	10/27/2022
11/1/2022	12/1/2022
12/1/2022	12/29/2022