



# SANFORD / LEE COUNTY / BROADWAY TECHNICAL REVIEW COMMITTEE (TRC) CONCEPTUAL REVIEW CHECKLIST

The following information must be provided for each concept plan submitted for review by the TRC. Additional information may be required, depending on the proposed project. Conceptual plan reviews are offered at no charge by the TRC, but that does not negate the requirement for a full technical review with engineered drawings in the future. Please utilize the Sanford / Lee County / Broadway Unified Development Ordinance (UDO), which is available for viewing on the City of Sanford's website ([www.sanfordnc.net](http://www.sanfordnc.net)) in the Planning & Community Development section.

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**PLEASE INCLUDE THE FOLLOWING CHECKLIST WITH YOUR CONCEPTUAL REVIEW SUBMITTAL.**

ALL CONCEPT SITE PLANS MUST BE ACCURATE AND DRAWN TO SCALE.

If you are applying for a **full technical review**, disregard this sheet and complete the **Project Review Checklist** instead.

## CONCEPT SITE PLAN

- Project name, physical address, and Lee County Parcel Identification Number (PIN)
- Property owner name, mailing address, phone number, and email address (if available)
- Project designer name, mailing address, phone number, and email address
- Vicinity map with north arrow and graphic scale
- Date
- Illustrate and label all easements and other existing conditions that may impact the design, such as floodplains, waterways, watershed conservation overlay district locations, etc.
- Illustrate and label all existing water and sewer main lines that would serve this project and provide information regarding the proposed service line connections
- Illustrate and label all proposed site improvements, such as buildings and parking areas
- Illustrate and label dimensions for all design features such as:
  - Existing or proposed property lines
  - Minimum building setbacks
  - Right-of-way widths
  - Parking space and parking space access aisles
  - Cul-de-sac radii (if applicable)
- illustrate and label all proposed landscaping areas (perimeter buffer yards, street yards, open space, etc.)
- If signage is important to the project, please submit signage information as early in the project as possible to ensure that the proposal complies with local signage regulations.
- If the project site is located along a roadway that has design standards for site design and building architecture, provide a sketch and/or photographs of the proposed building(s) as early in the project as possible to ensure that the proposal complies with all required design standards