

# SANFORD / LEE COUNTY / BROADWAY

## Technical Review Committee



*This handout is a general overview for the Technical Review Committee (TRC) that serves as initial project review for all major subdivisions, new non-residential construction, proposals requiring conditional rezoning, Special Use Permits, or variances. The TRC is comprised of staff members from all three jurisdictions (Sanford, Lee County, and Broadway) as well as other agencies, such as NCDOT.*

The Community Development Dept. also offers a [comprehensive resource guide](#) for developers and design professionals.

### Conceptual Site Plan Review

- Conceptual site plan reviews are **optional** for projects not requiring a public hearing.
- Conceptual site plan reviews are **required** as the first step for most projects that require a public hearing, including:
  - a site plan-specific conditional rezoning,
  - a Special Use Permit request
  - or a variance
- A “full” technical review of projects may be required *after* their respective public hearing process, especially for major subdivisions and commercial, industrial, or multifamily construction.
- The conceptual site plan should include basic criteria as detailed in the [Concept Review Checklist](#).
- There is no cost associated with this review, and resubmittals are typically not necessary.
- Once a conceptual site plan is reviewed and approved, the applicant is typically expected to move forward with presenting the project for a public hearing.
- If no public hearing is required, the applicant is typically expected to incorporate conceptual review comments into a civil engineered plan set and submit for a full Technical Review of the project.

### Technical Site Plan Review

- Technical site plan reviews are **required** for all new construction of non-residential and multi-family projects, as well as all major subdivisions.
- Submittals must include a completed TRC Application and scaled site plan satisfying all criteria on the [Technical Review Checklist](#).
- Fees are required for all technical reviews, and are dependent upon the type and scope of the project.
  - After a TRC application is received, an invoice will be issued for the appropriate TRC fee, which can then be paid online through our [CSS Self-Service Portal](#) (you will need to make an account using your name, phone number, and email address).

### General Information about TRC

- TRC submittals are typically due on the 1<sup>st</sup> business day of each month.
- TRC meetings are typically held on the last Thursday of each month.
- Applications and site plans must be submitted via email to [trc@sanfordnc.net](mailto:trc@sanfordnc.net).
- Review comments will be provided in writing to applicants and project representatives about two weeks after each TRC meeting.

### TRC Resubmittals

- There is no deadline for TRC resubmittals
- Revised site plans and a comment-by-comment response letter can be resubmitted at any time via email to [trc@sanfordnc.net](mailto:trc@sanfordnc.net).
- Resubmittals will be redistributed to TRC members for re-review on the **15<sup>th</sup>** and **30<sup>th</sup>** of each month (or closest business day).
- Resubmittal review typically takes between two and three weeks.
- If approved, the applicant will receive written notice of approval and information on the project’s next steps.
- If additional comments are generated or initial comments were not satisfactorily satisfied, the applicant will receive a comprehensive list of outstanding comments.