



REVIEW AND PERMITTING PROCESSES

Conditional Rezoning & New Construction

This process overview is intended to provide general guidance for the conditional zoning map amendment process (commonly known as “conditional rezoning”) and new non-residential construction review process within the City of Sanford’s jurisdiction. A conditional rezoning is when an applicant requests a subject property to be rezoned from its existing zoning designation to a unique zoning district with an applicant’s self-imposed standards and conditions, subject to the approval of the governing board.

To initiate a zoning map amendment request, contact the Department of Community Development at 919-718-4657 or zoning@sanfordnc.net.

Step 1 – Pre-Application Conference

- This is an opportunity for developers and applicants to meet with Zoning & Design Review staff to discuss review processes, annexation and rezoning requirements, and other details of the proposal.
- This step can be waived at the developer’s request, but is always recommended for design professionals new to the Sanford/Lee County area.

Step 2 – Conceptual TRC (Technical Review Committee) Review

- Typically, applicants are unwilling to commit to investing time and money into a civil engineered site plan without some assurances that their proposal will be approved by a governing board. Thus, a **TRC Concept Review** is acceptable for an initial site plan review for projects requiring a **conditional rezoning request**.
- The conceptual site plan should require basic submittal criteria as detailed in the [Concept Review Checklist](#).
- There is no fee for a conceptual TRC review.
- TRC applications are typically due on the 1st business day of each month.
- The TRC typically meets on the last Thursday of each month.
- **Applications and site plans can be submitted via email to trc@sanfordnc.net.**
- Comments from the TRC review are provided to the applicant within two weeks of the meeting.
- **The level of detail to which an applicant is willing to commit at this point will determine if their conditional rezoning request will need to be further amended with a second review by the Sanford Planning Board and Sanford City Council.**
- Applicants have the option of *first* establishing general details for their conditional zoning district such as permitted land uses and maximum densities and then, if the initial rezoning is approved, further amending the conditional rezoning (see Step



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6) with greater specificity, such as a detailed lot or building layout, street or driveway network, landscaping plan, architectural standards, and other information.

- If public sewer is not available and the project is intended to utilize on-site private septic system(s), a soil report and soil map prepared by a licensed soil scientist must be submitted as part of the conceptual TRC review.

Step 3 – Neighborhood Meeting

- Applicants for a rezoning *or* conditional rezoning request must conduct at least one (1) neighborhood meeting at least 25 days prior to the public hearing date set for the rezoning request.
- Neighborhood meetings are the sole responsibility of the applicant for the rezoning request.
- Comprehensive instructions for holding Neighborhood Meetings will be provided to the applicant by Community Development staff.

Step 4 – Zoning Map Amendment Application Submittal

- Submit a [Conditional Zoning Map Amendment \(Conditional Rezoning\) Application](#) along with the associated fee of \$750 to Zoning & Design Review staff
 - Fees can be paid by check (made payable to *City of Sanford*) or by indicating you'll pay online using the [CSS Self-Service Portal](#); ***paying online requires you to submit the application first, then wait for an invoice to be provided to you to make payment online.***
- Rezoning applications are due on the 1st of the month (or, if the month begins on a weekend/holiday, the business day prior to the 1st of the month) at 12:00PM
 - Please note that all submittals must be delivered to the Planning Department by mail or in-person
 - **Late or incomplete submittals will not be accepted**
- Applications received on the first of any given month will be placed on the following month's Planning Board agenda
 - For example, applications received by the first of June will be placed on the July agenda.

Step 5 – City of Sanford Planning Board Meeting

- The Sanford Planning Board meets on the 3rd Tuesday of every month



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- This meeting is held jointly with Sanford City Council.
- North Carolina statutes require that all rezoning requests allow for a public hearing.
- Zoning & Design Review staff present the rezoning request before both Sanford City Council and the Sanford Planning Board
- The Sanford Planning Board will relocate to a separate room, away from City Council, to review the rezoning request and make a **recommendation** for **or** against the rezoning request.
- The Sanford Planning Board's decision will be transmitted to City Council members during the next scheduled Sanford City Council meeting.

Step 6 – Sanford City Council Meeting

- Sanford City Council meets on the 1st and 3rd Tuesday of every month.
- At the next scheduled City Council meeting (typically the 1st Tuesday of the following month), City Council will receive the Planning Board's recommendation.
- Sanford City Council may then make a final vote to **approve** or **reject** the rezoning request.
- If approved, the zoning of the subject property shall be changed to the applicant's requested zoning designation.

Step 7 – Amending an Approved Conditional Rezoning Request (if needed)

- if additional details and greater design specificity are needed beyond what was approved during the initial rezoning, the applicant **may have to repeat Steps 4 through 6 and are expected to provide in a civil engineered plan set for TRC review (Step 7)**
- With broad details like land uses and maximum densities in place with the initial conditional rezoning, applicants are expected to invest in a civil engineered plan set to provide further details like building locations, street or driveway network, landscaping plans, architectural standards, and other information.

Step 8 – TRC (Technical Review Committee) Review

- The site plan submitted for TRC review should include the basic submittal criteria detailed in the [Technical Review Checklist](#).
- TRC applications are typically due on the 1st business day of each month.
- The TRC typically meets on the last Thursday of each month.
- **Applications and site plans can be submitted via email to trc@sanfordnc.net.**



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- Once the TRC application is received, you will be invoiced for the appropriate TRC fee, which can then be paid online our [CSS Self-Service Portal](#) (you will need to make an account using your name, phone number, and email address).
- Comments from the TRC review are provided to the applicant within two weeks of the meeting.
- Applicants shall incorporate review comments into their site plan revisions and resubmit the updated site plan back to Zoning & Design Review staff with a **comment-by-comment** response letter.
 - There is no deadline for resubmittals. Revised site plans can be resubmitted at any time. However, they will be distributed to TRC members on the **15th** and **30th** of each month (or closest business day).
 - Resubmittal review typically takes two to three weeks.
 - If approved, written notice of approval will be provided to the applicant, with further guidance for the project's next steps.

Step 9 – Permit Application Packet Submittal (Zoning, Inspections, & Environmental Health Review)

Concurrent review of site plan and building plans is required.

- A complete submittal will include:
 - A completed [Commercial Project Application Packet](#)
 - A TRC-approved **site plan**
 - A complete set of **building plans**
 - A site plan illustrating the **proposed or existing septic system** (*if no connection to public sewer is intended/required*)
 - Written TRC approval
 - **NCDOT Driveway Permit** approvals and/or NCDOT Encroachment Agreements (*if required*)
 - **NCDEQ Sedimentation & Erosion Control Permit** approvals (*if required*)
- **You must submit required documents through our [CSS Self-Service Portal](#).** You'll then be able to track the progress of your application, pay any fees, and upload any additional documents.
- The [Zoning & Design Review](#) staff can be reached at 919-718-4656 or zoning@sanfordnc.net.

Step 10 – Building Permit Issued *or* Resubmittal Notice Sent

- You will receive either an approval of building permits to proceed with the project **or** notification of additional information required to process your application. You can check



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the status of your application(s) by using the [CSS Self-Service Portal](#).

- For more information about building permit submittal requirements, fees, and timelines for your project, contact [Building Inspections](#) staff at 919-718-4654.
- For further information on Septic Permits, please contact [Lee County Environmental Health](#) at 919-718-4641.

Step 11 – Engineering Division Review of Construction Drawings

- Submit final **construction drawings** to the Sanford Public Works Department.
- Construction drawing intake is available every Monday.
- The Engineering Division of the Public Works Department can be contacted at 919-777-1118 and further information can be found on the [Public Works Department's webpage](#).

Step 12 – Completion of Construction and Required Site Improvements

- Contact Building Inspections Division staff to request site inspections for each step of the building inspections process to ensure code compliance.
- Upon completion of construction and site improvements, contact Zoning & Design Review staff to request a site inspection.
 - The site must be clear of all construction equipment, portable lavatories, debris, etc.
 - Site improvements that must be completed before calling for a site inspection include:
 - paving and striping/marketing of parking spaces and access driveways
 - landscaping installation (buffer yards, street yards, parking lot plantings)
 - any other required site features
 - all site details will be inspected and compared against the approved site plan
- **The issuance of a Certificate of Occupancy is contingent upon the approval of Building Inspections, Fire Department, and Zoning & Design Review staff.**