



REVIEW AND PERMITTING PROCESSES

General Rezoning & Major Subdivision Development

This process overview is intended to provide general guidance for the zoning map amendment process (commonly known as “rezoning”) and the major subdivision review process within the City of Sanford. A general rezoning is when an applicant requests a subject property to be rezoned from its existing zoning designation to a base zoning district.

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 – Zoning Map Amendment Application Submittal

- Submit a [Zoning Map Amendment \(Rezoning\) Application](#) along with the associated rezoning fee of \$500 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 June 1st will be placed on the July agenda.

Step 3 – City of Sanford Planning Board Meeting

- The Sanford Planning Board meets on the 3rd Tuesday of every month
- 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 4 – 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.



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- If approved, the zoning of the subject property shall be changed to the applicant's requested zoning designation.

Step 5 – Technical Review Committee (TRC) Concept Plan Review **(optional)**

- TRC concept review is **optional** for most projects but provides an opportunity for preliminary feedback on a complex or unique project.
- There is no fee for a conceptual TRC review.
- TRC concept review is required for all projects that require **conditional rezoning**.
- The conceptual site plan should require basic submittal criteria as detailed in the [Concept Review Checklist](#).
- TRC applications are typically due on the 1st business day of each month.
- **Applications and site plans can be submitted via email to trc@sanfordnc.net.**
- The TRC *typically* meets on the last Thursday of each month.
 - Comments from the TRC review are provided to the applicant within two weeks of the meeting.
- With concept plan review comments, applicants have the option to resubmit, but are encouraged to incorporate conceptual review comments into a civil plan set as part of a full TRC submittal (Step 7).

Step 6 – Soil Evaluation **(if public sewer is unavailable)**

- If no public sewer service is available for the property being subdivided, each lot to be created must have a soil evaluation (a “percolation” or “perc” test) to ensure
- that on-site private systems can be installed.
- Applicants must provide a soil report and soil map from a licensed soil scientist.
 - NC State University's [directory of licensed soil scientists](#).
- A soil report signed and sealed by a licensed soil scientist will be required for a civil plan set submittal for TRC review if the development will be served by private septic system(s).

Step 7 – Technical Review Committee (TRC) Civil Plan Review

- The site plan submitted for TRC review should include the basic submittal criteria detailed in the [Technical Review Checklist](#).
- TRC fees shall apply and are based on the project type and scope.
- 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.**
 - 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, however resubmitted plans are distributed to TRC members for review on the **15th** and **30th** (or closest business day) of each month.
- TRC resubmittals should be reviewed within two to three weeks. TRC members will verify that all comments have been satisfactorily addressed *or* provide additional feedback for revision.
 - The project must receive written TRC approval to proceed to the next step(s).



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- For projects within the City of Sanford's jurisdiction (including ETJ), TRC approval of a civil engineered plan set for a major subdivision shall constitute **approval of a preliminary major subdivision plat**.
 - The subdivider/applicant shall post Subdivision Notice signage at the site of the proposed major subdivision, in plain view of passersby, for at least ten (10) days in accordance with NCGS §160D-403.
 - The signage shall be provided to the subdivider/applicant by the Department of Community Development.
 - The subdivider/applicant must provide photographic proof of signage posted to Community Development staff.

Step 8 – Engineering Review of Construction Drawings

- Submit final construction drawings to the Sanford Public Works Department.
- Construction drawing intake is every Monday.
- A pre-construction conference with Engineering staff may be required.
- 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 9 – Installation of Infrastructure and Site Improvements

- Installation of all site improvements intended for public maintenance must be completed prior to the signature/approval of a final plat.
 - Streets, sidewalks, water & sewer mains, curb & gutter, public parks, etc.
- Inspection and approval by Engineering Inspectors will be completed to ensure that construction meets the City of Sanford's technical specifications.
- Inspection and approval by Zoning & Design Review staff will ensure that zoning and subdivision design standards are met.
- The applicant and/or developer have the option to post a **financial guarantee** for 125% of the total estimated cost of all site improvements proposed for public maintenance approved by the Planning, Engineering, and Legal Department staff.
 - Financial guarantees may be in the form of an irrevocable letter of credit, a cashier's check, a performance bond, or a surety bond, in accordance with UDO §6.3.5.2.1.

Step 10 – Final Plat Approval and Recordation

- With either all site improvements completed, *or* a performance bond approved, the final plat can then be reviewed.
- Provide an electronic copy (in PDF format) of the final plat to the Zoning & Design Review staff for final review before printing.
- The following requirements must be met prior to the final plat being approved:
 - Copies of **NCDEQ Sedimentation & Erosion Control Permit** approvals (if required) submitted to Zoning & Design Review staff.
 - Copies of **NCDOT Driveway Permit** approvals and approved **Encroachment Agreements** (if required) submitted to Zoning & Design Review staff.
 - **Street names** must be formally requested to Zoning & Design Review staff and approved.
 - [More information about the street name request process.](#)
 - **Street sign markers** and **stop signs** must be paid for by the developer and receipts for payment provided to Lee County General Services staff.
 - [More information on street sign markers can be found here.](#)



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- Once the final plat is approved, provide at least **four full-size paper copies** to Zoning & Design Review staff for approval/signature.
 - Signatures from the property owner, surveyor, and if necessary, a licensed soil scientist, must be secured before submitting the final plat to Zoning & Design Review staff.
- The final plat is then to be recorded with the Lee County Register of Deeds.
 - Further information for the Lee County Register of Deeds can be found on their [webpage](#).
 - Please also submit an electronic .dwg file of the final plat to Lee County GIS/Land Records upon recordation of the final plat.
 - Contact info can be found here: https://leecountync.gov/departments/gis_strategic_services/