

Sanford / Lee County Technical Review Committee (TRC)

DEADLINES & MEETING DATES

The following 2022 information is based on the information available to staff at the time of creation. Dates and times may change due to holidays and other conflicts. Please verify with staff the specific meeting dates and times prior to including this information within your project schedule. Additional information is included with the TRC Application.

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GENERAL RULE: Most commercial projects and major subdivisions are required to be reviewed by the Sanford / Lee County Technical Review Committee (TRC). Simple building additions *may* be an exception.

SUBMITTAL INFORMATION: The 2022 TRC Submittal Application packet is available on the City of Sanford website (www.sanfordnc.net) in the Planning & Development section, or at the Sanford/Lee County Planning & Development Department office on the 1st floor of the Historic Buggy Company Building located at 115 Chatham Street, Sanford, NC, 27330. **Please submit all required information to the Chatham Street office and be aware that incomplete submittals will not be accepted or reviewed.**

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

MEETING DATE / TIME / LOCATION: The TRC meeting is held on the last Thursday of each month at 9:00AM (*specific dates provided). The meeting begins at 9:00AM, however specific review times may be assigned to each project. The review comments and other pertinent information shall be provided to the applicant in the form of an agenda and memo. The TRC meeting is typically held on the 1st floor Buggy Conference Room of the Historic Buggy Company Building located at 115 Chatham Street, Sanford, NC, 27330. However, current meetings are being held virtually until further notice. Please contact staff if you need directions or instructions.

MEETING ATTENDANCE: A project representative should be in attendance at the meeting to take notes regarding any/all required revisions and to answer questions. If a representative cannot be present, he/she must make staff aware prior to the TRC meeting.

VIRTUAL MEETINGS: TRC is currently being held in a virtual format. Applicants and TRC participants discuss projects virtually using OfficeSuite HD software. Until otherwise noted, TRC will continue to be conducted in this manner.

<u>TRC DEADLINE</u>	<u>TRC MEETING</u>
12/30/2021	01/27/2022
02/01/2022	02/24/2022
03/01/2022	03/31/2022
04/01/2022	04/28/2022
04/29/2022	05/26/2022
06/01/2022	06/30/2022
07/01/2022	07/28/2022
08/01/2022	08/25/2022
09/01/2022	09/29/2022
09/30/2022	10/27/2022
11/01/2022	12/01/2022
12/01/2022	12/29/2022