

Sanford / Lee County Technical Review Committee (TRC)

PROJECT REVIEW APPLICATION

The following information must be provided for each project submitted to the TRC for review. Additional information may be required, depending on the proposed project. Reference the Sanford/Lee County/Town of Broadway Unified Development Ordinance (UDO), which is available for viewing on the City of Sanford website (www.sanfordnc.net) in the Planning & Development Department section.

Staff Contact: Thomas Mierisch | 919.718.4656, ext. 5396 | thomas.mierisch@sanfordnc.net

PLEASE INCLUDE THE COMPLETED TRC APPLICATION AND THE FOLLOWING CHECKLIST WITH YOUR TRC SUBMITTAL.

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.

DEADLINE: The 1st day of each month at 12:00PM (noon)

MEETING DATE: The last Thursday of each month (specific dates available upon request)

SUBMITTAL INFORMATION: Please submit the following information to be reviewed to the Sanford / Lee County Zoning & Design Review office at 115 Chatham Street, Sanford, NC 27330:

- TRC Application, completed and signed
- TRC fee, preferably by check (made payable to the City of Sanford); card or cash payments are possible, but must be made in-person
- Four (4) full-size paper copies (to scale)
- One (1) digital version (PDF format) of the proposed site plan or drawing package; you may email the digital copy or downloadable link to thomas.mierisch@sanfordnc.net, or include a CD or USB drive with the submittal

The TRC package must include all of the items listed above, submitted together (and at the same time) or the submittal shall be considered incomplete and will not be placed on the TRC agenda.

REVIEW TYPES

(Check the option that applies to your project):

Please note that the review fee covers the 1st and 2nd plan review submittal. The 3rd submittal and all subsequent submittals thereafter for the same project will incur a review fee of half the original fee, with the fee to be paid separately for each submittal.

- CONCEPT PLAN:** One conceptual sketch will be reviewed free of charge. However, this does not negate the project from an actual technical review at a later date, once the design is finalized.
- COMMERCIAL / INDUSTRIAL PLAN REVIEW:**
Review Fee: \$500.00, plus \$2.00 per 1,000 square feet of gross floor area.
Building SF / 1,000 = _____ X 2 = _____ + \$500.00 = _____
- MULTI-FAMILY PROJECT PLAN REVIEW:**
Review Fee: \$500.00, plus \$2.00 per dwelling unit.
Dwelling units X 2 = _____ + \$500.00 = _____
- SITE IMPROVEMENTS ONLY:** No building proposed for construction on site (example, solar farm).
Review Fee: \$500.00
- MAJOR SUBDIVISION:**
Review Fee: \$200.00, plus \$10.00 per lot.
_____ lots X 10 = _____ + \$200.00 = _____

APPLICANT: The person responsible for submitting the TRC package.

Name: _____ Title: _____

Business Name: _____

Business Address: _____

Business Phone: _____ Mobile Phone: _____

Email: _____

PROPERTY OWNER(S): The legal property owner(s) as of the date of TRC submittal.

Name: _____ Title: _____

Business Name: _____

Business Address: _____

Business Phone: _____ Mobile Phone: _____

Email: _____

PROJECT MANAGER: The one person responsible for coordinating the entire project from beginning to end. This person should be knowledgeable of construction methods and scheduling and will be the "go to" person for staff when there a question or problem regarding the project.

Name: _____ Title: _____

Business Name: _____

Business Address: _____

Business Phone: _____ Mobile Phone: _____

Email: _____

SITE INFORMATION:

Jurisdiction: Lee County City of Sanford Town of Broadway

Lee County Tax Parcel(s) Identification Number (PIN): _____

Address / Project Location: _____

Current Zoning District: _____

Total Site Acreage: _____

Current Use: _____

Is any portion of the site located in the floodplain or floodway? _____

Is any portion of the site located in a watershed? _____

PROJECT INFORMATION:

Business or Development / Subdivision Name: _____

Project Description: _____

Number of Lots or Units/Tenants: _____

Proposed Zoning District (if rezoning): _____

Site Size (in acres): _____

Average Lot Size: _____

Disturbed Acreage: _____

Existing Impervious Surface Ratio (pre-construction): _____ sf / _____ %

Proposed Impervious Surface Ratio (post-construction): _____ sf / _____ %

Utilities: Existing Proposed

Water: Public Private

Sewer: Public Private

Streets: Existing Proposed

Streets: Public (City) Public (NCDOT)

Applicant's Signature (Sign & Print)

Date

STAFF USE ONLY

FEE AMOUNT: _____

FORM OF PAYMENT: CHECK #: _____ PAID VIA CARD _____ CASH _____

DATE RECEIVED: _____ COMPLETE INCOMPLETE

TRC MEETING DATE: _____ PLAN REVIEWER: _____

TRC AGENDA #: _____ ENERGOV CASE #: _____

STAFF NOTES: _____

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PRELIMINARY ENGINEERING ANALYSIS

CHECKLIST

- Project description, location, and parcel identification information
- Number of lots proposed
- Assumptions on house size and water/sewer flows
- Phasing
- Water/sewer flow by phase

Example Table

SOURCE	NO. OF LOTS	AVERAGE FLOW RATE (GPM)	PEAK FLOW RATE (GPM)*	AVERAGE DAILY FLOW (GPD)	PEAK FLOW (GPD)
PHASE I					
PHASE II					
PHASE III					
TOTAL					

If a new lift station is proposed:

- a. Map of sewer basin it would serve. Include all parcel lines, road names, parcel identifying information and sewer tie in point and water connection point(s).
- b. Assumptions on flow contribution from undeveloped lots.
- c. Proposed pump size (flow rate)

Example Table

FLOW CONTRIBUTORS	PARCEL ID #	ACREAGE	ESTIMATED FLOW (GPD)
SMITH			
JONES			
WICKER			
TOTAL			
TOTAL FROM DEVELOPMENT			
GRAND TOTAL			

- d. Calculations showing the ratio of the cost of gravity sewer versus the lift station. If the ratio is greater than 2.5, the City of Sanford will consider allowing a lift station.
- e. If the lift station serves 400 units, or 400 acres, or is the in the ETJ, is residential in nature, and can be eliminated in the future by a gravity extension, or is in the best interests of the city.

STAFF WILL DETERMINE IF SEWER INFRASTRUCTURE QUALIFIES TO BE MAINTAINED AND OPERATED BY THE CITY OF SANFORD.