



SANFORD / LEE COUNTY / BROADWAY TECHNICAL REVIEW COMMITTEE (TRC) PROJECT REVIEW APPLICATION

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 SUBMITTAL.

GENERAL RULE: Most non-residential new construction and expansion projects, as well as all major subdivisions, must be reviewed by the TRC. Applications for variances and special use permits must also be reviewed by the TRC prior to placement on the appropriate jurisdiction’s Board(s).

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

MEETING DATE: The TRC meeting is typically held on the last Thursday of each month, beginning at 9:00AM.

SUBMITTAL INFORMATION: Please submit the following information to be reviewed by TRC to the Department of Community Development office at 115 Chatham Street, Sanford, NC 27330:

- TRC Application (completed and signed)
- TRC Fee (payment by check made out to City of Sanford is preferable; card or cash payment is possible, but must be made in-person at time of submittal).
- 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

REVIEW TYPES

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 shall incur a review fee of half the original fee, with the fee to be paid for each submittal.

- CONCEPT PLAN:** One conceptual sketch will be reviewed free of charge. However, this does not negate a 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 = _____
- 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 the 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 packet.

Name: _____ Title: _____

Business Name: _____

Business Address: _____

Business Phone: _____ Mobile Phone: _____

Email: _____

PROPERTY OWNER(S): The legal property owner(s) as of the date of the 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 on construction methods and schedule and will be the "go to" person for staff when there is 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: _____

Proposed Zoning District (if rezoning): _____

Number of Lots / Units / Tenants: _____

Site Size (in acres): _____

Average Lot Size (if subdividing): _____ 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 Public (City) Public (NCDOT)

Applicant's Signature (sign & print)

Date

STAFF USE ONLY

DATE RECEIVED: _____

FEE AMOUNT: _____

FORM OF PAYMENT: Check # _____

Paid via Card

Cash

TRC MEETING DATE: _____

PLAN REVIEWER: _____

TRC AGENDA #: _____

ENERGOV CASE #: _____

STAFF NOTES: _____



SANFORD / LEE COUNTY / BROADWAY TECHNICAL REVIEW COMMITTEE (TRC) PRELIMINARY ENGINEERING ANALYSIS

STAFF CONTACT: Mary DePina | 919.777.1121 | mary.depina@sanfordnc.net

CHECKLIST

- | | | | |
|--------------------------|--|--------------------------|---------------------------|
| <input type="checkbox"/> | Project description, location, and Parcel Number | <input type="checkbox"/> | Phasing |
| <input type="checkbox"/> | Number of lots proposed | <input type="checkbox"/> | Water/sewer flow by phase |
| <input type="checkbox"/> | Assumptions on house size and water/sewer flows | | |

EXAMPLE TABLE

SOURCE	# 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:

- 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).
- Assumptions on flow contribution from undeveloped lots.
- Proposed pump size (flow rate).

FLOW CONTRIBUTORS	PARCEL ID NUMBER	ACREAGE	ESTIMATED FLOW (GPD)
<i>SMITH</i>			
<i>JONES</i>			
<i>WICKER</i>			
TOTAL			
TOTAL FROM DEVELOPMENT			
GRAND TOTAL			

- 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.
- If the lift station serves 400 units, or 400 acres, or is 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.