



CITY OF SANFORD

REVIEW AND PERMITTING PROCESS

Commercial, Industrial, and Multi-Family Projects

This review and permitting process overview is intended to provide general guidance for the process by which new commercial, industrial, and multi-family development is reviewed and permitted. To initiate the rezoning process, contact Long-Range Planner I, Curtis Lee, at 919-718-4656, ext. 5398, or curtis.lee@sanfordnc.net.

This guide does not include annexation or rezoning. To initiate the annexation process, contact Senior Long-Range Planner, David Montgomery, at 919-718-4656, ext. 5392 or david.montgomery@sanfordnc.net.

STEP 1 – PRE-APPLICATION CONFERENCE

- Meet with Zoning & Design Review staff to discuss your project proposal (virtual or in-person).

STEP 2 (OPTIONAL) – TECHNICAL REVIEW COMMITTEE (Conceptual Review)

- TRC review of a conceptual site plan is an optional step available to all applicants for preliminary feedback on a proposed project.
- The conceptual site plan should include basic submittal criteria, as detailed in the **Concept Review Checklist** available here: www.sanfordnc.net/712/Technical-Review-Committee-TRC.
- TRC applications are typically due on the 1st day of each month.
- TRC typically meets on the last Thursday of each month.
 - Comments from TRC are provided to the applicant within two weeks of the meeting.
 - With conceptual plan review comments, applicants can either resubmit the revised site plan **or** proceed to the next step (a full technical review) and prepare a civil plan set for their project.
 - TRC resubmittals are typically distributed to TRC members for re-review on the **15th** and **30th** of each month.
 - TRC members have *approximately* two weeks to review resubmittals and verify that their comments have been addressed satisfactorily.
- There is **no fee** for a TRC conceptual review.

STEP 3 – TECHNICAL REVIEW COMMITTEE (Full Technical Review)

- The conceptual site plan should include basic submittal criteria, as detailed in the **Project Review Checklist** available here: www.sanfordnc.net/712/Technical-Review-Committee-TRC.



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- TRC members have *approximately* two weeks to review resubmittals and verify that comments have been addressed satisfactorily.
- Once TRC members approve the site plan, the project can move forward.
- TRC fees shall apply and are based on the scope of the project.

STEP 4 – ZONING & DESIGN REVIEW SITE PLAN APPROVAL

- Submit a **Zoning Clearance Permit Application** and the TRC-approved site plan to Zoning & Design Review staff for review and approval.
- The Zoning & Design Review staff can be reached at 919-718-4656 or zoning@sanfordnc.net.
- Further information can be found online at www.sanfordnc.net/279/Zoning-Design-Review.

STEP 5 – LEE COUNTY ENVIRONMENTAL HEALTH REVIEW

(IF PUBLIC SEWER SERVES THE SITE, PROCEED TO STEP 6)

- Contact the Lee County Environmental Health Department to determine what submittals are needed to review on-site private septic system installation.
 - This is only required if public sewer service is unavailable for the development site.
- Lee County Environmental Health can be reached at a 919-718-4641 or envhealth@leecountync.gov.

STEP 6 – ENGINEERING REVIEW OF CONSTRUCTION DRAWINGS

- Submit final construction drawings to the Sanford Public Works Department.
- Construction drawing intake is every Monday.
- The Engineering Division of the Public Works Department can be contacted at 919-777-1118 and further information can be found at www.sanfordnc.net/174/Public-Works.



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STEP 7 – BUILDING PERMIT APPLICATION SUBMITTAL & REVIEW

- Submit building plans and a **Building Permit Application** to the Building Inspections Department to apply for building permits.
- The Inspections Division can be reached at 919-718-4654 and further information can be found at www.sanfordnc.net/221/Permit-Applications.

STEP 8 – COMPLETION OF CONSTRUCTION AND REQUIRED SITE IMPROVEMENTS

- Contact the Inspections Division to receive approval for each step of the building inspections process to ensure code compliance.
- Upon completion of construction and site improvements, contact Zoning & Design Review staff and request a site inspection.
 - The site must be clear of all construction equipment, portable bathrooms, debris.
 - Site improvements including parking spaces, access driveways, landscaping (buffer yards, street yards, and parking lot yards), and any other required 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 Inspector, the Fire Marshal, and Zoning & Design Review (Planning) staff.**