



CITY OF SANFORD

REVIEW AND PERMITTING PROCESS

Major Subdivisions

This review and process overview is intended to provide general guidance for the **major subdivision process**. Major subdivisions are defined as:

- a division of a parcel into seven (7) or more lots, or
- any size subdivision that requires the extension of a public street or public utilities (water, sewer, or other public improvements), or
- any size subdivision that requires an exception from the requirements of the Unified Development Ordinance (UDO).

This guide does not include rezoning. For rezoning requests, contact Long-Range Planner I, Curtis Lee, at 919-718-4656, ext. 5398, or curtis.lee@sanfordnc.net. The following overview is intended for major subdivisions that comply with the density and dimensional standards of the existing “by right” zoning district of a given parcel.

This guide does not include annexation. 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 rezoning request (virtual or in-person).

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

- TRC review of a conceptual site plan is available for all applicants for preliminary feedback on a proposed major subdivision 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.
- The TRC typically meets on the last Thursday of each month.
 - Comments from the TRC are provided to the applicant within 30 days of the meeting.
 - With conceptual plan review comments, applicants may 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.



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- TRC members have *approximately* two weeks to review resubmittals and verify that their comments have been satisfactorily addressed.
- The is **no fee** for a TRC conceptual review.

STEP 3 – TECHNICAL REVIEW COMMITTEE (Full Review)

- TRC review of a full civil plan set is required for all new projects.
- 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.
- TRC applications are typically due on the 1st day of each month.
- The TRC typically meets on the last Thursday of each month.
 - Comments from the TRC are provided to the applicant within 30 days of the meeting.
 - Once civil plan review comments are provided to the applicant, the applicant should revise the plan set accordingly and resubmit to the TRC coordinator.
 - Resubmittals must include a revised site plan and response letter in PDF format.
 - TRC resubmittals are accepted **at any time** but will be 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 satisfactorily addressed
- TRC fees shall apply and will depend on the scope of the project.

STEP 4 – MAJOR SUBDIVISION APPLICATION SUBMITTAL

- Submit a **Major Subdivision Application** to Zoning & Design Review staff
 - There is no fee associated with a major subdivision.
- Major Subdivision 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 Zoning & Design Review Department by mail or in-person.
 - **Late or incomplete submittals will not be accepted**
- Applications received on the first of the month will be placed on the next month's Planning Board agenda.
 - For example, applications received by the first of June will be placed on the July agenda.



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STEP 5 – SANFORD PLANNING BOARD MEETING

- The Sanford Planning Board meets on the 3rd Tuesday of every month.
 - This meeting is held jointly with the Sanford City Council.
- Zoning & Design Review staff will present the major subdivision preliminary plat before both the City Council and the Planning Board.
- The Sanford Planning Board will relocate to a separate room, away from City Council, to review the proposed subdivision and make a **recommendation** in favor of or against the major subdivision preliminary plat.
- The Sanford Planning Board's decision will be transmitted to City Council members during the next scheduled Sanford City Council meeting.

STEP 6 – SANFORD CITY COUNCIL MEETING

- The 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.
- City Council will then make a final vote to **approve** or **reject** the major subdivision preliminary plat.

STEP 7 – 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 online at www.sanfordnc.net/174/Public-Works.

STEP 8 – 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.



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DEVELOPERS HAVE THE OPTION TO POST A FINANCIAL GUARANTEE FOR ALL IMPROVEMENTS PROPOSED FOR PUBLIC MAINTENANCE

- 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 Sanford City Council.
- Financial guarantees may be in the form of an irrevocable letter of credit, a cashiers check, a performance bond, or a surety bond, in accordance with UDO §6.3.5.2.1.

STEP 9 – FINAL PLAT APPROVAL AND RECORDATION

- With either all site improvements completed or a performance bond approved by the Sanford City Council, the final plat can then be reviewed.
- Provide a digital copy (in PDF format) of the final plat to the Zoning & Design Review staff for final review before printing.
- 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 online at: www.leecountync.gov/departments/register_of_deeds/

Preliminary plat approval shall be valid for up to two years, during which time the developer should record a final plat for at least one phase of the approved subdivision. Recording a final plat for a phase of an approved major subdivision will renew the two-year preliminary plat approval period, in accordance with UDO §6.3.3.7.

Deviation from the approved preliminary major subdivision plat will trigger a re-review of a revised preliminary major subdivision plat by the Technical Review Committee, the Planning Board, and Sanford City Council.