



# CITY OF SANFORD

## REVIEW AND PERMITTING PROCESS

### Zoning Map Amendment (General Rezoning)

This process overview is intended to provide general guidance for the **zoning map amendment process** (also known as “rezoning”) by which a subject property is rezoned from its existing zoning designation to another base zoning district. To initiate the rezoning process, contact Long-Range Planner I, Curtis Lee, at 919-718-4656, ext. 5398 or [curtis.lee@sanfordnc.net](mailto:curtis.lee@sanfordnc.net).

**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](mailto: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 – REZONING APPLICATION SUBMITTAL**

- Submit a **Zoning Map Amendment (Rezoning) Application** along with the associated rezoning fee of \$500 to Zoning & Design Review staff
- Rezoning 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 Planning Department by mail or in-person
  - **Late or incomplete submittals will not be accepted**
- Applications received on the first of any given month will be placed on the following month's Planning Board agenda
  - For example, applications received by the first of June will be placed on the July agenda.

#### **STEP 3 – SANFORD PLANNING BOARD MEETING**

- The Sanford Planning Board meets on the 3rd Tuesday of every month
  - This meeting is held jointly with Sanford City Council
- North Carolina statutes require that all rezoning requests allow for a public hearing
- Zoning & Design Review staff present the rezoning request before both Sanford City Council and the Sanford Planning Board
- The Sanford Planning Board will relocate to a separate room, away from City Council, to review the rezoning request and make a **recommendation** for **or** against the rezoning request.



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- The Sanford Planning Board's decision will be transmitted to City Council members during the next scheduled Sanford City Council meeting

#### **STEP 4 – SANFORD CITY COUNCIL MEETING**

- 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.
- Sanford City Council may then make a final vote to **approve** or **reject** the rezoning request.
- If approved, the zoning of the subject property shall be changed to the applicant's requested zoning designation.