



# CITY OF SANFORD

## REVIEW AND PERMITTING PROCESS

### Zoning Map Amendment (Conditional Rezoning)

This process overview is intended to provide general guidance for the **conditional zoning map amendment process** (also known as “conditional rezoning”) by which a subject property is rezoned from its existing zoning designation to unique zoning district with its own standards and conditions. 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, please 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 – TECHNICAL REVIEW COMMITTEE (Conceptual Review)**

- TRC review of a conceptual site plan is recommended for 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](http://www.sanfordnc.net/712/Technical-Review-Committee-TRC)
- TRC applications are typically due on the 1<sup>st</sup> 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, the applicant 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 **15<sup>th</sup>** and **30<sup>th</sup>** of each month
    - 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
- The level of detail to which an applicant is willing to commit at this point will determine if their conditional rezoning request will need to be **further amended** with a **second review** by the Sanford Planning Board and Sanford City Council.



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- Applicants have the option of *first* establishing general details for their conditional zoning district such as permitted land uses and maximum densities and then, if the initial rezoning is approved, further amending the conditional rezoning with greater specificity, such as a detailed lot or building layout, street or driveway network, landscaping plan, architectural standards, and other information (**STEP SEVEN**).

#### **STEP 3 – CONDITIONAL REZONING APPLICATION SUBMITTAL**

- Submit a **Zoning Map Amendment (Rezoning) Application** along with the associated rezoning fee of \$750 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 a Planner 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.

#### **STEP 4 – 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
- North Carolina statutes require that all rezoning requests allow for a public hearing
- Zoning & Design Review staff present the rezoning request 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 rezoning request and make a **recommendation** in favor of or against the rezoning request.
- The Sanford Planning Board's decision will be transmitted to City Council members during the next scheduled Sanford City Council meeting

#### **STEP 5 – SANFORD CITY COUNCIL MEETING**

- Sanford City Council meets on the 1st and 3rd Tuesday of every month
- At the next scheduled Sanford City Council meeting (typically the 1st Tuesday of the following month), City Council will receive the Planning Board's recommendation.
- City Council may then make a final vote to **approve** or **reject** the rezoning request.



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- If approved, the zoning of the subject property shall be changed to the requested zoning designation.

#### **SITE PLAN-SPECIFIC AMENDMENT TO THE APPROVED CONDITIONAL REZONING**

- **If additional details and greater design specificity are needed** beyond what was approved during the rezoning, the applicant may have to repeat STEP 4 and STEP 5 so that the Planning Board and City Council can approve a more detailed design (as discussed in *STEP TWO*).
- In such cases, a full civil engineered site plan must be reviewed to ensure that utilities, grading, street design, lot layout, and other design elements are functional and practical to construct.

#### **STEP 6 – TECHNICAL REVIEW COMMITTEE**

**(Conceptual Review if Amending the Rezoning Request; Full Review if Moving Ahead with Preliminary Plat for a Subdivision)**

- The site plan should include basic submittal criteria, as found in the **Project Review Checklist** or **Conceptual Review Checklist**, both are found here: [www.sanfordnc.net/712/Technical-Review-Committee-TRC](http://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 comments have been addressed satisfactorily.
- TRC fees shall apply and will depend on the scope of the project.

#### **STEP SEVEN – 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
- Planning staff present the rezoning request before both the City Council and the Planning Board.



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### Zoning Map Amendment (Conditional Rezoning)

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

#### **STEP 8 – SANFORD CITY COUNCIL MEETING**

- Sanford City Council meets on the 1st and 3rd Tuesday of every month.
- At the next scheduled Sanford 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 requested zoning designation.

#### **IMPORTANT NOTES:**

Conditional zoning map amendment requests are typically the first step for either a major subdivision or a commercial or industrial development. After a conditional rezoning request is approved, the next step (*typically*) is a full technical review of a civil engineered plan set, and then one of the following steps:

- the subject property must then be subdivided in the manner approved, based upon the site plan-specific conditional zoning associated with the site.
- the subject property must be developed in a manner approved, based upon the site plan-specific conditional zoning associated with the site.

**Deviation from the approved site plan-specific conditional zoning will trigger a re-review by the Technical Review Committee, the Planning Board, and City Council.**