



CITY OF SANFORD

REVIEW AND PERMITTING PROCESS

Special Use Permits

This review and process overview is intended to provide general guidance for the **Special Use Permit** application process. Special Use Permits (SUPs) provide a form of discretionary approval for uses that are generally compatible with the uses permitted in a zoning district, but which require individual review of their location, design, and configuration. Special Use Permits ensure the appropriateness of the use at a particular location within the zoning district in which they are proposed. Applicants must demonstrate to the Zoning & Design Review staff that their SUP request meets the approval criteria set forth in UDO §3.5.3. To initiate the Special Use Permit application process, please contact Zoning Administrator, Amy McNeill, at 919-718-4656, ext. 5397, or amy.mcneill@sanfordnc.net.

STEP 1 – PRE-APPLICATION CONFERENCE

- Meet with Zoning & Design Review staff to discuss the Special Use Permit request.

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

- 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.
- 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.
 - TRC members have *approximately* two weeks to review resubmittals and verify that their comments have been satisfactorily addressed.
- There is **no fee** for a TRC conceptual review.
- Please note that a full technical review (Step 3) is still required, even when a conceptual TRC review is completed.



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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 addressed satisfactorily.
- TRC fees shall apply and will depend on the scope of the project.

STEP 4 – SPECIAL USE PERMIT APPLICATION SUBMITTAL

- Once the project has received full TRC review and formal approval, the applicant may submit a **Special Use Permit Application** to the Zoning & Design Review Department.
- Special Use Permit application deadlines are typically the 1st of each month for placement on the **following month's** Board of Adjustment agenda.
 - For example, applications received by the 1st of June will be placed on the July agenda.
- There is a \$500 fee associated with Special Use Permit applications.

STEP 5 – SANFORD BOARD OF ADJUSTMENT MEETING

- The Board of Adjustment conducts quasi-judicial hearings that involve the application of the Unified Development Ordinance (UDO) to individual situations on strict procedural requirements in accordance with North Carolina General Statutes GS § 160D-46
- The Board of Adjustment shall review the site plan that was approved by the TRC.
- The Board of Adjustment shall approve, approve with conditions, or deny the Special Use Permit request.
- The Sanford Board of Adjustment meets on the 2nd Monday of each month, as needed.



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- Additional information regarding the Board of Adjustment can be found online at:
<https://www.sanfordnc.net/323/Boards-Commissions>

If the Special Use Permit request is approved, the applicant may proceed to site plan review by Zoning & Design Review staff in order to develop the site in the manner proposed.

Any deviation from the approved site plan shall require a re-review by the Technical Review Committee (TRC) and the Board of Adjustment.