



REVIEW AND PERMITTING PROCESSES

Major Subdivisions

*This review and process overview is intended to provide general guidance for the major subdivision process. This overview does **not** include rezoning or annexation requests. 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).*

Step 1 – Pre-Application Conference

- Contact Zoning & Design Review staff to discuss your proposed subdivision.
- Staff encourage applicants to prepare a site plan illustrating how the land is proposed to be divided (this can be hand-sketched).

Step 2 – Technical Review Committee (TRC) Concept Plan Review (optional)

- TRC concept review is **optional** for most projects, but provides an opportunity for preliminary feedback on a complex or unique project.
- There is no fee for a conceptual TRC review.
- TRC concept review is required for all projects that require **conditional rezoning**.
- The conceptual site plan should require basic submittal criteria as detailed in the [Concept Review Checklist](#).
- TRC applications are typically due on the 1st business day of each month.
- **Applications and site plans can be submitted via email to trc@sanfordnc.net.**
- The TRC *typically* meets on the last Thursday of each month.
 - Comments from the TRC review are provided to the applicant within two weeks of the meeting.
- With concept plan review comments, applicants have the option to resubmit, but are encouraged to incorporate conceptual review comments into a civil plan set as part of a full TRC submittal (Step 4).

Step 3 – Soil Evaluation (if public sewer is unavailable)

- If no public sewer service is available for the property being subdivided, each lot to be created must have a soil evaluation (a “percolation” or “perc” test) to ensure
- that on-site private systems can be installed.
- Applicants must provide a soil report and soil map from a licensed soil scientist.
 - NC State University’s [directory of licensed soil scientists](#).
- A soil report signed and sealed by a licensed soil scientist will be required for a civil plan set submittal for TRC review if the development will be served by private septic system(s).

Step 4 – Technical Review Committee (TRC) Civil Plan Review

- The site plan submitted for TRC review should include the basic submittal criteria detailed in the [Technical Review Checklist](#).
- TRC fees shall apply and are based on the project type and scope.
- TRC applications are typically due on the 1st business day of each month.
- The TRC typically meets on the last Thursday of each month.
- **Applications and site plans can be submitted via email to trc@sanfordnc.net.**
 - Once the TRC application is received, you will be invoiced for the appropriate TRC fee, which can then be paid online our [CSS Self-Service Portal](#) (you will need to make an account using your name, phone number, and email address).



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- Comments from the TRC review are provided to the applicant within two weeks of the meeting.
- Applicants shall incorporate review comments into their site plan revisions and resubmit the updated site plan back to Zoning & Design Review staff with a **comment-by-comment** response letter.
- There is no deadline for resubmittals, however resubmitted plans are distributed to TRC members for review on the **15th** and **30th** (or closest business day) of each month.
- TRC resubmittals should be reviewed within two to three weeks. TRC members will verify that all comments have been satisfactorily addressed *or* provide additional feedback for revision.
 - The project must receive written TRC approval to proceed to the next step(s).
- For projects within the City of Sanford's jurisdiction (including ETJ), TRC approval of a civil engineered plan set for a major subdivision shall constitute **approval of a preliminary major subdivision plat**.
 - The subdivider/applicant shall post Subdivision Notice signage at the site of the proposed major subdivision, in plain view of passersby, for at least ten (10) days in accordance with NCGS §160D-403.
 - The signage shall be provided to the subdivider/applicant by the Department of Community Development.
 - The subdivider/applicant must provide photographic proof of signage posted to Community Development staff.

Step 5 – 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 on the [Public Works Department's webpage](#).

Step 6 – 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.
- 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 cashier's check, a performance bond, or a surety bond, in accordance with UDO §6.3.5.2.1.

Step 7 – 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 an electronic copy (in PDF format) of the final plat to the Zoning & Design Review staff for final review before printing.
- The following requirements must be met prior to the final plat being approved:
 - Copies of **NCDEQ Sedimentation & Erosion Control Permit** approvals (if required) submitted to Zoning & Design Review staff.



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- Copies of **NCDOT Driveway Permit** approvals and approved **Encroachment Agreements** (if required) submitted to Zoning & Design Review staff.
 - **Street names** must be formally requested to Zoning & Design Review staff and approved.
 - **Street sign markers** and **stop signs** must be paid for by the developer and receipts for payment provided to Zoning & Design Review staff.
- 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 on their [webpage](#).