

# SANFORD / LEE COUNTY / BROADWAY

## MAJOR SUBDIVISION APPLICATION



115 Chatham Street, Sanford, NC 27330

919.718.4656

[zoning@sanfordnc.net](mailto:zoning@sanfordnc.net)

**Subdivisions within the City of Sanford (and ETJ):** For all major subdivisions within the City of Sanford (and ETJ), major subdivision preliminary plats are reviewed at staff level through the Technical Review Committee (TRC).

**Subdivision within Lee County:** For all major subdivisions within Lee County, the Lee County Planning Board and Board of Commissioners must review and approve preliminary plats *after* the civil plan set is approved by the TRC.

**Subdivisions within the Town of Broadway (and ETJ):** For all major subdivisions within the Town of Broadway (and ETJ), the Broadway Planning Board and Broadway Town Commissioners must review and approve preliminary plats *after* the civil plan set is approved by the TRC.

This application must be completed and submitted to the Department of Community Development prior to being placed on the appropriate jurisdiction's Planning Board agenda. If a plat is to be submitted in two or more phases, a Master Plan shall be submitted which shows the preliminary plat for the entire subdivision.

A preliminary plat shall not be placed on any jurisdiction's Planning Board agenda until it has been deemed complete by the Department of Community Development staff. No final plat shall be approved until a preliminary plat has been approved by the appropriate jurisdiction's Planning Board and governing board.

**Application Deadline:** 1<sup>st</sup> Business Day of each month at 12:00PM (noon)

**Meeting Dates:** TRC meets on the last Thursday of each month at 9AM (subject to change for holidays)

Lee County Planning Board meets on the 3<sup>rd</sup> Monday of each month at 6PM, if needed.

Broadway Planning Board meets on the last Monday of each month at 6PM, if needed.

**Submit this application and any required supplemental documents via email to:** [zoning@sanfordnc.net](mailto:zoning@sanfordnc.net)

Jurisdiction:  Sanford, including ETJ  Lee County  Broadway, including ETJ

Subdivision Name: \_\_\_\_\_

Address / Location of Subdivision: \_\_\_\_\_

Parcel ID / Tax ID: \_\_\_\_\_ Total Acreage: \_\_\_\_\_ Zoning: \_\_\_\_\_

Total Number of Lots: \_\_\_\_\_ Minimum Lot Size: \_\_\_\_\_ Smallest Lot Size: \_\_\_\_\_

**Utilities:**  Existing  Private Well  Private Septic System  
 Proposed  Public Water Supply  Public Sanitary Sewer

**Streets:**  Existing  Public Street (City Maintained)

Linear Feet of New Street: \_\_\_\_\_  Proposed  Public Street (NCDOT Maintained)

Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Property Owner(s)** The legal property owner(s) as of the date of submittal.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Contact Person / Applicant** The person/company submitting the preliminary plat application.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant (print & sign)

Date

**STAFF USE ONLY**

Jurisdiction:  City of Sanford  Lee County  Town of Broadway

Date Received: \_\_\_\_\_ Subdivision File #: \_\_\_\_\_

Planning Board Meeting Date: \_\_\_\_\_ EnerGov File #: \_\_\_\_\_

Staff Signature & Title: \_\_\_\_\_

Notes: \_\_\_\_\_

Submittal:  Complete  Incomplete