

## City of Sanford Development Review Timelines\*

ZONING MAP AMENDMENT TYPE	PROCEDURE	TIMEFRAME	IMPORTANT DEADLINES/DATES	OVERALL TIMELINE
<b>CONDITIONAL REZONING</b>	Pre-application conference with staff	1 Week		1 Week
	Conceptual TRC application submitted	0 Weeks	Typically, due by the 1 <sup>st</sup> day of the month	1 Week
	Conceptual site plan review by TRC	4 Weeks	Typically held on the last Thursday of the same month	5 Weeks
	TRC comments provided to developer/applicant	2 Weeks		7 Weeks
	TRC comments addressed and conceptual site plan resubmitted <sup>1</sup>	2 Weeks	Can be resubmitted <b>any time</b> . Distributed for review on the 15 <sup>th</sup> and 30 <sup>th</sup> of the month	9 Weeks
	TRC resubmittal reviewed/approved <sup>2</sup>	2 Weeks		11 Weeks
	Conditional rezoning application submitted	0 Weeks	Typically, due by the 1 <sup>st</sup> day of the month	11–15 Weeks <sup>3</sup>
	Sanford Planning Board meeting <sup>4</sup>	7 Weeks	Typically, held on the 3 <sup>rd</sup> Tuesday of the month	22 Weeks
	Sanford City Council meeting <sup>5</sup>	2 Weeks	Typically, held on the 1 <sup>st</sup> Tuesday of the following month	<b>24 Weeks</b>
<b>GENERAL REZONING</b>	Pre-application conference with staff	1 Week		1 Week
	General rezoning application submitted	0 Weeks	Typically, due by the 1 <sup>st</sup> day of the month	1 Week <sup>3</sup>
	Sanford Planning Board meeting <sup>4</sup>	7 Weeks	Typically, held on the 3 <sup>rd</sup> Tuesday of the month	8 Weeks
	Sanford City Council meeting <sup>5</sup>	2 Weeks	Typically, held on the 1 <sup>st</sup> Tuesday of the following month	<b>10 Weeks</b>

- NOTES:**
1. Assumed site plan revisions turn-around of 2 weeks. This may vary depending on your design team’s workload.
  2. Assumed that site plan revisions are approved with no additional comments or unsatisfactorily addressed comments remain. This may vary.
  3. Rezoning applications are due on the 1<sup>st</sup> of each month (typically). If TRC approval of the conceptual site plan falls on the 2<sup>nd</sup> day of the month—or later—you are welcome to submit the rezoning application then, but it will not be processed until the 1<sup>st</sup> day of the next month.
  4. The Sanford Planning Board meets jointly with the Sanford City Council on the 3<sup>rd</sup> Tuesday of each month.
  5. The Sanford City Council meets on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month. The Planning Board meets jointly on the 3<sup>rd</sup> Tuesday and makes a recommendation for or against the rezoning request. The City Council meets two weeks later (the 1<sup>st</sup> Tuesday of the following month) and receives the Planning Board’s recommendation and makes a final vote.

\*These timelines are estimates and are subject to change based upon staff workload, the number of items on a given Board’s agenda, and other factors.