

City of Sanford Development Review Timelines*

MAJOR SUBDIVISION	PROCEDURE	TIMEFRAME	IMPORTANT DEADLINES/DATES	OVERALL TIMELINE
SKETCH / CONCEPT PLAT (optional)	Pre-application conference with staff	1 Week		1 Week
	Conceptual site plan submitted to TRC	0 Weeks	Typically, due by the 1 st day of the month	1 Week
	Conceptual site plan reviewed by TRC	4 Weeks	Typically held on the last Thursday of the same month	6 Weeks
	TRC comments provided to developer/applicant; advised to submit a civil set for "full" TRC review ¹	2 Weeks		8 Weeks
PRELIMINARY PLAT	Civil site plan & TRC application submitted	0 Weeks	Typically, due by the 1 st day of the month	0 Weeks
	Civil site plan reviewed by TRC	4 Weeks	Typically held on the last Thursday of the same month	4 Weeks
	TRC comments provided to developer/applicant	2 Weeks		6 Weeks
	TRC comments addressed and civil site plan resubmitted ²	2 Weeks	Can be resubmitted any time . Distributed for review on the 15 th and 30 th of the month	8 Weeks
	TRC resubmittal reviewed/approved ³	2 Weeks		10 Weeks
CONSTRUCTION DRAWING REVIEW	Confer with Public Works Department ⁴			Variable
FINAL PLAT	Submit electronic copy of final plat to Community Development staff for review ⁵	0 Weeks	Accepted at any time	0 Weeks
	Final plat review – Community Development, Engineering, GIS	2-3 Weeks		3 Weeks
	Final plat approval	1 Week		4 Weeks
	Recordation with Register of Deeds	0 Weeks	Accepted at any time	4 Weeks
				TOTAL: 14-22 Weeks

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. Preliminary plat approval is issued by the TRC and are valid for five (5) years. At least one phase of the approved major subdivision must be recorded or an application to extend preliminary plat approve must be submitted within that five-year period.

4. Requirements and deadlines for construction drawing review are determined by the Public Works Department.

5. Final plat review entails an evaluation by Public Works Department staff, Community Development Department staff, Lee County GIS staff, and NCDOT staff. Revisions may be required before a final plat can be printed for signatures, so this time estimate may vary.

*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.