

## 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.

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MAJOR SUBDIVISION	PROCEDURE	TIMEFRAME	IMPORTANT DEADLINES/DATES	OVERALL TIMELINE
<b>SKETCH / CONCEPT PLAT (optional)</b>	Pre-application conference with staff	1 Week		1 Week
	Conceptual site plan submitted to TRC	0 Weeks	Typically, due by the 1 <sup>st</sup> 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 <sup>1</sup>	2 Weeks		<b>8 Weeks</b>
<b>PRELIMINARY PLAT</b>	Civil site plan & TRC application submitted	0 Weeks	Typically, due by the 1 <sup>st</sup> 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 <sup>2</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	8 Weeks
	TRC resubmittal reviewed/approved <sup>3</sup>	2 Weeks		<b>10 Weeks</b>
<b>CONSTRUCTION DRAWING REVIEW</b>	Confer with Public Works Department <sup>4</sup>			<b>Variable</b>
<b>FINAL PLAT</b>	Submit electronic copy of final plat to Community Development staff for review <sup>5</sup>	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	<b>4 Weeks</b>
				<b>TOTAL: 14-22 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. 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.

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