



# REVIEW AND PERMITTING PROCESSES

## Special Use Permits

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*This review and process overview is intended to provide general guidance for the **Special Use Permit** application process. **Special Use Permits (SUPs)** provide a form of discretionary approval for uses that are generally compatible with the uses permitted in a zoning district, but which require individual review of their location, design, and configuration. **Special Use Permits** ensure the appropriateness of the use at a particular location within the zoning district in which they are proposed. Applicants must demonstrate to the Zoning & Design Review staff that their SUP request meets the approval criteria set forth in UDO §3.5.3.*

To initiate the Special Use Permit application process, please contact Zoning Administrator, Thomas Mierisch, at 919-718-4656, ext. 5396, or [thomas.mierisch@sanfordnc.net](mailto:thomas.mierisch@sanfordnc.net).

### **Step 1 – Pre-Application Conference**

- Meet with Zoning & Design Review staff to discuss the Special Use Permit request.
- This is an opportunity for developers and applicants to meet with Zoning & Design Review staff to discuss review processes, annexation and rezoning requirements, and other details of the proposal.

### **Step 2 – Conceptual TRC (Technical Review Committee) Review**

- Typically, applicants are unwilling to commit to investing time and money into a civil engineered site plan without some assurances that their proposal will be approved by a governing board. Thus, a **TRC Concept Review** is acceptable for an initial site plan review for projects requiring a **conditional rezoning request**.
- The conceptual site plan should require basic submittal criteria as detailed in the [Concept Review Checklist](#).
- There is no fee for a conceptual TRC review.
- TRC applications are typically due on the 1<sup>st</sup> 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](mailto:trc@sanfordnc.net).**
- Comments from the TRC review are provided to the applicant within two weeks of the meeting.

### **Step 3 – Special Use Permit Application Submittal**

- Submit a **Special Use Permit Application** along with the associated application fee of \$500 to Zoning & Design Review staff.



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- Fees can be paid by check (made payable to *City of Sanford*) or by indicating you'll pay online using the [CSS Self-Service Portal](#); ***paying online requires you to submit the application first, then wait for an invoice to be provided to you to make payment online.***
- Special Use Permit applications are due on the 1st of the month (or, if the month begins on a weekend/holiday, the business day prior to the 1st of the month) at 12:00PM
  - Please note that all submittals must be delivered to the Planning Department by mail or in-person
  - **Late or incomplete submittals will not be accepted**
- Applications received on the first of any given month will be placed on the following month's Board of Adjustment agenda
  - For example, applications received by the first of June will be placed on the July agenda.

### Step 4 – City of Sanford Board of Adjustment Meeting

- The Board of Adjustment conducts quasi-judicial hearings that involve the application of the Unified Development Ordinance (UDO) to individual situations on strict procedural requirements in accordance with North Carolina General Statutes GS § 160D-46.
- The Board of Adjustment shall review the site plan that was approved by the TRC.
- The Board of Adjustment shall approve, approve with conditions, or deny the Special Use Permit request.
- The Sanford Board of Adjustment meets on the 2nd Tuesday of each month, as needed.
- If the Special Use Permit request is approved, the applicant may proceed to site plan review by Zoning & Design Review staff in order to develop the site in the manner proposed.
  - Any deviation from the approved site plan shall require a re-review by the Technical Review Committee (TRC) and the Board of Adjustment.
- Additional information regarding the Board of Adjustment can be found on the [City of Sanford's webpage about our various boards and commissions](#).

### Step 5 – TRC (Technical Review Committee) Review **(if required)**

- The site plan submitted for TRC review should include the basic submittal criteria detailed in the [Technical Review Checklist](#).



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- TRC applications are typically due on the 1<sup>st</sup> 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](mailto: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).
- Comments from the TRC review are provided 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. Revised site plans can be resubmitted at any time. However, they will be distributed to TRC members on the **15<sup>th</sup>** and **30<sup>th</sup>** of each month (or closest business day).
  - Resubmittal review typically takes two to three weeks.
  - If approved, written notice of approval will be provided to the applicant, with further guidance for the project's next steps.

### **Step 6 – Permit Application Packet Submittal (Zoning, Inspections, & Environmental Health Review)** Concurrent review of site plan and building plans is required.

- A complete submittal will include:
  - A completed **application packet** (select the appropriate packet below):
    - [Commercial Project Application Packet](#)
    - or*
    - [Residential Project Application Packet](#)
  - A TRC- and Board of Adjustment-approved **site plan**
  - A complete set of **building plans**
  - Written TRC approval
  - A recorded copy of the approved **Special Use Permit**
  - **NC DOT Driveway Permit** approvals and/or Encroachment Agreements (if required)
  - **NCDEQ Sedimentation & Erosion Control Permit** approvals (if required)
- You can submit your all required documents online through our [CSS Self-Service Portal](#). You'll can track your application, pay fees, and upload additional documents.
- Zoning & Design Review staff can be reached at 919-718-4656 or [zoning@sanfordnc.net](mailto:zoning@sanfordnc.net).
- Further information can be found on the [Zoning & Design Review webpage](#).



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### Step 7 – Building Permit Issued *or* Resubmittal Notice Sent

- You will receive either an approval of building permits to proceed with the project *or* notification of additional information required to process your application. You can check the status of your application(s) by using the [CSS Self-Service Portal](#).
- For more information about building permit submittal requirements, fees, and timelines for your project, contact [Building Inspections](#) staff at 919-718-4654.
- For further information on Septic Permits, please contact [Lee County Environmental Health](#) at 919-718-4641.

**For residential single-family projects, the process ends here. For commercial projects, the process continues as detailed below in Steps 9 and 10.**

### Step 9 – Engineering Division Review of Construction Drawings

- Submit final **construction drawings** to the Sanford Public Works Department.
- Construction drawing intake is available every Monday.
- 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 10 – Completion of Construction and Required Site Improvements

- Contact Building Inspections Division staff to request site inspections for each step of the building inspections process to ensure code compliance.
- Upon completion of construction and site improvements, contact Zoning & Design Review staff to request a site inspection.
  - The site must be clear of all equipment, portable lavatories, debris, etc.
  - Site improvements that must be completed before calling for a site inspection include:
    - paving and striping/marketing of parking spaces and access driveways
    - landscaping installation (buffer yards, street yards, parking lot plantings)
    - any other required site features
  - all site details will be inspected and compared against the approved site plan
- **The issuance of the Certificate of Occupancy is contingent upon the approval of Building Inspections, Fire Department, and Zoning & Design Review staff.**

**Please note that a “full” TRC review (Step 5) is typically required only for ground-up new construction of non-residential projects (commercial, industrial, and multi-family development). If a Special Use Permit is needed for the construction of a single- or two-family dwelling, an accessory building, and a minor/low-impact addition to an existing non-residential site, Step 5 may be waived at the discretion of Community Development staff.**