



REVIEW AND PERMITTING PROCESSES

Zoning Map Amendments (General Rezoning)

This process overview is intended to provide general guidance for the zoning map amendment process (commonly known as “rezoning”). A general rezoning is when an applicant requests a subject property to be rezoned from its existing zoning designation to a base zoning district.

To initiate a zoning map amendment request, contact the Department of Community Development at 919-718-4657 or zoning@sanfordnc.net.

Step 1 – Pre-Application Conference (OPTIONAL)

- 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.
- This step can be waived at the developer’s request, but is always recommended for design professionals new to the Sanford/Lee County area.
- More information about pre-application meetings can be found [here](#).

Step 2 – Zoning Map Amendment Application Submittal

- Submit a [Zoning Map Amendment \(Rezoning\) Application](#) along with the associated rezoning fee of \$500 to Zoning & Design Review staff
- Rezoning 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 Planning Board agenda
 - For example, applications received by June 1st will be placed on the July agenda.

Step 3 – City of Sanford Planning Board Meeting

- The Sanford Planning Board meets on the 3rd Tuesday of every month
- This meeting is held jointly with Sanford City Council.
- North Carolina statutes require that all rezoning requests allow for a public hearing.
- Zoning & Design Review staff present the rezoning request before both Sanford City Council and the Sanford Planning Board
- The Sanford Planning Board will relocate to a separate room, away from City Council, to review the rezoning request and make a **recommendation** for **or** against the rezoning request.
- The Sanford Planning Board’s decision will be transmitted to City Council members during the next scheduled Sanford City Council meeting.

Step 4 – Sanford City Council Meeting

- Sanford City Council meets on the 1st and 3rd Tuesday of every month.
- At the next scheduled City Council meeting (typically the 1st Tuesday of the following month), City Council will receive the Planning Board’s recommendation.
- Sanford City Council may then make a final vote to **approve** or **reject** the rezoning request.
- If approved, the zoning of the subject property shall be changed to the applicant’s requested zoning designation.