

# Sanford Planning Board

## 2024 DEADLINES & MEETING DATES

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The following 2024 information is for Sanford, North Carolina.

**Dates & times may change due to workload, staffing issues, holidays and other conflicts. Please verify with staff the specific meeting dates and times prior to including this information within your schedule.**

Staff contact: Amy McNeill, Senior Planner at (919) 718-4656, ext. 5397 or amy.mcneill@sanfordnc.net.

**GENERAL INFORMATION:** The North Carolina General Statutes require that each jurisdiction to have a Planning Board to serve as an advisory board to their respective Governing Body for certain land use matters. The Sanford Planning Board (SPB) is appointed by the Sanford City Council to serve as a recommending board for certain land use requests. The Planning Board recommendation, to either approve or deny a request, is presented to the City Council for a vote/final decision to either approve or deny a request, with or without conditions. All requests for zoning map amendments (rezoning) or UDO text amendments require a consultation with staff prior to the submittal of the application so that staff may explain the process and requirements. This consultation may be via phone, virtual meeting, or in person depending on the complexity of the request. Please schedule the consultation with staff at a date that will allow an ample amount of time to complete the application and acquire the appropriate attachments prior to the submittal deadline. Also, if a Neighborhood Meeting, a Technical Review Committee (TRC) review, and/or other meetings are required as part of the process, the meeting(s) will need to held and the appropriate revisions made to the application, site plan, text amendment submittal, etc. prior to the request being placed on a Planning Board agenda.

### **APPLICATION / FEES / SUBMITTAL INFORMATION:**

- **REZONING-STANDARD:** Request to rezone to a general use zoning district requires submittal of a completed Zoning Map Amendment (Rezoning) Application and all required attachments and/or supplemental information, and the \$500.00 fee.
- **REZONING-CONDITIONAL:** Request to rezone to a site plan specific conditional zoning district requires submittal of a completed Zoning Map Amendment (Rezoning) Application, a Supplemental Application for Conditional Zoning District, all required attachments and/or supplemental information, and the \$750.00 fee. Plans must be approved by the TRC prior to being placed on a Planning Board & Governing Board agenda for consideration.
- **UDO TEXT AMENDMENT:** Request for an UDO text amendment requires submittal of an Application for a Zoning Text Amendment and all required attachments and/or supplemental information, and the \$300.00 fee.

**PAYMENT:** The payment may be in the form of cash, credit card, or check made payable to the City of Sanford. If you would like to pay the fee using a credit card via phone because you are submitting your application via email, let staff know at the time of the application submittal and staff will create a case file in our permitting software and forward an invoice to you that will allow you to call one of our cashiers and pay via phone.

**SUBMITTAL INFORMATION:** Submittals may be in person, via email, or via mail. Submittals must be complete when provided to staff. This includes a completed application signed by the appropriate parties, all required attachments and/or supplemental information and fee. Incomplete submittals will not be accepted/processed.

**DEADLINE DATE / TIME / PLACE:** Typically, the first day of each month at 12:00 p.m. (noon) delivered to the Sanford/Lee County Zoning & Design Review Dept. on the first floor of the historic Buggy Company Building at 115 Chatham Street, Sanford, NC. No late or incomplete submittals will be accepted. Please pose any questions regarding the submittal requirements with staff prior to the deadline in order to avoid an incomplete submittal.

*1<sup>st</sup> day of the month; may change due to conflicts/holidays*  
**DEADLINE at 12:00pm(noon)**

*3<sup>rd</sup> Tuesday of the month*  
**SPB & City Council PUBLIC HEARING at 6:00pm**

*1<sup>st</sup> Tuesday of the month*  
**City Council VOTE at 5:00pm**

2023-12-01 Friday	2024-01-16 Tuesday	2024-02-06 Tuesday
2024-01-02 Tuesday	2024-02-20 Tuesday	2024-03-05 Tuesday
2024-02-01 Thursday	2024-03-19 Tuesday	2024-04-02 Tuesday
2024-03-01 Friday	2024-04-16 Tuesday	2024-05-07 Tuesday
2024-04-01 Monday	2024-05-21 Tuesday	2024-06-04 Tuesday
2024-05-01 Wednesday	2024-06-18 Tuesday	2024-07-02 Tuesday
2024-06-03 Monday	2024-07-16 Tuesday	2024-08-06 Tuesday
2024-07-01 Monday	2024-08-20 Tuesday	2024-09-03 Tuesday
2024-08-01 Thursday	2024-09-17 Tuesday	2024-10-01 Tuesday
2024-09-02 Monday	2024-10-15 Tuesday	2024-11-05 Tuesday
2024-10-01 Tuesday	2024-11-19 Tuesday	2024-12-03 Tuesday
2024-11-01 Friday	2024-12-17 Tuesday	2025-01-07 Tuesday
2024-12-02 Monday	2025-01-21 Tuesday	2025-02-04 Tuesday

**MEETING DATE / TIME / PLACE:** The third Tuesday of each month at 6:00 p.m. in the West End Conference Room of the Sanford Municipal Center at 225 E. Weatherspoon Street, Sanford, NC 27330. If a public hearing is required, the Planning Board meeting will begin in the Council Chambers (same building) with the City Council in attendance and will then move to the conference room once all of the public hearings for the evening are finished. Please be aware that there are a certain number of Board members that must be present in order to have a PB meeting. If the legally required number of Board members cannot attend the meeting (a quorum) , it must be rescheduled.

**MEETING ATTENDANCE:** The applicant and/or the applicant’s legal representative should be in attendance at the Planning Board meeting. If you have questions regarding who may legally represent the property owner or the applicant, please contact staff prior to the meeting date so that we may verify with the City of Sanford Attorney that the appropriate parties will be in attendance at the meeting.

**LEGAL REFERENCES:** When completing the application, please reference the appropriate sections of the Sanford/Broadway/Lee County Unified Development Ordinance (UDO), which is available on the City of Sanford website ([www.sanfordnc.net](http://www.sanfordnc.net)) under Government, City Ordinances & Codes, Unified Development Ordinance.

**PB CHECKLIST:**

- Completed application signed by the appropriate parties. Each application has information for the required attachments and/or supplemental information.
- 12 paper copies of all supporting documentation and/or attachments, for example the site plan and/or civil set for the conditional rezoning request. This information will be distributed to the board and staff as part of the review/approval process, so it is critical that it be accurate and to-scale.
- A digital copy (pdf or jpeg) of the site plan &/or civil set and all supporting documentation. You may email the digital copy to staff, but be aware that we cannot download zipped files.
- Payment of fee in the form of cash, credit card or check made payable to the City of Sanford.

**NOTE:** Staff will gladly review all of the information contained within your PB submittal package for completeness & accuracy prior to the deadline. If you submit incomplete or inaccurate information, the submittal will not be processed or placed on the PB agenda. You will need to revise the information and submit prior to the next deadline (it will set you back a month).