



# REVIEW AND PERMITTING PROCESSES

## Conditional Rezoning & Major Subdivision Development

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*This process overview is intended to provide general guidance for the conditional zoning map amendment process (commonly known as “conditional rezoning”) and the major subdivision review process within the City of Sanford’s jurisdiction. A conditional rezoning is when an applicant requests a subject property to be rezoned from its existing zoning designation to a unique zoning district with an applicant’s self-imposed standards and conditions, subject to the approval of the governing board.*

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

### Step 1 – Pre-Application Conference

- 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.

### 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.
- **The level of detail to which an applicant is willing to commit at this point will determine if their conditional rezoning request will need to be further amended with a second review by the Sanford Planning Board and Sanford City Council.**
- Applicants have the option of *first* establishing general details for their conditional zoning district such as permitted land uses and maximum densities and then, if the initial rezoning is approved, further amending the conditional rezoning (see Step



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6) with greater specificity, such as a detailed lot or building layout, street or driveway network, landscaping plan, architectural standards, and other information.

### Step 3 – Neighborhood Meeting

- Applicants for a rezoning *or* conditional rezoning request must conduct at least one (1) neighborhood meeting at least 25 days prior to the public hearing date set for the rezoning request.
- Neighborhood meetings are the sole responsibility of the applicant for the rezoning request.
- Comprehensive instructions for holding Neighborhood Meetings are available [on the Planning Department's webpage](#).

### Step 4 – Zoning Map Amendment Application Submittal

- Submit a [Conditional Zoning Map Amendment \(Conditional Rezoning\) Application](#) along with the associated fee of \$750 to Zoning & Design Review staff
  - 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.***
- 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 the first of June will be placed on the July agenda.

### Step 5 – City of Sanford Planning Board Meeting

- The Sanford Planning Board meets on the 3<sup>rd</sup> 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.



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- 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 6 – Sanford City Council Meeting

- Sanford City Council meets on the 1<sup>st</sup> and 3<sup>rd</sup> 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.

### **Step 7 – Amending an Approved Conditional Rezoning Request (if needed)**

- if additional details and greater design specificity are needed beyond what was approved during the initial rezoning, the applicant **may have to repeat Steps 2 through 6 and are expected to provide in a civil engineered plan set for TRC review (Step 8)**
- With broad details like land uses and maximum densities in place with the initial conditional rezoning, applicants are expected to invest in a civil engineered plan set to provide further details like building locations, street or driveway network, landscaping plans, architectural standards, and other information.

### Step 8 – Technical Review Committee (TRC) Civil Plan Review

- The site plan submitted for TRC review should include the basic submittal criteria detailed in the [Technical Review Checklist](#).
- TRC fees shall apply and are based on the project type and scope.
- 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).



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- Comments from the TRC review are provided to the applicant 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, however resubmitted plans are distributed to TRC members for review on the **15<sup>th</sup>** and **30<sup>th</sup>** (or closest business day) of each month.
- TRC resubmittals should be reviewed within two to three weeks. TRC members will verify that all comments have been satisfactorily addressed *or* provide additional feedback for revision.
  - The project must receive written TRC approval to proceed to the next step(s).
- **For projects within the City of Sanford's jurisdiction (including ETJ), TRC approval of a civil engineered plan set for a major subdivision shall constitute approval of a preliminary major subdivision plat.**
  - The subdivider/applicant shall post Subdivision Notice signage at the site of the proposed major subdivision, in plain view of passersby, for at least ten (10) days in accordance with NCGS §160D-403.
  - The signage shall be provided to the subdivider/applicant by the Department of Community Development.
  - The subdivider/applicant must provide photographic proof of signage posted to Community Development staff.

### Step 9 – Engineering Review of Construction Drawings

- Submit final construction drawings to the Sanford Public Works Department.
- Construction drawing intake is every Monday.
- A pre-construction conference with Engineering staff may be required.
- 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 – Installation of Infrastructure and Site Improvements

- Installation of all site improvements intended for public maintenance must be completed prior to the signature/approval of a final plat.
  - Streets, sidewalks, water & sewer mains, curb & gutter, public parks, etc.
- Inspection and approval by Engineering Inspectors will be completed to ensure that construction meets the City of Sanford's technical specifications.
- Inspection and approval by Zoning & Design Review staff will ensure that zoning and subdivision design standards are met.



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- The applicant and/or developer have the option to post a **financial guarantee** for 125% of the total estimated cost of all site improvements proposed for public maintenance approved by the Planning, Engineering, and Legal Department staff.
  - Financial guarantees may be in the form of an irrevocable letter of credit, a cashier's check, a performance bond, or a surety bond, in accordance with UDO §6.3.5.2.1.

### Step 11 – Final Plat Approval and Recordation

- With either all site improvements completed *or* a performance bond approved by the Sanford City Council, the final plat can then be reviewed.
- Provide an electronic copy (in PDF format) of the final plat to the Zoning & Design Review staff for final review before printing.
- The following requirements must be met prior to the final plat being approved:
  - Copies of **NCDEQ Sedimentation & Erosion Control Permit** approvals (if required) submitted to Zoning & Design Review staff.
  - Copies of **NCDOT Driveway Permit** approvals and approved **Encroachment Agreements** (if required) submitted to Zoning & Design Review staff.
  - **Street names** must be formally requested to Zoning & Design Review staff and approved.
    - [More information about the street name request process can be found here.](#)
  - **Street sign markers** and **stop signs** must be paid for by the developer and receipts for payment provided to Lee County General Services staff.
    - [More information on street sign markers can be found here.](#)
- Once the final plat is approved, provide at least **four full-size paper copies** to Zoning & Design Review staff for approval/signature.
  - Signatures from the property owner, surveyor, and if necessary, a licensed soil scientist, must be secured before submitting the final plat to Zoning & Design Review staff.
- The final plat is then to be recorded with the Lee County Register of Deeds.
  - Further information for the Lee County Register of Deeds can be found on their [webpage](#).
  - Please also submit an electronic .dwg file of the final plat to Lee County GIS/Land Records upon recordation of the final plat.
    - Contact info can be found here: [https://leecountync.gov/departments/gis\\_strategic\\_services/](https://leecountync.gov/departments/gis_strategic_services/)