



SANFORD / LEE COUNTY / BROADWAY TECHNICAL REVIEW COMMITTEE (TRC)

DEADLINES & MEETING DATES

Please note that dates and times are subject to change due to holidays and other scheduling conflicts. Please verify with staff the specific meeting dates and times prior to including this information in your project’s schedule. Additional information is included with the TRC Application.

Staff Contact: Thomas Mierisch | 919-718-4656, ext. 5396 | thomas.mierisch@sanfordnc.net

TRC review and approval is required for **most industrial and commercial new construction and expansion projects**, as well as **all major subdivisions**. Applications for **conditional rezoning, variances and special use permits** must also be reviewed by the TRC before being placed on the appropriate jurisdiction’s board(s).

Submittal Information: The TRC Application is available on the [City of Sanford’s TRC webpage](#). Complete TRC submittals **must** include the following:

- A completed TRC application
- A scaled, accurate site plan created by a design professional (civil engineer, landscape architect, etc.)

TRC submittals **may** include the following:

- A preliminary (or final) soil evaluation signed/sealed by a licensed soil scientist *(if not utilizing public sewer)*
- Architectural renderings
 - *if proposing a shopping center (see §10.2 of the UDO) or a multifamily development (see §10.3 of the UDO)*
 - *if proposing commercial or industrial project along a major thoroughfare (as defined in §10.7 or §10.8 of the UDO)*

Application Submittal: Applications are typically due at 12:00pm (noon) on the first business day of each month. If a fee is required, an invoice will be sent to the applicant to make payment online using the Self-Service Online Portal.

Please submit your TRC application, site plan, and any other supplemental documents to trc@sanfordnc.net

TRC Meeting Information: TRC meetings are held virtually, and typically on the last Thursday of each month, beginning at 9:00am. A **TRC agenda and invitation link will be sent to all applicants** at the beginning of each month, and each project is assigned scheduled review time and project representatives or applicants must login at least 10 minutes prior to that scheduled time.

TRC Reviews & Resubmittal Information: Complete TRC review comments will be provided to the applicant(s) in Word Document format. **Applicants must revise their submittals according to those comments and resubmit via email (trc@sanfordnc.net) and include the same Word Document with comment responses. Resubmittals will be rejected if the comment response Word Document is not included. There is no deadline for TRC resubmittals**, however they will be distributed to TRC members for re-review on the 1st and 15th of each month (or closest business day).

TRC SUBMITTAL DEADLINE	TRC MEETING DATE (Always Thursday)
January 5 th (Monday)	January 29, 2026
February 2 nd (Monday)	February 26, 2026
March 2 nd (Monday)	March 26, 2026
April 1 st (Wednesday)	April 30, 2026
May 1 st (Friday)	May 28, 2026
June 1 st (Monday)	June 25, 2026
July 1 st (Wednesday)	July 30, 2026
August 3 rd (Monday)	August 27, 2026
September 1 st (Tuesday)	September 24, 2026
October 1 st (Thursday)	October 29, 2026
November 2 nd (Monday)	December 3, 2026
December 1 st (Tuesday)	January 7, 2027



SANFORD / LEE COUNTY / BROADWAY TECHNICAL REVIEW COMMITTEE (TRC) CONCEPTUAL REVIEW CHECKLIST

The following information must be provided for a concept plan submittal to be reviewed by the TRC. Additional information may be required, depending on the proposed project. Concept plan reviews are reviewed **with no fee**, but that does not negate the requirement for a full technical review of a civil plan or construction drawing plan.

Please use the [Sanford/Lee County/Broadway UDO](#) for guidance on site design requirements.

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PLEASE INCLUDE THE FOLLOWING CHECKLIST WITH YOUR **CONCEPTUAL REVIEW SUBMITTAL**

- Project name, physical address/location, and Lee County PIN (Parcel Identification Number)
- Property owner's name, mailing address, phone number, and email address (if available)
- Project designer name, mailing address, phone number, email address, and licensure information
- Vicinity map with north arrow and graphic scale
- Date of site plan
- Illustrate and label all easements and other existing conditions that may impact the design, such as floodplain, jurisdictional waterways, watershed conservation overlay district locations, etc.
- Illustrate and label all existing water and sewer main lines that would serve the project and provide information regarding the proposed service line connections
- Illustrate and label all proposed site improvements, such as structures and parking areas
- Illustrate and label dimensions for all design features, such as:
 - Existing or proposed property lines
 - Minimum building setbacks
 - Right-of-way widths
 - Parking spaces and parking lot drive aisles
 - Cul-de-sac radii (if applicable)
- Illustrate and label all proposed landscaping areas (perimeter buffer yards, street yards, parking lot yards, etc.); see [UDO Article 7 for information on minimum landscaping standards](#)
- If signage is important to the project, please submit signage information as early in the project as possible to ensure that the proposal complies with local signage regulations; see [UDO Article 11 for information on sign standards](#)
- If the project site is located along a roadway that has design standards for site design and building architecture, provide a sketch and/or photographs of the proposed building(s) as early in the project as possible to ensure that the proposal complies with all required design standards; see [UDO Article 10 for architectural and site design standards](#)



SANFORD / LEE COUNTY / BROADWAY TECHNICAL REVIEW COMMITTEE (TRC) CONCEPTUAL PLAN REVIEW APPLICATION

Staff Contact: Thomas Mierisch | 919-718-4656, ext. 5396 | thomas.mierisch@sanfordnc.net

TRC Meeting Information:

- Submittal deadlines are 12:00pm (noon) on the 1st business day of each month
- TRC meetings are held **virtually** on the last Thursday of each month (except for Nov. & Dec.) at 9:00am
- Applicants will receive an agenda and TRC meeting invitation link with a few days of TRC submittal
- Applicants will receive comprehensive written TRC comments in Word Document format and **must** use that same Word Document for comment responses for their revised site plan resubmittal (**resubmittal will not be accepted without the Word Document comment responses**)
 - There are no deadlines for a TRC resubmittal—but revised site plans and comment response Word Documents are distributed on the 1st and 15th of each month (or closest business day)

Submittal Information:

A complete TRC submittal shall include:

- A completed and signed TRC application (this document)
- An electronic copy of an accurate, scaled conceptual site plan with signature/seal of a design professional
- Supplemental documents, **if required** (*soil report, architectural renderings, etc.*)

PLEASE SUBMIT YOUR TRC SUBMITTAL FOR REVIEW VIA EMAIL AT: trc@sanfordnc.net

Review Options:

Please note that the review fee covers the 1st and 2nd plan review submittal. The 3rd review submittal and all subsequent submittals thereafter shall include a review fee of half the original fee, to be paid at each resubmittal.

CONCEPT PLAN REVIEW

A concept plan or conceptual sketch will be reviewed **free of charge**. However, this does not negate the required technical/civil plan set review once the project is finalized.

Concept plan reviews are typically necessary for the following circumstances:

- The project is in **preliminary design stages** and the developer/applicant is seeking comprehensive feedback from staff
- The developer/applicant is required to pursue **conditional rezoning** to develop their project in the manner to be proposed
- The developer/applicant is required to obtain a **Special Use Permit** or is seeking a **variance** to be able to develop the project in the manner to be proposed

Applicant Information:

APPLICANT – *The person responsible for submitting the TRC packet application.*

Name: _____ Title/Position: _____

Business Name: _____

Business Address: _____ Business Phone: _____

Mobile Phone (if applicable): _____ Email: _____

PROPERTY OWNER – *The legal property owner(s) at the time/date of TRC submittal.*

Name: _____ Title/Position: _____

Business Name: _____

Business Address: _____ Business Phone: _____

Mobile Phone (if applicable): _____ Email: _____

PROJECT MANAGER – *The person responsible for coordinating the project from beginning to end. This person should be knowledgeable on construction methods and scheduling and will be the “go to” person for staff if/when there is a question or problem regarding the project.*

Name: _____ Title/Position: _____

Business Name: _____

Business Address: _____ Business Phone: _____

Mobile Phone (if applicable): _____ Email: _____

Site/Location Information:

Jurisdiction: Lee County City of Sanford (including ETJ) Town of Broadway (including ETJ)

Address/Location of Site: _____

Lee County Tax Parcel / Identified Number (PIN): _____

Current Zoning District: _____ Do you intend or need to rezone? Yes No

Current Land Use (if any): _____

Is any portion of the site located in a floodplain and/or floodway? Yes No

Is any portion of the site located in a watershed? Yes No

Project Information:

Business / Development / Subdivision Name: _____

Project Description: _____

Proposed Zoning District (if rezoning is required or intended): _____

Number of Proposed Lots (if proposing a subdivision): _____

Number of Proposed Units (either commercial tenant spaces or multifamily units): _____

Total Square Footage of Proposed New (or expanding) Structures: _____

Site Size/Area (in acres): _____

Average Lot Size (if subdividing): _____

Total Anticipated Disturbed Acreage: _____

Existing Impervious Surface Ratio (Pre-Construction): _____ SF / _____ %

Proposed Impervious Surface Ratio (Post-Construction): _____ SF / _____ %

Utility Information:

- | | | | | |
|----------------|-----------------------------------|-----------------------------------|--|---|
| Water | <input type="checkbox"/> Existing | <input type="checkbox"/> Proposed | <input type="checkbox"/> Public | <input type="checkbox"/> Private |
| Sewer | <input type="checkbox"/> Existing | <input type="checkbox"/> Proposed | <input type="checkbox"/> Public | <input type="checkbox"/> Private |
| Streets | <input type="checkbox"/> Existing | <input type="checkbox"/> Proposed | <input type="checkbox"/> Public (City) | <input type="checkbox"/> Public (NCDOT) |

Applicant and Project Manager Information:

General information regarding the following development topics can be found on the [City of Sanford's For Developers & Design Professionals](#) webpage:

- Annexation Process
- Rezoning Processes
- Approximate Development Timelines (for rezonings, major subdivisions, etc.)
- Naming of New Streets
- Obtaining New Street Markers/Signs
- Subdivision Performance Guarantees

Regarding design standards, the [Sanford/Lee County/Broadway UDO](#) includes the following information:

- Zoning District Information & Permitted Land Uses Within Each Zoning District – **Article 4**
- Landscaping Standards (street yards, buffer yards, parking lot yards) – **Article 7**
- Minimum Off-Street Parking & Driveway Aisle Standards – **Article 8**
- Building & Architectural Design for Non-Residential Structures Along Major Thoroughfares – **Article 10**
- Shopping Center and Multifamily Development Design and Architectural Standards – **Article 10**
- Major Subdivision Standards (including street design standards, sidewalk requirements, etc.) – **Article 6**
- Supplemental Design Standards (for townhomes, duplexes, and other specific land uses) – **Article 5**
- Sign Regulations and Dimensional/Siting Standards – **Article 11**

APPLICANT NAME (SIGN & PRINT)

DATE