



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) TECHNICAL / CIVIL PLAN SET REVIEW CHECKLIST

The following information must be provided for a technical review for a civil or CD plan submittal to be reviewed by the TRC. Additional information may be required, depending on the proposed project.

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 TECHNICAL or CIVIL PLAN SET REVIEW SUBMITTAL

COVER SHEET

- 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

EXISTING CONDITIONS PLAN/SHEET

- Graphic scale (drawn to a minimum standard civil engineering scale of 1" = 40')
- North Arrow
- Property boundaries with labeled metes and bounds description
- Adjacent intersecting boundaries
- Floodplains / Floodways and other water elements
- Drainage ways and drainage facilities
- Structures and improvements
- Rights-of-way, roadways, and driveways/drive aisles
- Easements for access, utilities, etc.
- A delineating of environmentally sensitive areas
- Watershed information (*if the site is located within an established watershed*)
- Zoning of all adjacent parcels

SITE PLAN

The *SITE DATA* notes/block shall include the following information (if applicable):

- Jurisdiction (City of Sanford, Lee County, or Town of Broadway)
- Current zoning district
- Existing and proposed use(s)
- Required minimum building setbacks
- Number of required parking spaces and number of provided parking spaces, including ADA-required parking
- Total site area (in acres/square feet) and total disturbed area (in acres/square feet) (*this may be included on the GRADING PLAN sheet*)
- Impervious surface area (as a percentage of the total site)
- Data for watershed regulations (*if site is located within an established watershed*). The following data, when such data is applicable to a given development plan, must be included:
 - Total number of dwelling units, by development phase
 - Residential density and units per acre
 - Total floor area and floor area ratio for each type of use
 - Total area in open space and in developed recreational open space

The *SITE PLAN* sheet(s) should include the following information, if applicable:

- Graphic scale (drawn to a minimum standard civil engineering scale of 1" =40')
- North Arrow
- Lot layout with dimensions and total area of each lot (in acres and square feet)
- Location and arrangement of all proposed land uses, lots, and site improvements
- For uses other than single-family residential, the massing (height and width) and number of floors of all buildings shall be shown
- Location and widths of all proposed streets and rights-of-way (including typical cross-section), if applicable
- Location of all entrances onto adjacent roadways, whether existing or proposed
- The traffic and pedestrian circulation system, including the location and width of all streets, driveways, entrances to parking areas and/or parking structures, walkways, and bicycle paths (if applicable)
- Off-street parking, loading areas, and parking structures, including the quantity and dimension of spaces and driveway aisles. Please refer to [Article 8 of the Unified Development Ordinance](#) for off-street parking minimum standards.
- Location of existing public utility easements, railroads, power lines, culverts, drain pipes, drainage channels, flood channels, water bodies, streams, parks, cemeteries, bridges, irrigation ditches, environmentally-sensitive areas, etc.
- The proposed treatment of the perimeter of the development site, including materials and techniques used, such as landscape buffers, fences, berms, or walls (this information may also need to be illustrated on the *LANDSCAPE PLAN* sheet)
- Location, acreage, category, and type of improvements for passive and active open space (*if required*)

- Location and size, in acres, of school sites (*if planned*)
- A detailed exterior lighting plan / photometric plan (*if applicable/required*)
- Location for all ground-mounted signs and lighting
- If proposing a phased project, a development phasing schedule, including the sequence for each phase; approximate size in area of each phase, and the proposed phasing of construction of public improvements, recreation, and common open space areas

SITE GRADING & EROSION CONTROL PLAN

The *SITE GRADING & EROSION CONTROL PLAN* shall include the following information (if applicable):

- Graphic scale (drawn to a minimum standard civil engineering scale of 1"=40')
- North arrow
- Site area and disturbed area, including delineated Limits of Disturbance ("LOD")
- The grading plan shall have a minimum 2ft contour intervals based on USGS quadrangle maps or a field survey with spot elevations and a proposed FFE
- The plan may be on the same or separate plan sheet from the site plan and shall consist of one or more plan sheets showing the following:
 - Topographic information showing existing features and conditions, including floodplains, waterways, vegetation, trees, and slopes exceeding fifteen percent (15%) and proposed clearing and grading
 - The extent, location, and type of proposed fill materials
 - Proposed cuts and fills required by the location of all building structures, streets, and roads
 - The location and type of erosion control measures required by the North Carolina Sedimentation & Erosion Control Commission and all other applicable governmental agencies
- The plan shall show the degree to which the proposed development will preserve existing features on the site, such as healthy and desirable trees, shrubs, other vegetation, waterways, vistas, and historic sites/structures
- The grading plan may also include information as required for a Flood Prevention Plan

SITE UTILITY PLAN

The *SITE UTILITY PLAN* shall include the following information (if applicable):

- Graphic scale (drawn to a minimum standard civil engineering scale of 1"=40')
- North arrow
- Location of proposed water and sewer lines
- Preliminary proposals for connection with existing water supply and sanitary sewerage systems, or alternative means of providing water supply and sanitary waste treatment and disposal; preliminary provisions for collecting and discharging surface water drainage
- Location of proposed utility appurtenances, such as water meters, backflow prevention devices, hydrants, etc.

SITE LANDSCAPING PLAN

Refer to [UDO Article 7 for information on minimum landscaping standards](#).

- Graphic scale (drawn to a minimum standard civil engineering scale of 1"=40')
- North arrow
- A general landscaping plan providing information regarding the materials used for open space and all proposed landscape yards/buffers
- Planting areas drawn to scale with a list of the botanical and common names, quantity, and size of all plants designated for each area
- Location, name, and size of all existing trees, shrubs, groundcover, and other plant materials that are to be incorporated as part of the landscape plan
- Location and width of landscaped buffer strips, including heights of any proposed berms
- Location and sizes of irrigation facilities adequate to maintain the planting areas, if proposed

CONSTRUCTION DETAILS

The *CONSTRUCTION DETAILS* sheet shall include the following information (*if applicable*):

- ADA parking details, such as required signage, parking space dimensions, etc.
- Dumpster screening detail(s)
- Details for proposed utility appurtenances, such as water meters, backflow prevention devices, hydrants, etc.

ARCHITECTURAL ELEVATIONS (if required)

Architectural elevations are required for non-residential development along certain thoroughfares listed in [Article 10 of the Unified Development Ordinance](#), specifically §10.7 for commercial development and §10.8 for industrial development. The plans shall depict architectural details of the proposed development and shall include the following information:

- Preliminary renderings of building elevations, including cross-sections to clearly define the character of the project (should be drawn to a standard architectural scale)
- A cross-section elevation plan depicting all buildings, structures, monuments, and other significant natural and man-made features of the proposed development
- An exterior building materials inventory
- Any covenant or dedication establishing an architectural review board

OTHER NOTES

- 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](#). *Please note that signage is reviewed and permitted separately from buildings.*



SANFORD / LEE COUNTY / BROADWAY TECHNICAL REVIEW COMMITTEE (TRC) TECHNICAL / CIVIL PLAN SET 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 site plan with signature/seal of a design professional
- Supplemental documents, **if required** (*soil report, architectural renderings, etc.*)

The preferred payment method is via the [Self-Service Portal](#) to submit payment electronically after you receive a TRC fee invoice via email.

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.

COMMERCIAL / INDUSTRIAL PLAN REVIEW

Review Fee: \$500.00, plus \$2.00 per 1,000 square feet of new or additional gross floor area

_____ new or additional building SF / 1,000 = _____ x2 = _____ (total fee)

MULTIFAMILY PLAN REVIEW

Review Fee: \$500.00, plus \$2.00 per dwelling/multifamily unit

_____ proposed dwelling units x 2 = _____ + \$500.00 = _____ (total fee)

MAJOR SUBDIVISION PLAN REVIEW

Review Fee: \$200.00, plus \$10.00 per lot

_____ proposed lots x 10 = _____ + \$200.00 = _____ (total fee)

SITE IMPROVEMENTS ONLY (No structures proposed; example: new parking lot, solar farm, etc.)

Review Fee: \$500.00

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



SANFORD / LEE COUNTY / BROADWAY TECHNICAL REVIEW COMMITTEE (TRC) PRELIMINARY ENGINEERING ANALYSIS

STAFF CONTACT: Nicholas Kent | 919-777-1102 | nicholas.kent@tririverwater.com

CHECKLIST

- Project description, location, and PIN (Parcel ID Number)
- Number of lots proposed (if applicable)
- Assumptions on house size and water/sewer flows (if applicable)
- Phasing (if applicable)
- Water/sewer flow by phase

EXAMPLE TABLE

SOURCE	# OF LOTS	AVG. FLOW RATE (GPM)	PEAK FLOW RATE (GPM)	AVG. DAILY FLOW (GPD)	PEAK FLOW (GPD)
PHASE I					
PHASE II					
PHASE III					
TOTAL					

If a new lift station is proposed or required:

- a) Map of sewer basin it would serve. Include parcel lines, road names, parcel identifying information, and sewer tie-in point and water connection point(s).
- b) Assumptions on flow contribution from undeveloped lots.
- c) Proposed pump size (flow rate).

FLOW CONTRIBUTORS	PARCEL ID NUMBER	ACREAGE	ESTIMATED FLOW (GPD)
SMITH			
JONES			
WICKER			
TOTAL			
TOTAL FROM DEVELOPMENT			
GRAND TOTAL			

- d) Calculations showing the ratio of the cost of gravity sewer versus the lift station. If the ratio is greater than 2.5, the City of Sanford will consider allowing a lift station.
- e) If the lift station serves 400 units or 400 acres, or is in the ETJ, is residential in nature, and can be eliminated in the future by a gravity extension, or is in the best interest of the City of Sanford.

STAFF WILL DETERMINE IF SEWER INFRASTRUCTURE QUALIFIES TO BE MAINTAINED AND OPERATED BY THE CITY OF SANFORD

CONSTRUCTION DRAWINGS WILL BE REVIEWED AFTER RECEIVING FULL TRC APPROVAL

CDs SHOULD BE SUBMITTED ELECTRONICALLY AFTER CONFERRING WITH ENGINEERING STAFF