



# 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](mailto: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](mailto: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](mailto: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 1<sup>st</sup> and 15<sup>th</sup> of each month (or closest business day).

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