



Planning Department

180 SW Broad Street
Southern Pines, NC 28387

Phone (910) 692-4003
Fax (910) 692-9495

2019 Application Processing Timelines¹

APPLICATION DEADLINE: ²	MEETING DATE:
Town Council:³	
Monday, January 7	Tuesday, February 12
Monday, February 4	Tuesday, March 12
Monday, March 4	Tuesday, April 9
Monday, April 8	Tuesday, May 14
Monday, May 6	Tuesday, June 11
Monday, June 3	Tuesday, July 9
Monday, July 1	Tuesday, August 13
Monday, August 5	Tuesday, September 10
Tuesday, September 3	Tuesday, October 8
Monday, October 7	Tuesday, November 12
Monday, November 4	Tuesday, December 10
Monday, December 2	Tuesday, January 14, 2020
Town Council Work Session⁴	
Monday, January 14	Monday, January 28
Monday, February 11	Monday, February 25
Monday, March 11	Monday, March 25
Monday, April 8	Monday, April 22
Monday, May 13	Tuesday, May 28
Monday, June 10	Monday, June 24
Monday, July 8	Monday, July 22
Monday, August 12	Monday, August 26
Monday, September 9	Monday, September 23
Monday, October 14	Monday, October 28
Tuesday, November 12	Monday, November 25
No December work session	
Monday, December 8	Monday, January 27, 2020

¹ Timelines presented herein are guidelines for use by both planning staff and applicants. Timelines assume application is complete or can be made complete shortly after submittal, pursuant to §2.6 of the Town of Southern Pines Unified Development Ordinance (UDO).

² Deadlines are established by calculating required number of days for completeness review and application review prior to applicable meeting/hearing date, pursuant to §2.5.11 of the UDO.

³ Includes five business days for completeness review followed by 30 calendar days to hearing date. Types of applications: Architectural Review and R.O.W. Abandonment.

⁴ Appearance at a Town Council work session prior to submittal of an application is not mandatory but is highly recommended.

APPLICATION DEADLINE:⁵	MEETING DATE:
Planning Board:⁶	
Monday, January 14	Thursday, February 21
Monday, February 11	Thursday, March 21
Monday, March 11	Thursday, April 18
Monday, April 15	Thursday, May 23
Monday, May 13	Thursday, June 20
Monday, June 10	Thursday, July 18
Monday, July 8	Thursday, August 22
Monday, August 12	Thursday, September 19
Monday, September 9	Thursday, October 24
Monday, October 14	Thursday, November 21
Tuesday, November 12	Thursday, December 19
Monday, December 9	Thursday, January 23, 2020
Board of Adjustment⁷	
Monday, January 7	Wednesday, February 13
Tuesday, February 4	Wednesday, March 13
Monday, March 4	Wednesday, April 10
Monday, April 8	Wednesday, May 15
Monday, May 6	Wednesday, June 12
Monday, June 3	Wednesday, July 10
Monday, July 1	Wednesday, August 14
Monday, August 5	Wednesday, September 11
Tuesday, September 3	Wednesday, October 9
Monday, October 7	Wednesday, November 13
Monday, November 4	Wednesday, December 11
Monday, December 2	Wednesday, January 15, 2020
Historic District Commission:⁸	
Monday, January 7	Thursday, February 14
Tuesday, February 4	Thursday, March 14
Monday, March 4	Thursday, April 11
Monday, April 1	Thursday, May 9
Monday, May 6	Thursday, June 13
Monday, June 3	Thursday, July 11
Monday, July 1	Thursday, August 8
Monday, August 5	Thursday, September 12
Tuesday, September 3	Thursday, October 10
Monday, October 7	Thursday, November 14
Monday, November 4	Thursday, December 12
Monday, December 2	Thursday, January 9, 2020
Technical Review Committee:⁹	
2 nd and 4 th Monday of the month	Tuesdays at 1:30 PM

⁵ Deadlines are established by calculating required number of days for completeness review and application review prior to applicable meeting/hearing date, pursuant to §2.5.11 of the UDO.

⁶ Includes five business days for completeness review followed by 25 calendar days to hearing date. Types of applications: Comprehensive Plan Amendments, UDO Text & Map Amendment, Planned Developments and Conditional Use Permits (including Preliminary Plats).

⁷ Includes five business days for completeness review followed by 30 calendar days to hearing date. Types of applications: Variances and Appeals.

⁸ Timeframe provided allows for review of a complete application within a shorter period of time than the 60 days allowed pursuant to §2.28 of the UDO. Types of applications: Certificates of Appropriateness – Major Works.

⁹ Type of Application: Site Plans; scheduled per UDO §2.48.5(B) or (C).

