



Planning Department

180 SW Broad Street
Southern Pines, NC 28387

Phone (910) 692-4003

2022 Application Processing Timelines¹

APPLICATION DEADLINE:²	MEETING DATE:
Town Council:³	
Tuesday, January 4	Tuesday, February 8
Monday, February 7	Tuesday, March 8
Monday, March 7	Tuesday, April 12
Monday, April 4	Tuesday, May 10
Monday, May 2	Tuesday, June 14
Monday, June 6	Tuesday, July 12
Tuesday, July 5	Tuesday, August 9
Monday, August 1	Tuesday, September 13
Tuesday, September 6	Tuesday, October 11
Monday, October 3	Tuesday, November 8
Monday, November 7	Tuesday, December 13
Monday, December 5	Tuesday, January 10, 2023
Town Council Work Session⁴	
Monday, January 10	Monday, January 24
Monday, February 14	Monday, February 28
Monday, March 14	Monday, March 28
Monday, April 11	Monday, April 25
Monday, May 9	Monday, May 23
Monday, June 13	Monday, June 27
Monday, July 11	Monday, July 25
Monday, August 8	Monday, August 22
Monday, September 12	Monday, September 26
Monday, October 10	Monday, October 24
Monday, November 14	Monday, November 28
No December work session	

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 10	Thursday, February 17
Monday, February 14	Thursday, March 24
Monday, March 14	Thursday, April 21
Monday, April 11	Thursday, May 19
Monday, May 9	Thursday, June 23
Monday, June 13	Thursday, July 21
Monday, July 11	Thursday, August 18
Monday, August 8	Thursday, September 22
Monday, September 12	Thursday, October 20
Monday, October 10	Thursday, November 17
Tuesday, November 14	Thursday, December 22
Monday, December 12	Thursday, January 19, 2023
Board of Adjustment⁷	
Tuesday, January 4	Wednesday, February 10
Tuesday, February 7	Wednesday, March 10
Monday, March 7	Wednesday, April 14
Monday, April 4	Wednesday, May 12
Monday, May 2	Wednesday, June 9
Monday, June 6	Wednesday, July 14
Tuesday, July 5	Wednesday, August 11
Monday, August 1	Wednesday, September 15
Tuesday, September 6	Wednesday, October 13
Monday, October 3	Wednesday, November 10
Monday, November 7	Wednesday, December 15
Monday, December 5	Wednesday, January 11, 2022
Historic District Commission:⁸	
Tuesday, January 4	Thursday, February 10
Monday, February 7	Thursday, March 10
Monday, March 7	Thursday, April 14
Monday, April 4	Thursday, May 12
Monday, May 2	Thursday, June 9
Monday, June 6	Thursday, July 14
Tuesday, July 5	Thursday, August 11
Monday, August 1	Thursday, September 8
Tuesday, September 6	Thursday, October 13
Monday, October 3	Thursday, November 10
Monday, November 7	Thursday, December 8
Monday, December 5	Thursday, January 12, 2023
Technical Review Committee:⁹	
Mondays before 5:00 PM	Tuesdays at 9:30 AM

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).

