

The site plan review process is intended to ensure that the layout and general design of proposed development complies with all applicable standards of the Unified Development Ordinance (UDO) and all other applicable Town of Southern Pines regulations.

Technical Review Committee (TRC) approval of a site plan is required for the following:

1. new commercial, industrial, institutional and multi-family development; and
2. modifications to existing commercial, industrial, institutional and multi-family development that trigger compliance with the UDO.

The following types of development are exempt from TRC site plan approval:

1. new single-family and two-family development;
2. dwellings, uses and structures that are accessory to single-family and two-family development;
3. internal construction that does not change the use of a site in a manner that would trigger compliance with the UDO; and
4. temporary uses permitted per UDO §2.44.

Following are the steps in the site plan review process:

1. A [pre-application meeting](#) with the TRC to discuss the proposed development is required prior to initial site plan submittal. An electronic copy of the Site Plan Pre-Application form and a proposed concept plan may be submitted to plan@southernpines.net. Planning staff will contact the applicant to schedule the pre-application meeting.
2. Once a pre-application meeting has been held, a complete [site plan review packet](#) may be submitted to plan@southernpines.net and all applicable fees paid online through the [portal](#) or in person at the Planning office. Planning staff will contact the applicant to schedule a meeting with the TRC to discuss the initial submittal.*

A complete initial site plan submittal packet, including review fees, and any subsequent submittals will be distributed at the next regularly scheduled TRC meeting.

- * The TRC has **fifteen (15) business days** to review an initial site plan submittal and provide comments to the applicant and authorized agent, if applicable. Planning staff will contact the applicant to schedule a meeting with the TRC.*
- * The Town shall have **ten (10) business days** to review a subsequent site plan submittal and provide comments to the applicant and authorized agent, if applicable. A meeting with the TRC to discuss a subsequent submittal may be scheduled at the applicant's request.

Please refer to UDO §2.48 Site Plan Review and the Appendices for additional information.

***TRC meetings are held on Tuesdays at 1:30 PM at 801 SE Service Road, Southern Pines, NC.**