



NORTH CAROLINA

Planning Department

801 SE Service Road
Southern Pines, NC 28387

Phone (910) 692-4003

2023 Application Processing Timelines¹

APPLICATION DEADLINE:²	MEETING DATE:
Town Council:³	
Tuesday, January 3	Tuesday, February 14
Monday, February 6	Tuesday, March 14
Monday, March 6	Tuesday, April 11
Monday, April 3	Tuesday, May 9
Monday, May 1	Tuesday, June 13
Monday, June 5	Tuesday, July 11
Tuesday, July 3	Tuesday, August 8
Monday, August 7	Tuesday, September 12
Tuesday, September 4	Tuesday, October 10
Monday, October 2	Tuesday, November 14
Monday, November 6	Tuesday, December 12
Monday, December 4	Tuesday, January 11, 2024
Town Council Work Session⁴	
Monday, January 9	Tuesday, January 24
Monday, February 13	Tuesday, February 28
Monday, March 13	Tuesday, March 28
Monday, April 10	Tuesday April 25
Monday, May 8	Tuesday, May 23
Monday, June 12	Tuesday, June 27
Monday, July 10	Tuesday, July 25
Monday, August 14	Tuesday, August 22
Monday, September 11	Tuesday, September 26
Monday, October 9	Tuesday, October 24
Monday, November 13	Tuesday, 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 9	Thursday, February 16
Monday, February 13	Thursday, March 23
Monday, March 13	Thursday, April 20
Monday, April 10	Thursday, May 18
Monday, May 8	Thursday, June 22
Monday, June 12	Thursday, July 20
Monday, July 10	Thursday, August 24
Monday, August 14	Thursday, September 21
Monday, September 11	Thursday, October 19
Monday, October 9	Thursday, November 16
Tuesday, November 13	Thursday, December 14
Monday, December 11	Thursday, January 18, 2024
Board of Adjustment⁷	
Tuesday, January 3	Wednesday, February 15
Tuesday, February 6	Wednesday, March 15
Monday, March 6	Wednesday, April 12
Monday, April 3	Wednesday, May 10
Monday, May 1	Wednesday, June 14
Monday, June 5	Wednesday, July 12
Tuesday, July 3	Wednesday, August 9
Monday, August 7	Wednesday, September 13
Tuesday, September 4	Wednesday, October 11
Monday, October 2	Wednesday, November 15
Monday, November 6	Wednesday, December 13
Monday, December 4	Wednesday, January 10, 2024
Historic District Commission:⁸	
Tuesday, January 3	Thursday, February 9
Monday, February 6	Thursday, March 9
Monday, March 6	Thursday, April 13
Monday, April 3	Thursday, May 11
Monday, May 1	Thursday, June 8
Monday, June 5	Thursday, July 13
Tuesday, July 3	Thursday, August 10
Monday, August 7	Thursday, September 14
Tuesday, September 4	Thursday, October 12
Monday, October 2	Thursday, November 9
Monday, November 6	Thursday, December 14
Monday, December 4	Thursday, January 11, 2024
Technical Review Committee:⁹	
Mondays before 5:00 PM	Tuesdays (subject to change)

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 Special 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. Type of application: Certificates of Appropriateness – Major Work.

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

