



**Planning Department**

180 SW Broad Street  
Southern Pines, NC 28387

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

**2020 Application Processing Timelines<sup>1</sup>**

<b>APPLICATION DEADLINE:<sup>2</sup></b>	<b>MEETING DATE:</b>
<b>Town Council:<sup>3</sup></b>	
Monday, January 6	Tuesday, February 11
Monday, February 3	Tuesday, March 10
Monday, March 2	Tuesday, April 14
Monday, April 6	Tuesday, May 12
Monday, May 4	Tuesday, June 9
Monday, June 1	Tuesday, July 14
Monday, July 6	Tuesday, August 11
Monday, August 3	Tuesday, September 8
Monday, September 8	Tuesday, October 13
Monday, October 5	Tuesday, November 10
Monday, November 2	Tuesday, December 8
Monday, December 7	Tuesday, January 12, 2021
<b>Town Council Work Session<sup>4</sup></b>	
Monday, January 13	Monday, January 27
Monday, February 10	Monday, February 24
Monday, March 9	Monday, March 23
Monday, April 13	Monday, April 27
Monday, May 11	Tuesday, May 26
Monday, June 8	Monday, June 22
Monday, July 13	Monday, July 27
Monday, August 10	Monday, August 24
Monday, September 14	Monday, September 28
Monday, October 12	Monday, October 26
Monday, November 9	Monday, November 23
No December work session	
Monday, December 14	Monday, January 25, 2021

<sup>1</sup> 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).

<sup>2</sup> 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.

<sup>3</sup> 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.

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

<b>APPLICATION DEADLINE:<sup>5</sup></b>	<b>MEETING DATE:</b>
<b>Planning Board:<sup>6</sup></b>	
Monday, January 13	Thursday, February 20
Monday, February 10	Thursday, March 19
Monday, March 9	Thursday, April 23
Monday, April 13	Thursday, May 21
Monday, May 11	Thursday, June 18
Monday, June 8	Thursday, July 23
Monday, July 13	Thursday, August 20
Monday, August 10	Thursday, September 17
Monday, September 14	Thursday, October 22
Monday, October 12	Thursday, November 19
Tuesday, November 9	Thursday, December 17
Monday, December 14	Thursday, January 21, 2021
<b>Board of Adjustment<sup>7</sup></b>	
Monday, January 6	Wednesday, February 13
Tuesday, February 3	Wednesday, March 12
Monday, March 2	Wednesday, April 9
Monday, April 6	Wednesday, May 14
Monday, May 4	Wednesday, June 11
Monday, June 1	Wednesday, July 9
Monday, July 6	Wednesday, August 13
Monday, August 3	Wednesday, September 10
Tuesday, September 8	Wednesday, October 8
Monday, October 5	Thursday, November 12
Monday, November 2	Wednesday, December 10
Monday, December 7	Wednesday, January 13, 2021
<b>Historic District Commission:<sup>8</sup></b>	
Monday, January 6	Thursday, February 13
Tuesday, February 3	Thursday, March 12
Monday, March 2	Thursday, April 9
Monday, April 6	Thursday, May 14
Monday, May 4	Thursday, June 11
Monday, June 1	Thursday, July 9
Monday, July 6	Thursday, August 13
Monday, August 3	Thursday, September 10
Tuesday, September 8	Thursday, October 8
Monday, October 5	Thursday, November 12
Monday, November 2	Thursday, December 10
Monday, December 7	Thursday, January 14, 2021
<b>Technical Review Committee:<sup>9</sup></b>	
2 <sup>nd</sup> and 4 <sup>th</sup> Monday for initial site plan submittals	Tuesdays at 1:30 PM

<sup>5</sup> 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.

<sup>6</sup> 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).

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

<sup>8</sup> 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.

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

