



Planning Department

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Southern Pines, NC 28387

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2021 Application Processing Timelines¹

APPLICATION DEADLINE:²	MEETING DATE:
Town Council:³	
Monday, January 4	Tuesday, February 9
Monday, February 1	Tuesday, March 9
Monday, March 8	Tuesday, April 13
Monday, April 5	Tuesday, May 11
Monday, May 3	Tuesday, June 8
Monday, June 7	Tuesday, July 13
Monday, July 5	Tuesday, August 10
Monday, August 9	Tuesday, September 14
Tuesday, September 7	Tuesday, October 12
Monday, October 4	Tuesday, November 9
Monday, November 8	Tuesday, December 14
Monday, December 6	Tuesday, January 11, 2022
Town Council Work Session⁴	
Monday, January 13	Monday, January 25
Monday, February 10	Monday, February 22
Monday, March 9	Monday, March 22
Monday, April 13	Monday, April 26
Monday, May 11	Monday, May 24
Monday, June 8	Monday, June 28
Monday, July 13	Monday, July 26
Monday, August 10	Monday, August 23
Monday, September 14	Monday, September 27
Monday, October 12	Monday, October 25
Monday, November 9	Monday, November 22
No December work session	No meeting
Monday, December 14	Monday, January 24, 2022

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 11	Thursday, February 18
Monday, February 8	Thursday, March 18
Monday, March 15	Thursday, April 22
Monday, April 12	Thursday, May 20
Monday, May 10	Thursday, June 17
Monday, June 14	Thursday, July 22
Monday, July 12	Thursday, August 19
Monday, August 16	Thursday, September 23
Monday, September 13	Thursday, October 21
Monday, October 11	Thursday, November 18
Tuesday, November 15	Thursday, December 23
Monday, December 13	Thursday, January 21, 2022
Board of Adjustment⁷	
Monday, January 4	Wednesday, February 10
Tuesday, February 1	Wednesday, March 10
Monday, March 8	Wednesday, April 14
Monday, April 5	Wednesday, May 12
Monday, May 3	Wednesday, June 9
Monday, June 7	Wednesday, July 14
Monday, July 5	Wednesday, August 11
Monday, August 9	Wednesday, September 15
Tuesday, September 7	Wednesday, October 13
Monday, October 4	Wednesday, November 10
Monday, November 8	Wednesday, December 15
Monday, December 6	Wednesday, January 13, 2022
Historic District Commission:⁸	
Monday, January 4	Thursday, February 11
Tuesday, February 1	Thursday, March 11
Monday, March 8	Thursday, April 8
Monday, April 5	Thursday, May 13
Monday, May 3	Thursday, June 10
Monday, June 7	Thursday, July 8
Monday, July 5	Thursday, August 12
Monday, August 9	Thursday, September 9
Tuesday, September 7	Thursday, October 14
Monday, October 4	Wednesday, November 10
Monday, November 8	Thursday, December 9
Monday, December 6	Thursday, January 13, 2022
Technical Review Committee:⁹	
Monday before noon	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).