

THE TECHNICAL REVIEW COMMITTEE

The Perquimans County Technical Review Committee (TRC) was created to facilitate the application and review process by performing a preliminary staff review of proposed projects to be reviewed by the Planning Board. The TRC has been given authority to review and make recommendations on all site plans, major and minor subdivision plans, rezoning requests and conditional use permits within the County's planning and zoning jurisdiction. The County Planner coordinates the projects reviewed by the TRC, prepares the monthly agendas, and serves as Chairperson at the meetings.

The TRC is made up of the County Manager, County Planner, County GIS Coordinator, County Building Inspection representative, County Health Department representative, County Water Department Superintendent or representative, County Emergency Management Director, County Schools Superintendent or representative, Natural Resources Conservation Service representative, Planning Board representative, and such other agencies and officials deemed necessary or desirable such as NCDOT Representative, Land Quality Section, Division of Land Resources, Division of Coastal Management, Division of Environmental Management, US Post Office, County Emergency Medical Services representative, the Fire Chief of the Volunteer Fire Department that will serve the proposed development, and the County Water Engineer.

Submission of Plan

The Technical Review Committee will review and may make recommendations on all proposed major subdivisions. In addition, at the discretion of the County Planner, the County Manager, or the Planning Board, the TRC may be requested to review and make recommendations on any other proposed development, including minor subdivisions, site plans, rezoning requests, and conditional use permits proposed in the County's planning and zoning jurisdiction.

- Major subdivisions are those that contain five (5) lots or more.
- Minor Subdivisions are those that contain four (4) lots or less

**All TRC meetings will be held on the last Monday of every month at 10:00 a.m. in the Jury Room of the Perquimans County Courthouse Building, unless otherwise noted.*

Applicants should deliver or mail fifteen (15) copies (3 full sets, and 12 sets of 11x17) of plans to arrive by or before 12:00 Noon two weeks before the next scheduled TRC meeting. Any extra copies of the plans will be returned to the applicant.

While paper plans or surveys are required, Perquimans County encourages applicants to submit digital media in an effort to save time and printing costs. CD-ROM's containing ArcGIS and/or AutoCADD drawings/images will be accepted IN ADDITION TO paper documents, however they will not be accepted in lieu of paper documents. Images are acceptable in JPEG, PDF, and BMP format as well.

Please note that all preliminary/ final site plans must meet the minimum standards found in Article 3 of the Subdivision Ordinance in order to be reviewed.

Case Comments

All members of the TRC will be given at least ten calendar days to review any submittals and prepare comments and/or recommendations. The Committee will then present their findings at the next scheduled TRC meeting to the County Planner and the Applicant in the form of a short presentation and/or written memo. TRC members are not required to attend each meeting, however, they are required to submit comments (if any) if an application is sent to them for review. Failure to submit comments at least five (5) days after a scheduled TRC meeting will be considered the same as a "no comments" response.

TRC members are asked to appoint a replacement if for any reason they foresee not being in attendance for three (3) or more consecutive TRC meetings.

At the TRC meeting, the County Planner will present the plan/case, and allow each TRC member the opportunity to highlight any concerns, comments, and/or recommendations they may have concerning the application. Major issues and waiver requests will be highlighted for the Committee. Meetings are by invitation only, however, design professionals or developers may attend. Members of the Perquimans County Planning Board and Board of Commissioners are invited to attend.

The Committee will take one of the following actions for each plan:

- ❖ **Committee Recommends Revise and Resubmit:** This indicates that the plan exhibits numerous deficiencies and/or significant changes are recommended. The committee is recommending to the applicant and the Planning Board that the case/plan be revised, and be submitted again for Secondary Approval. A recommendation for revision has been met when the County Planner or County Manager determines that a significant number of TRC delegates have raised issues concerning the application or any one issue in particular warrants such action.
- ❖ **Committee Recommends Conditional Approval:** This indicates that the plan exhibits only minor deficiencies and, after corrections have been made or proper paperwork has been submitted, the application would be recommended for approval by staff.
- ❖ **Committee Recommends Primary Approval:** This indicates that the plan meets all requirements of the Committee and is recommended for approval to the Planning Board.
- ❖ **Committee Recommends Secondary Approval:** This indicates that the plan, having been revised per previous comments, meets satisfaction of the Committee and is recommended for approval to the Planning Board.

The Applicant's case or plans will then be placed on the agenda for the next scheduled Planning Board meeting where the Planning Board will be given a memo outlining the changes recommended by the TRC. During this period, the applicant is encouraged but not required to make the recommended changes suggested by the Technical Review Committee. The Board may choose to approve, deny, or table Applicant's case/plans based on the recommendations of the TRC.

The comments for each TRC case are mailed by Friday following the meeting to the surveyor, engineer or architect who submitted the plan.

Please note that any subdivisions or site plans located within the towns of Hertford, or Winfall will not go to the Perquimans County Technical Review Committee. These plans will be reviewed by Town staff and be presented to the appropriate town Planning/Zoning Board and Town Council for approval.