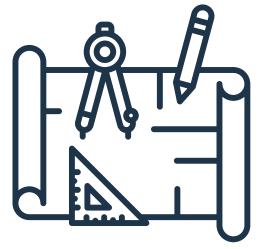


TECHNICAL REVIEW COMMITTEE

Follow this guide to help you in submitting your Major Subdivision or Major Site plan for Review. Start this process by selecting **Apply for a New Project**.



STEP 1



Project Type

Select TECHNICAL REVIEW COMMITTEE
Project Name is the name of your project including phase name.

Basic Info

Complete info on:

- Acreage
- Number of Lots
- Number of Units
- Commercial Square Footage
- Project Description

Location

Search by **Parcel** and choose which one the project is located on. Need help locating the parcel?
[Lincoln County GIS](#)

Attachment

Upload necessary plans and other documentation. Please use the **Description** field to name the file and provide additional context You may add extra text like 1st Submittal or Final.

Suggested Naming Conventions for Attachment Descriptions

Development Name Full Plan Set.pdf
WaterSewerCalcs.pdf
Erosion Control Packet.pdf

You **MUST** click **UPLOAD**

STEP 2



Contact Info

Complete the Contact info for the submittal. Owner Info should auto populate. Please populate all applicable Contact types.



Review and Submit

Review your submittal and click **SUBMIT**

POST SUBMITTAL

Review Follow-Up

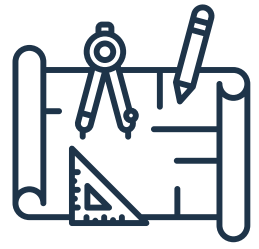
You can check the Status of Reviews by checking on the Project in the Dashboard of the eTRAKiT Portal.

Resubmittal

To submit a revised plan after review comments are addressed you simply add a new Attachment to the Project. Revisions cannot be resubmitted until all Reviewers have provided their review comments.



TECHNICAL REVIEW COMMITTEE PROCESS



The outline below provides project partners with expectations of process and review timelines

MEETINGS

- 3rd Thursday of each month. 9:00AM Vesuvius Conference Room (115 W. Main St. Lincolnton)
- Submittal deadline is 31 days prior to each meeting.

APPLY

- Intake occurs through the eTRAKiT Project Portal. Only registered contacts may apply through the portal. If you do not have an account please contact a member of staff to create one.
- The application consists of basic project info, project parcel(s), project contacts and necessary document uploads.

SUBMITTAL

- A complete application package and matching hard copy submittals to departments that require them are necessary to proceed through the review process.
- Application completeness and consistency is verified prior to acceptance onto the next Technical Review Committee Agenda.

REVIEW

- Reviewers are provided 28 days to review the initial submittal.
- Review comments will be discussed at the Technical Review Committee Meeting.
- Review comments finalized on the Friday after the meeting.
- Review comments distributed within 7 days of the meeting.
- If major project modifications are identified the applicant will be advised to provide a full resubmittal. If project revisions are minor the applicant will follow the standard resubmittal process described below.

RESUBMIT

- Resubmittals can be made anytime through the eTRAKiT portal but will be distributed on the 2nd and 4th Thursday of each month to Reviewers. The submittal verification process is repeated to verify the completeness and consistency of the submittal.
- Reviewers have 14 days to complete their follow up review.
- A comment by comment response letter shall be submitted with all resubmittals and a summary of any other revisions.
- Revisions to the plan set shall also be clouded.
- Once approval is gained by all reviewing agencies a TRC Notice to Proceed is issued.

