

# How to Submit Land Use Advisory Committee (LUAC) fka Technical Review Committee (TRC)

To start the process, login to the Portal: <https://cityview.hollyspringsnc.us/portal>

You will need to have a registered account to proceed.

Navigate to Preliminary Development Approval and click on Apply for a Planning & Zoning Review:



## Preliminary Development Approval

[Apply for a Planning & Zoning Review](#)  
[Estimate Fees](#)  
[Application Search](#)  
[Upload Submittals](#)

Choose project type: TRC Request and Communication and follow the prompts then click Next Step: Planning Types when you're ready to move forward.

Choose the project type:\*

TRC Request & Communication

Project Descriptive Name:\*

Please give your project a brief description. This will become the project name. Maximum 500 characters

Comments:\*

Please add any additional comments about the project. Maximum 4000 characters

**Application Information**

Project Acreage:\*

Are you developing only part of a parcel?:\*

**When did your Pre-Application Meeting take place?**

Pre-Application Meeting Date:\*

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Continue to follow the prompts. Minimum requirements for every submission include the following items:

- Application
- Project Description Statement
- One complete set of plans in PDF format

### **NOTES:**

- Find up-to-date Applications on our website:  
[https://www.hollyspringsnc.gov/DocumentCenter/View/22049/LUAC\\_RequestCommunications\\_SUP20?bId=1](https://www.hollyspringsnc.gov/DocumentCenter/View/22049/LUAC_RequestCommunications_SUP20?bId=1)
- Submittals are due no later than Noon on Friday to be considered for review the following week. Staff will contact you once your submittal has been accepted.
- Review fees must be paid upon receipt. Failure to pay review fees may result in delays.