

**ADMINISTRATIVE APPROVAL/REVIEW RESIDENTIAL  
SMALL TOWN CHARACTER OVERLAY DISTRICT**  
Town of Apex, North Carolina

Last updated May 2015



**Hard Copy Submittal Requirements – Submit to Planning Department**

- Existing site layout/conditions
- General site layout including proposed revisions or expansion
- Building elevations (all affected sides)
- Other requirements set by Town Departments (grading plan, tree survey, utility plan, landscape plan, etc.)

**Project Information**

Submittal Date: \_\_\_\_\_ Project Number: \_\_\_\_\_

Project Address: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

#	Applicable	Not Applicable	Residential Checklist Items
1	<input type="checkbox"/>	<input type="checkbox"/>	New home within the Small Town Character Overlay District
2	<input type="checkbox"/>	<input type="checkbox"/>	Is this a remodel/change to an existing home? If yes, please check the appropriate item(s) below.
	<input type="checkbox"/>	<input type="checkbox"/>	Expansion of existing home
	<input type="checkbox"/>	<input type="checkbox"/>	Interior changes
	<input type="checkbox"/>	<input type="checkbox"/>	Exterior changes to existing structure
	<input type="checkbox"/>	<input type="checkbox"/>	Repair (please explain below)
	<input type="checkbox"/>	<input type="checkbox"/>	Attached or detached garage addition
3	<input type="checkbox"/>	<input type="checkbox"/>	Structures proposed to be demolished? If yes, Planning Staff must approve a demolition permit.
4	<input type="checkbox"/>	<input type="checkbox"/>	Other (please specify)
5	<input type="checkbox"/>	<input type="checkbox"/>	Does the new or existing structure meet setbacks?

Measurement	Requirement
_____	Please enter the measurement next to the standard.
_____	Lot Width (New created lots only – 60’ minimum)
_____	Front (20’ minimum)

**ADMINISTRATIVE APPROVAL/REVIEW SMALL TOWN CHARACTER OVERLAY DISTRICT**

Measurement	Requirement
_____	Side (8' minimum)
_____	Side with driveway in front (10' minimum)
_____	Corner side (10' minimum)
_____	Rear (15' minimum)
_____	Height (36' maximum <sup>1</sup> )
_____	Built-upon area (50% maximum)

**Building Permits and/or Electrical, Mechanical, and Plumbing Permits may be required. Contact Building Inspections at 249-3418 after this application is approved to file the required applications.**

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Applicant

**PLANNING APPROVAL**

This plan has been reviewed by Town of Apex staff and to the best of our knowledge and belief, meets the Town of Apex Unified Development Ordinance and does not increase any existing non-conformity. This signature does not constitute a variance from any requirements of an originally approved subdivision or site plan, or any federal, state or local code, law, specification, rule, guideline, or ordinance, such as but not limited to grading and building permits. It is the sole responsibility of the owner/developer, or any of his agents or contract professionals to ensure that this plan meets all the aforementioned requirements.

\_\_\_\_\_ Planning Staff Signature

\_\_\_\_\_ Date

**Comments or Conditions:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<sup>1</sup> Building Height measured to the highest point of the roof from existing average grade at the footprint of the building. The proposed height shall not exceed the average height of the nearest adjacent buildings and may not exceed the max/min height allowed. In addition, the sidewall height shall not exceed 2 times the side yard setback. Gabled areas are excluded from sidewall height calculation.