

RESIDENTIAL MASTER SUBDIVISION PLAN APPLICATION

Town of Apex, NC



RESIDENTIAL MASTER SUBDIVISION PLAN

SUBMISSION: Applications are due by 12:00 pm on the first business day of each month. See the "[Master Subdivision Plan Schedule](#)" on the website for details.

RESIDENTIAL MASTER SUBDIVISION PLAN FEE:

\$700.00 + \$10/lot

Re-submittal Fee: 1/2 original fee after 3rd TRC submittal

PRE-APPLICATION MEETING: A pre-application meeting with members of the Technical Review Committee is required to be scheduled prior to the submittal of an application for a Residential Master Subdivision Plan. Pre-application meetings are typically scheduled on the 1st, 2nd and 5th Thursdays of the month.

To schedule a meeting, applicants must e-mail a pdf map, drawing, model, site or sketch plan to Planner Liz Loftin (Liz.Loftin@apexnc.org) no later than five (5) working days prior to the desired meeting day.

NEIGHBORHOOD MEETING: Neighborhood meetings are required per UDO Section 2.2.7 prior to application submission. The applicant is required to notify property owners and any neighborhood association that represents citizens within that area within 300 feet of the subject property via first class mail a minimum of 10 days in advance of the neighborhood meeting. The applicant shall use their own return address on the envelopes as the meeting is a private meeting between the developer and the neighbors. The applicant shall submit the "Certified List of Property Owners" and "Neighborhood Meeting Packet" forms included in this application packet with their initial submittal. The Neighborhood Meeting Packet is located at the very end of this document.

ANNEXATION REQUIREMENTS: If a property or portion thereof subject to the residential master subdivision plan is outside the corporate limits and ETJ, an [annexation petition](#) is required to be submitted on the same day as this application.

Electronic Submittal Requirements (submit in IDT):

- Residential Master Subdivision Plan Application
- Colored Rendering of Building Elevations – 11"x17"
- Master Subdivision Plan Set
 1. 24" x 36" size
 2. Scale not less than: 1" = 50' horizontal, 1" = 5' vertical
 3. Saved as pdf
 4. Include overall views for any sheets that must be divided. Needed for all such sheets.

Hard Copy Submittal Requirements: Submit to Planning Department

- Residential Master Subdivision Plan Application
- Development Submittal Fee
- Certified List of Property Owners within 300 feet of subject property
- Development Name Approval Application
- Street Name Approval Application
- Agent Authorization Form
- Town of Apex Utilities Offer & Agreement
- Wake County Public School System New Residential Development Notification Form
- Neighborhood Meeting Packet
- Two (2) bound copies of the Transportation Impact Analysis and 1 copy of the TIA & traffic analysis files on disk or FTP site at first submittal (if applicable)
- Four (4) bound Subdivision Plan Sets – 24" x 36" size
- If applicable: Annexation Petition, plat, legal description and \$200 fee
- Addresses must be from a current list obtained from the Wake County GIS Map Services. A buffer report service is offered for \$1 per page. Please contact them at 919-856-6360 or <http://www.wakegov.com/gis/services/Pages/gisservices.aspx>.

APPLICABILITY: The subdivision of land into four (4) or more lots for a residential use that **does not** propose one or more of the following exemptions (as provided in UDO Sec. 7.1.1(B)).

- The combination or recombination of portions of previously platted lots where the total number of lots is not increased and the resultant lots are equal to or exceed the standards of the municipality as shown in its subdivision regulations.
- The division of land into parcels greater than 10 acres where no street right-of-way dedication is involved.
- The public acquisition by purchase or condemnation of strips of land for the widening or opening of streets and for public transportation system corridors.
- The division of a parcel of land by a new boundary line coterminous with a public street right-of-way line in circumstances where the street prevents the use of the parcel as one lot, so long as the boundaries of the parcel that are not on or within the street right-of-way are not changed.
- The division of a tract in single ownership, the entire area of which is no greater than 2 acres, into not more than 3 lots where no street right-of-way dedication is involved and where the resultant lots are equal to or exceed the standards of the municipality.

RESIDENTIAL MASTER SUBDIVISION PLAN PROCESS SUMMARY: Full details of the Residential Master Subdivision Plan Process can be found in the “Residential and Non-Residential Subdivision Development Process Document” on the Town of Apex website. The following is a brief summary of the process:

1. Staff member reviews electronic plan submittals and hard copies submitted to the Planning Department for completeness.
2. If plan is incomplete, applicant is notified and must re-submit complete plans by the submittal deadline of the following month for review.
3. If plan is complete, staff releases electronic plans to TRC members for review.
4. TRC comments are sent to applicant prior to the TRC meeting date with applicant.
5. Applicant is notified of TRC meeting date and time.
6. Applicant submits revised electronic plans and four (4) hard copy 24” x 36” Subdivision Plan Sets and revised TIA (if applicable) on the re-submittal date indicated on the Residential Master Subdivision Plan Schedule.
7. Applicant notified if plan is not in compliance with the UDO (start again at #4 above).
8. Applicant notified if plan is in compliance with UDO.
9. Notification:
 - Development sign is posted on property.
10. Presentation before Planning Board for recommendation to Town Council.
11. Review by Town Council.
12. Applicant is notified of approval or disapproval.
13. If approved, applicant must submit Construction Drawings to Construction Management.

APPLICATION INFORMATION

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

Application #: _____ Submittal Date: _____
Fee Paid \$ _____ Check # _____

Project Information:

Project Name: _____

Location: _____

Property PINs: _____

Acreage: _____ Zoning _____

Town Limits: Inside corporate limits In ETJ *Outside corporate limits and ETJ

Residential Information:

Number of Single-family units: _____ Number of floors: _____

Number of Townhome units: _____ Number of floors: _____

Applicant Information

Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail Address: _____

Owner Information

Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail Address: _____

Other contacts: _____

CERTIFIED LIST OF NEIGHBORING PROPERTY OWNERS

Application #: _____ Submittal Date: _____

Provide a certified list of property owners subject to this application and all property owners within 300' of the subject property and HOA Contacts.

	Owner's Name	PIN
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____

I, _____, certify that this is an accurate listing of all property owners and property owners within 300' of the subject property.

Date: _____ By: _____

COUNTY OF WAKE STATE OF NORTH CAROLINA

Sworn and subscribed before me, _____, a Notary Public for the above State and County, on this the _____ day of _____, 20____.

SEAL

Notary Public

Print Name

My Commission Expires: _____

DEVELOPMENT NAME APPROVAL APPLICATION

Application #: _____

Submittal Date: _____

Fee for Initial Submittal: No Charge

Fee for Name Change after Approval: \$500*

Purpose

To provide a consistent and clearly stated procedure for the naming of subdivisions and/or developments and entrance roadways (in conjunction with *Town of Apex Address Policy*) so as to allow developers to define and associate the theme or aesthetics of their project(s) while maintaining the Town's commitment to preserving the quality of life and safety for all residents of Apex proper and extraterritorial jurisdiction.

Guidelines

- ✓ The subdivision/development name shall not duplicate, resemble, or present confusion with an existing subdivision/development within Apex corporate limits or extraterritorial jurisdiction except for the extension of an existing subdivision/development of similar or same name that shares a continuous roadway.
- ✓ The subdivision/development name shall not resemble an existing street name within Apex corporate limits or extraterritorial jurisdiction unless the roadway is a part of the subdivision/development or provides access to the main entrance.
- ✓ The entrance roadway of a proposed subdivision/development shall contain the name of the subdivision/development where this name does not conflict with the Town of Apex *Road Name Approval Application* and *Town of Apex Address Policy* guidelines.
- ✓ The name "Apex" shall be excluded from any new subdivision/development name.
- ✓ Descriptive words that are commonly used by existing developments will be scrutinized more seriously in order to limit confusion and encourage distinctiveness. A list of commonly used descriptive words in Apex's jurisdiction is found below.
- ✓ The proposed subdivision/development name must be requested, reviewed and approved during preliminary review by the Town.
- ✓ A \$500.00 fee will be assessed to the developer if a subdivision/development name change is requested after official submittal of the project to the Town.*

*The imposed fee offsets the cost of administrative changes required to alleviate any confusion for the applicant, Planning staff, other Town departments, decision-making bodies, concerned utility companies and other interested parties. There is no charge for the initial name submittal.

Existing Development Titles, Recurring

	Residential	Non-Residential
10 or more	Creek, Farm(s), Village(s),	Center/Centre
6 to 9	Crossing(s), Park, Ridge, Wood(s)	Commons, Park
3 to 5	Acres, Estates, Glen(s), Green*, Hills	Crossing(s), Plaza, Station, Village(s)

*excludes names with Green Level

DEVELOPMENT NAME APPROVAL APPLICATION

Application #: _____ Submittal Date: _____

Proposed Subdivision/Development Information

Description of location: _____

Nearest intersecting roads: _____

Wake County PIN(s): _____

Township: _____

Contact Information (as appropriate)

Contact person: _____

Phone number: _____ Fax number: _____

Address: _____

E-mail address: _____

Owner: _____

Phone number: _____ Fax number: _____

Address: _____

E-mail address: _____

Proposed Subdivision/Development Name

1st Choice: _____

2nd Choice (*Optional*): _____

Town of Apex Staff Approval:

Town of Apex Planning Department Staff

Date

STREET NAME APPROVAL APPLICATION

Application #: _____ Submittal Date: _____

Wake County Approval Date: _____

Guidelines:

- No names duplicating or sounding similar to existing road names
- Avoid difficult to pronounce names
- No individuals' names
- Avoid proper names of a business, e.g. Hannaford Drive
- Limit names to 14 characters in length
- No directionals, e.g. North, South, East, West
- No punctuation marks, e.g. periods, hyphens, apostrophes, etc.
- Avoid using double suffixes, e.g. Deer Path Lane
- All names must have an acceptable suffix, e.g. Street, Court, Lane, Path, etc.
- Use only suffixes which are Town of Apex approved
- Town of Apex has the right to deny any street name that is determined to be inappropriate

Information:

Description of location: _____

Nearest intersecting roads: _____

Wake County PIN(s): _____

Township: _____

Contact information (as appropriate)

Contact person: _____

Phone number: _____ Fax number: _____

Address: _____

E-mail address: _____

Owner: _____

Phone number: _____ Fax number: _____

Address: _____

E-mail address: _____

STREET NAME APPROVAL APPLICATION

Application #: _____ Submittal Date: _____

of roads to be named: _____

Please submit twice as many road names as needed, with preferred names listed first. Proposed road names should be written exactly as one would want them to appear. Town of Apex Planning Department staff will send all approved street names to the Wake County GIS Department for county approval. Please allow several weeks for approval. Upon approval Wake County GIS – Street Addressing will inform you of the approved street names.

Example: Road Name Suffix

Hunter Street

<p>1 _____</p> <p>2 _____</p> <p>3 _____</p> <p>4 _____</p> <p>5 _____</p> <p>6 _____</p> <p>7 _____</p> <p>8 _____</p> <p>9 _____</p> <p>10 _____</p>	<p>11 _____</p> <p>12 _____</p> <p>13 _____</p> <p>14 _____</p> <p>15 _____</p> <p>16 _____</p> <p>17 _____</p> <p>18 _____</p> <p>19 _____</p> <p>20 _____</p>
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TOWN OF APEX STAFF APPROVAL

Town of Apex Staff Approval

Date

WAKE COUNTY STAFF APPROVAL:

GIS certifies that _____ names indicated by checkmark are approved.
Please disregard all other names.

Comments:

Wake County GIS Staff Approval

Date

AGENT AUTHORIZATION FORM

Application #: _____ Submittal Date: _____

_____ is the owner of the property for which the attached application is being submitted:

- Land Use Amendment
- Rezoning
- Site Plan
- Subdivision
- Variance
- Other: _____

The property is located at: _____

The agent for this project is: _____

I am the owner of the property and will be acting as my own agent

Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

E-Mail Address: _____

Signature(s) of Owner(s)

Type or print name

Type or print name

Type or print name

Attach additional sheets if there are additional owners.

***Owner of record as shown on the latest equalized assessment rolls of Wake County. (An option to purchase does not constitute ownership). If ownership has been recently transferred, a copy of the deed must accompany this authorization.**

TOWN OF APEX UTILITIES OFFER AND AGREEMENT

Application #: _____ Submittal Date: _____

**Town of Apex
73 Hunter Street
P.O. Box 250 Apex, NC 27502
919-249-3400**

WAKE COUNTY, NORTH CAROLINA CUSTOMER SELECTION AGREEMENT

(the "Premises")

The Town of Apex offers to provide you with electric utilities on the terms described in this Offer & Agreement. If you accept the Town's offer, please fill in the blanks on this form and sign and we will have an Agreement once signed by the Town.

_____, the undersigned customer ("Customer") hereby irrevocably chooses and selects the Town of Apex (the "Town") as the permanent electric supplier for the Premises. Permanent service to the Premises will be preceded by temporary service if needed.

The sale, delivery, and use of electric power by Customer at the Premises shall be subject to, and in accordance with, all the terms and conditions of the Town's service regulations, policies, procedures and the Code of Ordinances of the Town.

Customer understands that the Town, based upon this Agreement, will take action and expend funds to provide the requested service. By signing this Agreement the undersigned signifies that he or she has the authority to select the electric service provider, for both permanent and temporary power, for the Premises identified above.

Any additional terms and conditions to this Agreement are attached as Appendix 1. If no appendix is attached this Agreement constitutes the entire agreement of the parties.

Acceptance of this Agreement by the Town constitutes a binding contract to purchase and sell electric power.

Please note that under North Carolina General Statute §160A-332, you may be entitled to choose another electric supplier for the Premises.

Upon acceptance of this Agreement, the Town of Apex Electric Utilities Division will be pleased to provide electric service to the Premises and looks forward to working with you and the owner(s).

ACCEPTED:

CUSTOMER: _____

TOWN OF APEX

BY: _____
Authorized Agent

BY: _____
Authorized Agent

DATE: _____

DATE: _____

Please complete each section and return by email or fax to all:

WCPSS

Debra Adams
dbadams@wcpss.net

Judy Stafford
jstafford1@wcpss.net

Fax: 919-431-7302

WAKE

Mike Ping
Mike.ping@wakegov.com

Fax: 919-856-6389

Developer Company Information	
Company Name	
Company Phone Number	
Developer Representative Name	
Developer Representative Phone Number	
Developer Representative Email	

New Residential Subdivision Information	
Date of Application for Subdivision	
City, Town or Wake County Jurisdiction	
Name of Subdivision	
Address of Subdivision (if unknown enter nearest cross streets)	
REID(s)	
PIN(s)	

Projected Dates Information	
Subdivision Completion Date	
Subdivision Projected First Occupancy Date	

Lot by Lot Development Information																
Unit Type	Total # of Units	Senior Living	Studio	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	Square Foot Range		Price Range		Anticipated Completion Units & Dates				
								Min	Max	Low	High	Year	# Units	Year	# Units	Year
Single Family																
Townhomes																
Condos																
Apartments																
Other																

FOR APPLICANT USE ONLY
PLEASE DO NOT INCLUDE THIS CHECKLIST WITH YOUR APPLICATION SUBMITTAL

Common Acronyms/Definitions			
IDT Website	Contractor's Plan Room	UDO	Town's Unified Development Ordinance
TOA	Town of Apex	NCDEQ	North Carolina Dept of Environmental Quality
RCA	Resource Conservation Area	DDM	Design & Development Manual
Town Contact Information			
Planning Department	(919) 249-3426	Soil & Erosion Control Officer	(919) 249-1166
Parks & Recreation Department	(919) 249-7468	Electric Utilities Division	(919) 249-3342
Transportation Engineer	(919) 249-3358	Stormwater & Utility Engineering	(919) 249-3413

GENERAL PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Upload to IDT	All files for electronic upload must be named in consecutive order with sheet name and title as follows: 01. Cover Sheet, 02. Subdivision Plan, 03. Erosion Control Plan, etc.	TOA Web Site
2	Electronic submittal through IDT	Submit application, a set of 24"x36" site. Note: Do not submit scanned plans. Send documents saved directly from AutoCAD or equivalent software.	IDT Instructions
3	Every checklist item must be included on the plan sets. Do not attach checklist to the plan submittal.	If an item is not applicable, place a note on the applicable plan sheet stating why the item is not applicable. Failure to do so may result in the plans being considered incomplete.	
4	Four (4) Paper Copies	Submit 4 paper copies for each review	
5	Signature Block Area	Leave a 4X6 area on each sheet for signature block but do not add signature block until submitting Construction Drawings.	
6	Check the subdivision for conformity with the transportation plan, land use plan, parks and recreation master plan, water & wastewater master plans and any other of the Town's adopted plans and policies	Thoroughfare Plan Map Land Use Map P & R Master Plan Bike/Ped Plan Water Master Plan Wastewater Master Plan	

COVER SHEET CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Index of titled drawing sheets	All uploaded sheets are to be titled in a descriptive manner (i.e. Site Layout Plan, Landscape Plan, etc.).	
2	Vicinity Map	Map showing location of property and adjacent streets within a maximum of a ½ mile radius.	
3	Show any public recreation requirement. See Page 25 of this application for required formatting.	Projects must receive a recommendation from the Parks, Recreation and Cultural Resources Advisory Commission prior to going forward to Planning Board and Town Council. Contact Angela Reincke.	UDO Sec. 7.3 Parks, Recreation, Greenways & Open Space Master Plan
4	List & label UDO Supplemental Standards.		UDO Sec. 4.4
5	List & label any variance conditions.		
6	Project Data (tabular format)-requirements below:		
a	Name, address(s) and parcel ID(s) of the project	Include any phase numbers.	Development

COVER SHEET CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
			Name Approval Application
b	Preparer's name, address, phone number, fax number and e-mail address		
c	Owner's name, address, phone number, fax number and e-mail address		
d	Contract purchaser's name, address, phone number, fax number and e-mail address		
e	Annexation number(s) for property	If property is not annexed and water and/or sewer is requested, an annexation petition must be approved by Town Council before final construction drawings will be released.	Annexation Petition
f	Zoning of the property; if conditional use or conditional zoning, list all rezoning conditions	Contact the Planning Department at 919-249-3426 to get a copy of the zoning conditions.	Zoning Map
g	Current 2030 Land Use Map designation		2030 LUP Map
h	Proposed 2030 Land Use Map designation	If amendment is required, an application must be submitted.	Application
i	Area of tract(s)	In square feet or acres	
j	Required front, side and rear yard setbacks		UDO Sec. 5.1
k	Amount and percentage of built upon area allowed		UDO Sec. 5.1 UDO Sec. 6.1
l	Amount and percentage of built upon area proposed		UDO Sec. 5.1 UDO Sec. 6.1
m	Indicate if the site is in the Primary or Secondary Watershed Protection Overlay District.	Watershed Protection Overlay District Map	UDO Sec. 6.1 UDO Sec. 8.1.2(B)(2)(i)
n	Indicate if the site contains a FEMA designated 100 year floodplain.	Floodplain Map	UDO Sec. 6.2
o	Indicate whether grading will be considered "mass" or "staged" based on UDO definitions.		UDO Sec. 7.2.5
p	Indicate % of total lots to be graded prior to first plat.		UDO Sec. 7.2.5
q	Indicate % of the pre-development drainage areas that have been preserved within their natural basins.	Single-family residential projects must retain at least 80% of the pre-development drainage areas within their natural basins.	UDO Sec. 7.2.5
r	Gross square footage and percent of RCA required.	If RCA is not required, state why on cover sheet.	UDO Sec. 8.1
s	Gross square footage and percent of RCA provided.	If RCA is not required, state why on cover sheet.	UDO Sec. 8.1
t	Indicate whether additional 2% RCA required for mass grading has been added.		UDO Sec. 7.2.5
u	Indicate if the site contains a historic structure.		UDO Sec. 12.2 Historic Structure

EXISTING CONDITIONS SHEET CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Provide boundaries of the site in metes and bounds		UDO Sec. 8.1.2(B)(2)(a)
2	Provide LIDAR or field verified topography of the subdivision at a minimum of 2 ft contours, showing existing grades	Please contact GIS Administrator Steve Nelson at 919-249-3311 for a copy of Town of Apex LIDAR data. Wake County topo data is no longer acceptable	UDO Sec. 8.1.2(B)(2)(b)
3	Call out location of slopes equal to or steeper than 3:1 and rock outcroppings.		UDO Sec. 8.1.2(B)(2)(c)

EXISTING CONDITIONS SHEET CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
4	Provide tree survey locating all specimen (hardwood) trees at 18" caliper and larger within RCA and buffers on site.	Must also show all 18" or greater caliper trees on neighboring properties within 50' of your property line.	UDO Sec. 8.1.2(B)(2)(d)
5	Document that all proposed RCA areas meet the Criteria for Establishing RCA by means of a tree survey or other appropriate means.	Other appropriate means include, but are not limited to, a registered forester's or certified arborist's report referenced to-scale digital photos or aerial photographs. Aerial photographs are not an acceptable stand-alone means of documentation for trees in RCA.	UDO Sec. 8.1.2(B)(2)(e)
6	Document that existing buffers meet the required "A", "B", "C", "D" or "E" type standards by means of a tree survey or other appropriate means.	Other appropriate means include, but are not limited to, a registered forester's or certified arborist's report referenced to-scale digital photos or aerial photographs. Aerial photographs are not an acceptable stand-alone means of documentation for trees in buffers	UDO Sec. 8.1.2(B)(2)(f)
7	Show location of wetlands as determined by a licensed soil scientist, the Army Corps of Engineers, or the NCDEQ.		
8	Show location of all creeks, streams, ponds and dams.		UDO Sec. 8.1.2 (B)(2)(h)
9	Indicate whether the site is in the Primary or Secondary Watershed Protection Overlay District	See Watershed Protection Overlay District Map	UDO Sec. 8.1.2(B)(2)(i) UDO Sec. 6.1
10	Show required riparian buffers on both sides of perennial and intermittent streams, including the location of the top of bank on both sides of the stream.	Riparian buffers on perennial streams are measured 100' from the top of the bank on both sides of the stream. Riparian buffers on intermittent streams are measured 50' from the top of bank on both sides of the stream.	UDO Sec. 6.1.11 UDO Sec. 8.1.2(B)(2)(i)
11	Show location of the 100-yr floodplain and 100-yr floodway based upon the FIRM maps, the FEMA detailed study and field measurements.	If not applicable, certify that there is no FEMA floodplain on the subject property by giving FIRM map number and date. Provide non-FEMA flood study information on floodplains, floodways, flood fringes and flood hazards at the construction plan stage of plan review.	UDO Sec. 6.2 UDO Sec. 8.1.2(B)(2)(j)
12	Provide location of existing fencing, roads and structures.		UDO Sec. 8.1.2(B)(2)(k)
13	Provide locations of significant site elements.	Significant site elements include, but are not limited to, historic and cultural sites and structures, scenic views, rock outcroppings and cemeteries.	UDO Section 8.1.2(B)(2)(l)
14	Indicate clearly on the plans the location of all existing utilities (water, sewer, natural gas, electric, telephone, cable, fiber optic, etc.) above and/or below ground as well as existing utility easements.	Accurately survey existing utilities; approximate locations will not be accepted. Include size and material.	UDO Sec. 8.1.2(B)(2)(m)
15	Identify location of any underground storage tanks, hazardous waste and debris, abandoned wells, septic tanks or similar structures.		UDO Sec. 8.1.2(B)(2)(n)

SUBDIVISION LAYOUT SHEET CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Base Items:		
a	North Arrow		
b	Roads and driveways	List names of proposed roads. Road names must be pre-approved by Town of Apex.	Street Name Approval

SUBDIVISION LAYOUT SHEET CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
			Application
c	Vehicular Use Areas		
d	Buildings		
e	Detention, retention or natural ponds	Please label each BMP with a number.	
f	Creeks, streams, ponds and dams		
g	Location and dimension of all Resource Conservation Area (RCA) and buffers including riparian buffers	RCA must be recorded as a separate lot from the residential building lots. Include a metes and bounds description of the proposed RCA on Final Plat.	UDO Sec. 6.1.11 UDO Sec. 8.1.2(B)(1) UDO Sec. 8.2.6
h	All Public and Private Easements	Including sign easements	
i	Fences and decorative or retaining walls		
j	Location of the 100-yr floodplain and 100-yr floodway based upon the FIRM maps, the FEMA detailed study and field measurements		
2	Residential building lots must be located outside buffers, RCA and floodplain areas		
3	Square footage & dimensions of each lot	Square footage must be shown on all sheets. Dimensions are only needed on layout sheet.	
4	Zoning, ownership and current use of all adjacent tracts	List uses such as residential, vacant, etc. Include uses on opposite side of adjoining streets	
5	Boundary of entire tract by metes and bounds		
6	Location of retaining walls	Where there are multiple retaining walls, either use a color to differentiate them on the plan or label them (RW1, RW2, etc.) and include a legend on the same page.	
7	Location and dimensions of existing and proposed driveways or curb cuts on site and adjoining properties	Include properties on opposite side of adjoining streets and existing/ proposed lane striping on all streets.	
8	Location of entrances/exits and general internal circulation	Include lane striping, crosswalks, pavement markings and signs.	MUTCD NCDOT Specs
9	Location of existing and proposed sidewalks and other pedestrian areas such as trails and greenways	Show widths of all features.	
10	Ensure that turning radii accommodate emergency vehicles		
11	Streets and rights-of-way showing existing and proposed dimensions in accordance with the Town's Transportation Plan and Spec Book	Connections must be made to existing stubs on adjacent property. Indicate location and dimensions of pavement, curbs and gutters and sidewalks. Where development abuts or includes a State maintained road, design must be submitted and reviewed concurrently with NCDOT.	Thoroughfare Plan Map TOA Details Sec. 300
12	Show sight triangles with dimensions	Sight triangles are typically 10'x70'.	TOA Spec 302F
13	List proposed speed limit for each public street	No streets can be proposed less than 25 mph.	
14	Location of emergency access		
15	Location and dimensions of setbacks	On corner lots, where the dwelling can face either street, provide building setback lines for each possible configuration. If the front of the dwelling is limited to face only one street, then provide the appropriate building setback lines and add the word "FRONT" to indicate the front yard.	
16	Location and dimensions of parks, recreation areas and greenways or proposal for fee in lieu		

SUBDIVISION LAYOUT SHEET CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
17	Location of mail kiosks	Email a pdf of the proposed mail kiosk/CBU location(s) to Beverly Torain, Apex Postmaster at mailto:beverly.a.torain@usps.gov and San Matthews, Growth Development Coordinator at sanquinetta.d.matthews@usps.gov and copy the assigned Planner for the project. Approval of the proposed mail kiosk/CBU locations must be provided to Planning prior to Master Subdivision Plan approval.	
18	Required Page Notes: 1-11	See the Required Notes Page	

STAGING & DEMOLITION PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Identify which existing trees will be saved and which will be removed.	Show caliper & species of tree.	
2	Location of tree protection fencing.	Fencing must be one (1) ft. away from the tree trunk for every one (1) in. caliper of the tree.	UDO Sec. 8.1.2(G)(1)
3	Location and type of additional protective measures.	See UDO Sec. 8.1.2(G)(1) for additional protective fencing requirements for other site features.	UDO Sec. 8.1.2(G)(1)
4	Show proposed staging areas or dirt/material/equipment storage areas.		
5	If buildings will be demolished, include the following note: "A copy of the Demolition Notification from the NC Health Hazard Control Unit and an asbestos inspection report from a NC accredited asbestos inspector must accompany the application for the demolition permit which must be obtained prior to start of the demolition."		Demolition Application
6	Location of construction entrance.		TOA Spec 400.06
7	Show road or sidewalk barricades		TOA Spec 300.15

GRADING PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Base Items	See the Subdivision Layout Sheet	
2	Provide FFE for all structures		
3	Indicate whether grading will be considered "mass" or "staged" based on UDO definitions.		UDO Sec. 7.2.5
4	Indicate % of total lots to be graded.		UDO Sec. 7.2.5
5	Provide a Final Rough Grading sheet that shows drainage of lots.		
6	Indicate % of the pre-development drainage areas have been preserved within their natural basins.	Single-family residential projects must retain at least 80% of the pre-development drainage areas within their natural basins.	UDO Sec. 7.2.5
7	Provide LIDAR or field verified topography of the subdivision at a minimum of 2 ft contours, showing existing grades	Please contact GIS Administrator Steve Nelson at 919-249-3311 for a copy of Town of Apex LIDAR data. Wake Co. topo data is no longer permitted.	
8	If there will be fill within a floodplain, a Letter of Map Revision based on Fill LOMR-F is required to be obtained	Flood Plain Development Permit Application	

GRADING PLAN CHECKLIST ITEMS

#	Requirement	Additional Information	Reference
9	Indicate all slopes equal to or steeper than 3:1 and show required stabilization measures	Slopes steeper than 2:1 shall not be permitted.	UDO Sec. 8.1.4
10	Location and type of soil and erosion control measures.	For sites where disturbed area is 20,000 sf or greater in size, follow the TOA S&E Construction Sequence.	S&E Construction Sequence
11	Indicate if site is in the Primary or Secondary Watershed Protection Overlay District	Watershed Protection Overlay District Map	UDO Sec. 6.1
12	Location of existing trees to be saved and removed	Show type and caliper of trees.	
13	Provision for the adequate disposition of storm water in accordance with Town standards indicating location, sizes, types and grades of ditches, catch basins and pipes with connections to existing drainage system(s).	Post-development runoff rate must not exceed pre-development runoff rate for the 1-yr, 24-hr and 10-yr, 24-hr storms. Lot lines should follow natural drainage ways. Natural drainage ways should be preserved in their natural state to the extent practicable.	UDO Sec. 6.1.11
14	Location of tree protection fencing.	Fencing must be one (1) ft. away from the tree trunk for every one (1) in. caliper of the tree and surrounding any required buffers or RCA. The Zoning Inspection Officer or Planner may require Tree Protection Fencing in other places as well.	UDO Sec. 8.1.2(G)(1) DDM
15	Location of retaining walls. Indicate material, color, height of wall and area of disturbance. Non-decorative walls are required to have facing (i.e. stucco). Top of wall and bottom of wall spot elevations must be provided.	<ul style="list-style-type: none"> • Retaining structures providing a cumulative vertical relief greater than five (5) feet in height within a horizontal distance of fifty (50) feet or less must be designed, inspected, and certified by a licensed professional engineer. • Retaining structures on land developed for single-family and duplex residences shall not exceed six (6) feet in height and shall not exceed two (2), six (6) feet tall terraced sections. • Where there are multiple retaining walls, either use a color to differentiate them on the plan or label them (RW1, RW2, etc.) and include a legend on the same page. 	UDO Sec. 8.1.6(C)
16	No site development activity, including but not limited to testing, clearing, installation of S&E measures or grading, shall occur until required protection fencing has been installed and inspected.	A protection fencing installation permit may be obtained at the Planning Department or online. Tree Protection Fencing Application	S&E Construction Sequence
17	Protection fencing must be placed away from any saved tree one (1) ft. for each one (1) in. of tree caliper. Protection fencing must be placed at least 10 ft. away from any other designated RCA, along the outside line of the 100-yr flood plain, and the outside edge of any riparian buffer.	Additional protection fencing may be required in other locations close to construction activity where it is deemed necessary by the zoning enforcement officer; such areas may include but are not limited to common property lines or near public areas (sidewalks, etc.).	UDO Sec. 8.1.2(G)(1)
18	All grading and support structures associated with any retaining structure shall not encroach into any required buffer or protected area shall be contained entirely on site.	Protected areas are defined as but are not limited to, RCA and critical root zones of trees, public utility easements and rights-of-way.	
19	Retaining systems providing cumulative vertical relief greater than five (5) ft. in height within a horizontal distance of 50 ft. or less, including retaining walls or mechanically stabilized earth walls shall be designed and constructed under the responsible charge of a registered professional engineer and comply in all aspects of the NC Building Code, Section 1610.	Retaining systems meeting these criteria will require a separate building permit prior to the start of work.	

GRADING PLAN CHECKLIST ITEMS

#	Requirement	Additional Information	Reference
20	Site elements required to satisfy recreational requirements must meet any applicable standards found in the TOA Standard Specifications and Standard Details and the requirements of the TOA Parks and Recreation Department	Site elements include but are not limited to play fields and greenway trails.	TOA Spec Book
21	Indicate location, size and materials used for stormwater (drainage) lines.		
22	Indicate location and width dimension of easements required for stormwater (drainage) lines and culverts. Include permanent and temporary construction easements.		
23	Required Page Notes: 10-12	See the Required Notes Page	

UTILITY PLAN CHECKLIST ITEMS

#	Requirement	Additional Information	Reference
1	Base Items	See the Subdivision Layout Sheet	
2	Indicate whether or not requesting full town services – water, sewer and electricity.	If electric utilities are provided by the Town of Apex, a consultation with the Electric Utilities Division (919-249-3427) is required.	
3	Give estimated loads and voltages.		
4	Indicate location and width dimension of easements required for utilities. Include permanent and temporary construction easements.		
5	Indicate clearly on the plans the location of all existing and proposed utilities above and/or below ground. Co-location of dry utilities is preferred.	Utilities include water, sewer, natural gas, electric, telephone, cable, fiber optic, etc. If the site is encumbered by existing utility easements then the applicant should provide a letter from the utility company indicating the acceptability of the site improvements.	
6	Slopes shall not be steeper than 3:1 where underground electric utility lines are proposed.		
7	Show proposed locations of service corridors, transformers and meters and ensure that all point of delivery issues are coordinated with the TOA Electrical Utility Division or Progress Energy.	Note that for any electric service routes you must provide an easement clear of buildings, pavement, landscaped areas and similar protected areas.	TOA Spec 209B
8	Transformers must be located 10 ft. off the building where there are openings (doors, windows, etc.) and three (3) ft off of solid masonry. The grade to the transformer must slope away from the building.	A minimum of 10 ft. in front and three (3) ft. on sides and back of transformer is needed for installation and maintenance.	TOA Spec 209
9	Transformers shall not be located within required landscaped areas or islands unless additional space has been allocated for this purpose.		
10	Indicate location, size and materials used for water sanitary sewer lines and force main lines. Show water meter and clean out connections from building(s) to public lines. Include size and material of appurtenances. If well or septic system, indicate proposed location.	For well or septic system, appropriate permits from Wake County are required before building permit can be issued.	TOA Spec. 100
11	Indicate locations of utility poles, fire hydrants, transformers, light poles, light fixtures, etc.		
12	If a pump station (lift station) is proposed, show layout of the station according to the Town Standard Specification and Standard Details manual.		TOA Spec Book

UTILITY PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
13	Provide utility identifiers (naming conventions) for all proposed water, sewer and stormwater structures, lines and appurtenances.		
14	Location of fire lane striping and signage. Use 2" of SF 9.5A pavement and 8" of ABC stone properly layered and compacted anywhere a fire lane is required.		TOA Spec 300.24
15	If a sprinkler system is required, show layout of system to the building, the location of the FDC (Fire Department Connection) and the location of the backflow assembly.		
16	Location of existing trees to be saved and removed.		
18	Location of tree protection fencing.		UDO Sec. 8.1.2(G)(1) DDM
19	Location of recreational elements such as greenways in utility easements.		
20	Location of specimen trees within RCA areas.		
21	Required Notes: 1, 2, 4, 5, 13-21	See the Required Notes Page	

LANDSCAPE PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Base Items	See the Subdivision Layout Sheet	
2	Graphic symbols used to depict trees and shrubs must accurately reflect the average mature spread		
3	Indicate location, width and type of required buffers	Existing plants to be saved and new plant material must be located and identified within the buffer.	UDO Sec. 8.1 UDO Sec. 8.2
4	Indicate all slopes equal to or steeper than 3:1 and provide appropriate landscaping and/or slope retention devices (no turf grasses) required to stabilize these areas	See the DDM, page 26, Planting in Special Situations for more information. Slopes steeper than 2:1 are not permitted.	DDM UDO Sec. 8.1.4
5	Number of plants along street based on total square footage of the streetscape buffer		
6	Show sight triangles with dimensions	Sight triangles are typically 10'x70'.	TOA Spec 302F
7	Type of trees, located near overhead or underground utility lines	If plant material encroaches into the easement, express written consent of the utility company is required. TOA does not allow plant material within its easements.	UDO Sec. 8.2.2(C)(2)
8	Show required building landscaping.		UDO Sec. 8.2.4(A)
9	Planting details for new plant material installation		DDM
10	Permanent protection for plants near vehicular use areas	Permanent protection consists of curbs, wheel stops, walls or fences. No vehicle use area is to be located further than 40 ft. from the trunk of a large type tree.	UDO Sec. 8.2.5(C)(2)
11	Location and type of plant material in vehicular use areas with planting area dimensions indicated. Location and dimensions of landscape islands.	Note that landscape areas and islands must be a minimum of 250 sf for one (1) small tree and 350 sf for one (1) large tree.	
12	Enclosures and/or vegetative screening of loading and service areas, dumpsters and recycling bins, HVAC, mechanical and utility units.		UDO Sec. 8.2.8
13	Show location of light poles	Light poles must be 20 ft. away from the base of a large type tree and 10 ft. away from the base of a	UDO Sec. 8.6.4 (B)

LANDSCAPE PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
		small type tree.	
14	Show all utility lines and easements, including house hookups.		
15	Indicate screening for vehicular use area from off-site view.	Screening is to consist of evergreen shrubs that will reach a height of 42" in three (3) years.	
16	Location, height and type of fencing and retaining walls. Show elevation and construction detail.		
17	Show all Tree Protection Fencing.		
18	Plant list summary table with the following information:		
a	Key identifying proposed plant material using botanical and common names		
b	Quantity of each plant material		
c	Size, height, caliper and spacing of plant material		
19	Required Notes: 6a-6e, 22-27	See the Required Notes Page	

DETAILS SHEET CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Detailed drawing of tree protection fencing	Use town standard specification.	DDM
2	Detailed drawing of retaining wall including handrails and/or guardrails	Include colors and materials. Retaining structure materials must be an integrally tinted brown, rust, or earth-tone color.	
3	Detailed drawing of subdivision features including benches, fences, curb and gutter, wheel stops, etc.	Include colors, materials and manufacturers where applicable.	
4	Detailed drawing of each type of accessible curb cut or ramp utilized on the project and located on private property.	The detail must include the minimum width of the walking surface and the maximum slopes of each surface. The detail must conform to and reference the N.C. Accessibility Code.	TOA Spec 300.09
5	Detailed drawing of accessible parking delineation which includes the minimum dimensions and maximum slopes.	The detail must conform to and reference the N.C. Accessibility Code and must not include and ground painted symbol.	TOA Spec Book
6	Detailed drawing of accessible parking and signage conforming to and referencing the N.C. Accessibility Code		
7	Detailed drawing of bicycle parking	Please use Town of Apex Standard Detail.	TOA Spec 300.20
8	Detailed drawing of dumpster/recycling bin enclosure	Dumpster enclosures must be at least eight (8) ft. tall or the height of the dumpster, whichever is taller and be built of masonry material with opaque gates.	DDM UDO Sec. 8.2.8 (B)(1)

TRAFFIC IMPACT ANALYSIS CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
Verify the proposed use(s) would generate at least 1,000 daily or 100 peak hour trips.			
Contact Transportation Engineer at 919-249-3358 for approval of study area.			
1	Subdivision Plan or at a minimum, a land use plan, indicating conceptual access points to the external roadway system.		UDO Sec. 13.19
2	Vicinity map showing the location of the property and adjacent streets within the approved study area.		UDO Sec. 13.19
3	Peak-hour volumes from a recent count, no more than one (1) year old, at the time of submittal unless otherwise approved by Town staff.		UDO Sec. 13.19

TRAFFIC IMPACT ANALYSIS CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
Verify the proposed use(s) would generate at least 1,000 daily or 100 peak hour trips.			
Contact Transportation Engineer at 919-249-3358 for approval of study area.			
4	Average daily and peak hour vehicular trips generated by the proposed development.		UDO Sec. 13.19
5	Trip distribution allocation on all roads and intersections within the study area approved by the Town.	Please contact the transportation engineer at 919-249-3358 at least 60 days prior to starting a TIA. The transportation engineer must approve the study area.	UDO Sec. 13.19
6	Intersection geometry and traffic control devices.		UDO Sec. 13.19
7	Capacity analyses for all anticipated conditions (existing, no-build and build) including phasing milestones unless otherwise approved by Town staff.	Anticipated conditions include existing, no-build and build.	UDO Sec. 13.19
8	Documentation of data and assumptions.		UDO Sec. 13.19
9	Proposed road improvements in accordance with the UDO requirements for a Traffic Impact Analysis (TIA).	Upload to IDT and provide 2 hardcopies at first submittal. Anticipated review time 4 to 6 weeks.	UDO Sec. 13.19

SITE ANALYSIS REPORT CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
Required only upon request of the Planning Department.			
1	Report by a certified arborist, forester or horticulturist indicating the general health and condition of site vegetation and/or specimen trees.	Information to be included: type of trees and vegetation, size range and average sizes, density, general health and conditions, special vegetation and any noxious vegetation.	
2	Report by a design professional (architectural, engineering, etc.) related to any other relevant existing site features (ponds/dams, wetlands, structures, etc.).	Report should indicate the general condition of the feature.	
3	Proposal for protecting existing vegetation and site features such as structures, wetlands, floodplains, floodways, etc.		
4	Any reports requested by Planning staff to ensure site features do not pose a threat to the health, safety and welfare of the Town's residents.		
5	Show decibel levels for generators, chillers, HVAC units, etc.	Subdivision plan must meet decibel levels as required by Town Code of Ordinances.	Code of Ordinances Ch. 14, Sec. 14-30

Required Plan Notes:

- 1) No site development activity including but not limited to testing, clearing, installation of S&E measures, or grading, shall occur until required protection fencing has been installed and inspected. A protection fencing installation permit may be obtained at the Planning Department or by calling 919-249-3426.
- 2) Protection fencing must be placed:
 - a) Away from any saved tree one foot for each inch of tree caliper.
 - b) Along the boundary of any other designated resource conservation area, such as but not limited to historic buildings and structures, wetlands, buffers and ponds.
 - c) Along the outside line of the 100-year floodplain, and the outside edge of any riparian buffer.
- 3) Additional protection fencing may be required in other locations close to construction activity where it is deemed necessary by the zoning enforcement officer; such areas may include but are not limited to common property lines or near public areas (sidewalks, etc.).

- 4) All grading and support structures associated with any retaining structure shall not encroach into any required buffer or protected area (such as but not limited to, RCA and critical root zones of trees, public utility easements and rights-of-way), and shall be contained entirely on site.
- 5) Site elements required to satisfy recreational requirements such as, but not limited to, play fields and greenway trails must meet any applicable standards found in the Town of Apex Standard Specifications and Construction Details and the requirements of the Town of Apex Parks and Recreation Department.
- 6) The screening of loading docks, roll-out containers, dumpsters, outdoor storage, mechanical and HVAC equipment and similar facilities on the roof, ground or building shall meet the requirements of UDO Sec. 8.2.8. Specifically screening must be done so that:
 - a) It is incorporated into the overall design theme of the building and landscaping
 - b) Screening materials are not different from or inferior to the principal materials of the building or landscape and are similar in material and color
 - c) Screening items are out of view from adjacent properties and public streets, and a totally opaque screen is achieved
 - d) Any ground-mounted HVAC or other mechanical or utility equipment six (6) ft tall or higher must be fenced and landscaped.
 - e) Dumpster enclosures must be eight (8) feet tall or the height of the dumpster whichever is greater and be built of masonry material with opaque gates. Where practicable, shrubs or other plants must be planted outside the enclosure to visually soften the appearance.
- 7) All required site elements shown within a particular phase must be installed before a final Certificate of Occupancy may be issued for any building within that phase.
- 8) Prior to scheduling a final site inspection site items such as but not limited to, lighting, landscaping (including mulch), screening (i.e.: dumpsters/trash, mechanical/HVAC, etc.), site stabilization (seeding) and parking and pavement marking must be completed.
- 9) Individual signs are not approved as part of subdivision plan approval process. A separate sign permit must be obtained prior to installation of the sign. Multiple use lots, non-residential subdivisions and multiple tenant lots must submit a Master Sign Plan for approval.
- 10) Retaining systems providing a cumulative vertical relief greater than five (5) ft in height within a horizontal distance of 50 ft or less, including retaining walls or mechanically stabilized earth walls shall be designed and constructed under the responsible charge of a registered professional engineer and comply in all aspects with the NC Building Code Sec. 1610. Retaining systems meeting these criteria will require a separate building permit prior to start of work. Retaining structure materials must be an integrally tinted brown, rust, or earth-tone color.
- 11) A Grading Permit, when applicable, can be issued by the Building Inspections Division only after approval of tree protection fencing, S&E Measures in place and approved and a certificate of compliance has been issued by the Public Works Department.
- 12) Prior to approval of a final plat or issuance of a Certificate of Occupancy, any development where an engineered stormwater control structure is required, contact Stormwater and Utility Engineering at 919-249-3413 to demonstrate that the required structure is in place, that it is operational and that it complies with all relevant portions of UDO Sec. 6.1.12 Structural BMPs. If the BMP structure is used as part of a temporary erosion control measure, the inspection will occur during the appropriate phase of construction.
- 13) All water & sewer lines shall be installed with a minimum of three (3) ft of cover.
- 14) Maintain 18" minimum vertical separation between utilities.
- 15) Verify all illustrated utility crossings prior to construction and notify the engineer if conflicts are encountered.
- 16) Contractor shall coordinate utility relocation or abandonment with local utility companies as required.
- 17) All metered connections to Town potable water shall have a Town-approved backflow prevention assembly installed.
- 18) Water & sewer lines shall be separated at least 10 ft laterally from existing or proposed sewers. Where local conditions prevent a separation of 10 feet, the water main may be laid closer, provided that the elevation of the bottom of the water main is at least 18 inches above the top of the sewer with a horizontal separation of at least three (3) feet.

- 19) All new public water and sewer lines contained within a Town of Apex Public Utility Easement will require a Water Distribution Extension Permit and/or a Gravity Sewer Extension Permit prior to the release of construction drawings. All Water Distribution Extension Permit Applications shall be accompanied by a Sealed Engineer's Report per the Town of Apex Spec Book. Contact the Engineering Division at 919-249-3394 to obtain the permit applications.
- 20) A plumbing permit issued by the Building Inspection Division is required for all plumbing systems, including storm drainage systems, installed outside the public right-of-way or a Public Utility Easement. These systems shall be inspected and approved by the plumbing inspector prior to covering. Contact the Code Enforcement Supervisor at 919-249-3381 for information including the utilization of a third-party inspection agency.
- 21) All landscaping is required to be installed prior to a certificate of occupancy for the project, or in the case of phased development, for the phase of the project. If the applicant chooses to delay the installation of landscaping from April 1 - September 1, then the applicant shall provide a cash bond equal to 150% of the cost of materials and installation, based on the highest estimate received, to ensure installation of the required landscaping.
- 22) Required buffers must meet the minimum opacity requirements for the particular buffer type as described in UDO Sec. 8.2.6.
- 23) Any vegetation that is dead, substandard, unhealthy, of poor structural quality or missing shall be replaced in conformance with town standards.
- 24) All plant material shall be allowed to reach their mature size and maintained at their mature size. Plants shall not be cut or severely pruned so that their natural form is impaired.
- 25) All slopes steeper than 3:1 but less than 2:1 shall be stabilized with permanent slope retention or a suitable combination of plantings and retention devices.
- 26) Slopes equal to 3:1 shall be stabilized with permanent groundcover, not with turf grass.

Parks and Rec Table Formatting:

<u>PARKS AND RECREATION SITE DATA TABLE</u>				
Date Reviewed by PRCR Advisory Commission:				
<input type="checkbox"/>	Fee-in-Lieu of Dedication:			
	_____ single-family detached units X \$3,221.90 per unit =		\$ _____	
	_____ single-family attached units X \$2,157.44 per unit =		\$ _____	
	_____ multi-family units X \$1,899.55 per unit =		\$ _____	
			Total Fee-in-Lieu:	\$ _____
<input type="checkbox"/>	Acres of Land Dedication _____			
<input type="checkbox"/>	Public Greenway Trail Construction		Yes <input type="checkbox"/>	No <input type="checkbox"/>



Instruction Packet and Affidavit for Neighborhood Meetings

Town of Apex
Planning Department
PO Box 250
Apex, NC 27502

T: 919-249-3426
F: 919-249-3338

This packet consists of instructions and templates for conducting a required Neighborhood Meeting. Planning Department staff are available to advise you in the preparation of these materials. Call the Planning Department at (919) 249-3426 for more information.

WHAT IS THE PURPOSE OF A NEIGHBORHOOD MEETING?

A neighborhood meeting is a required form of community outreach to receive initial feedback regarding certain project types prior to submittal to the Planning Department per the standards found in UDO Sec. 2.2.7. The intention of the meeting is to initiate neighbor communication and identify issues and concerns early on and provide the applicant an opportunity to address neighbor concerns about the potential impacts of the project prior to submitting an application. A neighborhood meeting is valid for six (6) months prior to the submission of an application; a delay in submission requires a new neighborhood meeting.

WHEN IS A NEIGHBORHOOD MEETING REQUIRED?

- Rezoning (including Planned Unit Developments);
- Major Site Plans;
- Master Subdivision Plan (excluding minor or exempt subdivisions); or
- Special Use Permits

INSTRUCTIONS

Prior to submitting a Rezoning, Major Site Plan, Master Subdivision Plan (excluding minor or exempt subdivisions), or Special Use Permits, the applicant must conduct at least one (1) Neighborhood Meeting. The applicant shall submit all forms included in this packet with their initial submittal.

The Neighborhood Meeting must be held in accordance with the following rules:

These groups and individuals must be invited to the meeting:

- The applicant is required to notify the Planning Department, all property owners within 300 feet of the subject property and any neighborhood association that represents citizens in the area via first class mail a minimum of 10 days in advance of the neighborhood meeting, not including the day of mailing. The applicant shall use their own return address on the envelopes as the meeting is a private meeting between the applicant and the neighbors.
- The applicant shall include with the meeting notice a vicinity map in addition to either the existing zoning map of the area or preliminary plans of the proposed development (see Handout requirements below).

The meeting must be held within specific timeframes and meet certain requirements:

- The meeting must be held for a minimum of two (2) hours, Monday through Thursday, during the 5:00 p.m. - 9:00 p.m. time period. The meeting cannot be held on a Town recognized holiday (which coincide with the State of North Carolina recognized holidays).
- The meeting shall be held at a place that is generally accessible to neighbors that reside in close proximity to the land subject to the application.
- A sign-in sheet must be used in order to verify attendance. Ensure each attendee signs in. Please note if any person(s) refuses to sign in. Note if no one attended.
- Handout requirements:
 - For rezonings (excluding rezonings to PUD-CZ, TND-CZ and MEC-CZ), a vicinity map and existing zoning map of the area must be provided to help facilitate discussion.
 - For rezonings to PUD-CZ, TND-CZ and MEC-CZ; Major Site Plans; Master Subdivision Plans; and Special Use Permits, preliminary plans of the proposed development must be available at the meeting to help facilitate discussion. Neighbors may request emailed/mailed copies of the maps or plans from the applicant by checking the “send plans” box on the sign-in sheet, and the applicant shall provide reduced copies upon such request.
 - Printed copies must equal the number of notices required to be sent.
 - Contact information for the applicant’s representative must be provided on the handout.
 - A copy of the handout must be included as part of the Neighborhood Meeting report.
- The agenda of the meeting shall include:
 - Explanation of all processes the meeting is being held for (rezoning, subdivision, etc.).
 - Explanation of future meetings (additional neighborhood meetings, Planning Board, Town Council, etc.).
 - Explanation of development proposal – uses and conditions for rezonings, layout for subdivision and site plans, and builder/end user if known/public knowledge.
- Questions or concerns by attendees, and responses by the applicant, if any, must be noted. Provide blank comment sheets or notecards for neighbors to submit written comments. The applicant shall also include any questions and concerns received via written correspondence (such as email) or phone call along with responses provided by the applicant.
- The applicant shall be responsible for notifying any neighbors who check the “Send Plans & Updates” box on the sign-in sheet of any additional neighborhood meetings and the actual submittal date to the Town with a link to the Town of Apex’s Interactive Development Map.

For accountability purposes, please submit the following with your application:

- A copy of the letter mailed to neighbors and neighborhood organizations (use attached invitation template);
- A list of those persons and neighborhood organizations invited to the meeting;
- A copy of the sign-in sheet (use attached sign-in sheet template);
- A summary of the meeting and a list of any changes made to the project as a result of the neighborhood comments (use attached meeting summary template);
- The affidavit, signed, dated, and notarized (use attached affidavit template); and
- One reduced copy of the maps and/or plans presented to the neighbors at the Neighborhood Meeting.

NOTICE OF NEIGHBORHOOD MEETING

Date

Dear Neighbor:

You are invited to a neighborhood meeting to review and discuss the development proposal at _____ (_____)

Address(es)

PIN(s)

in accordance with the Town of Apex Neighborhood Meeting procedures. The Neighborhood Meeting is intended as a way for the applicant to discuss the project and review the proposed plans with adjacent neighbors and neighborhood organizations before the submittal of an application to the Town. This provides neighbors an opportunity to raise questions and discuss any concerns about the impacts of the project before it is officially submitted. Once an application has been submitted to the Town, it may be tracked using the [Interactive Development Map](#) or the [Apex Development Report](#) located on the Town of Apex website at www.apexnc.org.

A Neighborhood Meeting is required because this project includes (check all that apply):

- Rezoning (including Planned Unit Development);
- Major Site Plan;
- Master Subdivision Plan (excludes minor or exempt subdivision); or
- Special Use Permit

The following is a description of the proposal (also see attached map(s) and/or plan sheet(s)):

Estimated submittal date: _____

MEETING INFORMATION:

Property Owner(s) name(s): _____

Applicant(s): _____

Contact information (email/phone): _____

Meeting Address: _____

Date of meeting*: _____

Time of meeting*: _____

MEETING AGENDA TIMES:

Welcome: _____

Project Presentation: _____

Question & Answer: _____

*Meetings shall occur between 5:00 p.m. - 9:00 p.m. on a Monday through Thursday (excluding Town recognized holidays). If you have questions about the general process for this application, please contact the Planning Department at 919-249-3426. You may also find information about the Apex Planning Department and on-going planning efforts at <http://www.apexnc.org/180/Planning>.

NEIGHBORHOOD MEETING SIGN-IN SHEET

Meeting Address: _____

Date of meeting: _____ Time of meeting: _____

Property Owner(s) name(s): _____

Applicant(s): _____

Please print your name below, state your address and/or affiliation with a neighborhood group, and provide your phone number and email address. Providing your name below does not represent support or opposition to the project; it is for documentation purposes only.

	NAME/ORGANIZATION	ADDRESS	PHONE #	EMAIL	SEND PLANS & UPDATES
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					

Use additional sheets, if necessary.

SUMMARY OF DISCUSSION FROM THE NEIGHBORHOOD MEETING

Property Owner(s) name(s): _____

Applicant(s): _____

Contact information (email/phone): _____

Meeting Address: _____

Date of meeting: _____ Time of meeting: _____

Please summarize the questions/comments and your response from the Neighborhood Meeting in the spaces below (attach additional sheets, if necessary). Please state if/how the project has been modified in response to any concerns. The response should not be "Noted" or "No Response". There has to be documentation of what consideration the neighbor's concern was given and justification for why no change was deemed warranted.

Question/Concern #1:

Applicant's Response:

Question/Concern #2:

Applicant's Response:

Question/Concern #3:

Applicant's Response:

Question/Concern #4:

Applicant's Response:

AFFIDAVIT OF CONDUCTING A NEIGHBORHOOD MEETING, SIGN-IN SHEET AND ISSUES/RESPONSES SUBMITTAL

I, _____, do hereby declare as follows:
Print Name

1. I have conducted a Neighborhood Meeting for the proposed Rezoning, Major Site Plan, Master Subdivision Plan, or Special Use Permit in accordance with UDO Sec. 2.2.7 *Neighborhood Meeting*.
2. The meeting invitations were mailed to the Apex Planning Department, all property owners within 300 feet of the subject property and any neighborhood association that represents citizens in the area via first class mail a minimum of 10 days in advance of the Neighborhood Meeting.
3. The meeting was conducted at _____ (location/address) on _____ (date) from _____ (start time) to _____ (end time).
4. I have included the mailing list, meeting invitation, sign-in sheet, issue/response summary, and zoning map/reduced plans with the application.
5. I have prepared these materials in good faith and to the best of my ability.

Date

By: _____

STATE OF NORTH CAROLINA
COUNTY OF WAKE

Sworn and subscribed before me, _____, a Notary Public for the above State and County, on this the _____ day of _____, 20_____.

SEAL

Notary Public

Print Name

My Commission Expires: _____