

MINOR SITE PLAN APPLICATION

Town of Apex, NC



MINOR SITE PLAN SUBMISSION:

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

MINOR SITE PLAN FEE: \$800.00

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 a Minor Site 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.

ANNEXATION REQUIREMENTS: If a property or portion thereof subject to the minor site 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): [Click here to access IDT Plans Website](#)

- Minor Site Plan Application
- Colored Rendering of Building Elevations – 11"x17"
- Transportation Impact Analysis
- Site Plan Set
- 24" x 36" size
- Scale not less than: 1" = 50' horizontal, 1" = 5' vertical
- Saved as pdf documents from AutoCAD

Hard Copy Submittal Requirements: [Submit to Planning Department](#)

- Minor Site Plan Application
- Application Submittal Fee
- Town of Apex Utilities Offer & Agreement
- Development Name Approval Application
- Agent Authorization Form
- Four (4) bound Site Plan Sets – 24" x 36" size
- Two (2) bound copies of the Transportation Impact Analysis and 1 CD (if applicable)
- If applicable: Annexation Petition, plat, legal description and \$200 application fee

MINOR SITE PLAN DEFINITION: Defined in UDO Section 2.3.6(D)(2) as site plans that are **not** proposing one or more of the following:

- 100,000 square feet or greater of non-residential floor area
- 20 or more multi-family units
- Multiple site plan applications within any 3 year period for one property or portion of, or neighboring properties owned by the same entity
- 100 or more parking spaces added to existing development
- Grading more than 25 acres
- Any building taller than three (3) stories
- Mixing of architectural types, exotic architecture, or the use of non-standard materials.

MINOR SITE PLAN PROCESS SUMMARY: Full details of the Minor Site Plan Process can be found 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" Site Plan Sets and revised TIA (if applicable) on the re-submittal date indicated on the Minor Site 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. Applicant is notified of approval or disapproval.
10. 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

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: _____

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: _____

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

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.**

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
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. Site Plan, 03. Erosion Control Plan, etc.	TOA Web Site
2	Electronic submittal through IDT	Submit application, a set of 24"x36" site plans and 11"x17" colored rendering of required elevations. 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.	

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 Parks Planner 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 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		

COVER SHEET CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
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
k	Area of tract(s)	In square feet or acres	
l	Required front, side and rear yard setbacks		UDO Sec. 5.1
m	Amount and percentage of built upon area allowed		UDO Sec. 5.1 UDO Sec. 6.1
n	Amount and percentage of built upon area proposed		UDO Sec. 5.1 UDO Sec. 6.1
o	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)
p	Indicate if the site contains a FEMA designated 100 year floodplain.	Floodplain Map	UDO Sec. 6.2
q	Gross square footage and percent of RCA required.	If RCA is not required, state why on cover sheet.	UDO Sec. 8.1
r	Gross square footage and percent of RCA provided.	If RCA is not required, state why on cover sheet.	UDO Sec. 8.1
s	Indicate whether additional 2% RCA required for mass grading has been added.		UDO Sec. 7.2.5
t	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 area located within the limits of disturbance at a minimum of 2' 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)
4	Provide tree survey locating all specimen (hardwood) trees 18" caliper and larger within RCA and buffers on site	Document location of all trees 18" caliper and larger by aerial photograph, registered forester's or certified arborist's report, tree survey, or other appropriate means 50' outside the perimeter of the site.	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	See Required Note #1	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	See Required Note #1	UDO Sec. 8.1.2(B)(2)(f)
7	Location of wetlands	As determined by a licensed soil scientist, the Army Corps of Engineers, or NCDEQ	UDO Sec. 6.1 UDO Sec. 8.1.2(B)(2)(g)

EXISTING CONDITIONS SHEET CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
8	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	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	See Required Note #2	UDO Sec. 6.1.11 UDO Sec. 8.1.2(B)(2)(i)
11	Show location of the 100 year floodplain and 100 year floodway based upon FIRM maps, the FEMA detailed study, and field measurements	See Required Note #3	UDO Sec. 6.2 UDO Sec. 8.1.2(B)(2)(i)
12	Location of existing fencing, roads and structures		UDO Sec. 8.1.2(B)(2)(k)
13	Location of significant site elements	Significant site elements include, but are not limited to, historic and cultural sites and structures, scenic views, farm ponds, rock outcroppings, and cemeteries.	UDO Sec. 8.1.2(B)(2)(l)
14	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 utilities; approximate locations will not be accepted. Include size and material.	UDO Sec. 8.1.2(B)(2)(m)
15	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)
16	Required Notes: 1-3	See the Required Plan Notes	

SITE LAYOUT SHEET CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Base Items:		
a	North arrow		
b	Roads and driveways		
c	Vehicular use areas		
d	Buildings		
e	Recreation Facilities		
f	Detention, retention or natural ponds		
g	Creeks, streams, ponds and dams		
h	All Public and Private Easements	Includes sign easements.	
i	Fences and decorative or retaining walls		
j	Location of the 100 year floodplain and 100 year floodway	Based upon FIRM maps, the FEMA detailed study and field measurements.	
2	Zoning, ownership and present use of all adjacent tracts	List uses such as residential, vacant, etc. Include uses on opposite side of adjoining streets.	
3	Boundary of entire tract by metes and bounds		
4	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.	
5	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.	
6	Indicate entrances/exits and general internal circulation	Include lane striping, crosswalks, pavement markings and signs.	MUTCD NCDOT Specs

SITE LAYOUT SHEET CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
7	Location of existing and proposed sidewalks and other pedestrian areas	Pedestrian areas include trails and greenways. Show widths of all features.	
8	Ensure that a turning radius will accommodate emergency vehicles or anticipated delivery vehicles		
9	Streets and rights-of-way showing existing and proposed dimensions in accordance with the TOA Transportation Plan and Spec Book. Connections must be made to existing stub streets 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
10	List proposed speed limit for each public street	No streets can be proposed less than 25 mph.	
11	Show sight triangles with dimensions	Sight triangles are typically 10'x70'.	TOA Spec 302F
12	Location, arrangement and dimensions of parking spaces and aisles	Show wheel stops. Indicate location of handicapped parking spaces, dimensions and signage. Include location of pole sign required by code.	
13	Location of handicapped equipped/accessible units and associated parking	Check State Building Code requirements. This applies to multi-family projects only.	
14	Location, arrangement and dimensions of truck loading and unloading spaces and docks		UDO Sec. 8.3.5
15	Location of fire lane striping and signage	Use 2" of I-2 pavement and 8" of ABC stone properly layered and compacted anywhere a fire lane is required.	TOA Detail 300.24
16	Location and method of on-site garbage containment	Two dumpsters are required – one for waste and one for recyclable cardboard, plus a method for plastic bottle recycling.	Code of Ordinances, Ch. 12, Art. IV 12-222
17	Location of roll out carts for waste and recycling and a screened enclosure	Applicable if no dumpsters are needed.	
18	Location of recycling bins and/or recycling enclosure		
19	Location of accessory structures and site amenities	HVAC units, satellite dishes, mail kiosks, gas tanks/pumps, flag poles, etc.	
20	Location and dimensions of outside storage yards, display or sales area	Include storage areas. List materials to be stored.	UDO Sec. 4.1.2
21	Location and dimensions of setbacks		UDO Sec. 5.1
22	Location and dimensions of buffers	Includes RCA and Riparian buffers	UDO Sec. 6.1.11 UDO Sec. 8.1.2(B)(1) UDO Sec. 8.2.6
23	Location and dimensions of RCA area		
24	Check the site plan for conformity with TOA's adopted plans and policies	Thoroughfare Plan Map Land Use Plan P & R Master Plan Bike/Ped Plan Water & Wastewater Master Plan	
25	Location of easement for ground sign	Must be located out of sight triangle.	
26	Identify all required elements associated with the NC Accessibility Code, including, but not limited to the following:		
a	Show sidewalk connecting the accessible entrances of the buildings with the public sidewalk	If a public sidewalk is provided or required.	
b	Show locations of exterior exits from the building(s) and sidewalks associated		
c	Show an accessible route connecting all buildings and/or elements on the site		
d	Provide the slope for all accessible routes on site	Slope should be 1:20 or greater	

SITE LAYOUT SHEET CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
e	Show pavement markings identifying access route at vehicular crossing paths and parking areas		
f	Show all accessible parking spaces locations	Within 200 feet of the building entrance	
g	Identify all accessible parking spaces on the plan with "HC" or HC-Van" only.	Do not use the ground painted symbol to identify the parking space(s).	
h	Dispersed accessible parking spaces for each parking area with a minimum of one van accessible parking space for each parking area		
i	Show locations of all accessible curb cuts and ramps		
j	Show the width of sidewalks utilized as an accessible path	The minimum sidewalk width for an accessible path where directly adjacent to perpendicular parking spaces without wheel stops is six (6) feet and six (6) inches as measured from the curb face.	
27	Required Notes: 4-11	See the Required Plan Notes	

STAGING & DEMOLITION PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
The burning of debris within 1000' of residences or the burial of stumps and debris on site is prohibited.			
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 1 foot away from the tree trunk for every 1 inch caliper of the tree.	UDO Sec. 8.1.2(G)(1)
3	Location and type of additional protective measures.	See UDO 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	Show demolition sequence		
6	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
7	Location of construction entrance.		TOA Spec 400.06(1) TOA Spec 400.6(2)
8	Location of construction trailer		
9	Location of temporary emergency vehicle access		
10	Location of temporary utilities		
11	Location and type of additional protective measures		
12	Provide any necessary traffic management plan for the time frame that the site is being constructed	Includes, but not limited to, road or pedestrian barricades, emergency vehicle access, detours or safety devices that may be required.	TOA Spec 300.15

GRADING PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Base Items	See list on Site Layout Sheet	
2	Provide a Final Rough Grading sheet that shows drainage of lot(s)		UDO Sec. 8.1.5

GRADING PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
3	Provide LIDAR or field verified topography of the area located within the limits of disturbance at a minimum of 2' contours. This is required at the site plan stage and construction plan stage of plan review	Includes stormwater retention areas within RCA. 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.	
4	If there will be fill within a floodplain, obtaining a Letter of Map Revision based on Fill (LOMR-F) is required	Flood Plain Development Permit Application	
5	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
6	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
7	Provision for the adequate disposition of stormwater 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, 10-yr, and 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
8	Indicate if site is in the Primary or Secondary Watershed Protection Overlay District	If in a protected water supply watershed, storm drainage measures must meet watershed protection regulations. See Watershed Protection Overlay District Map	UDO Sec. 6.1
9	Location of existing trees to be saved and removed	Show type and caliper of trees	
10	Location of tree protection fencing		UDO Sec. 8.1.2(G)(1) DDM
11	Provide FFE for all structures		
12	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 and bottom of wall spot elevations are required. 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.	
13	Provide engineered drawings for walls 5 feet or taller at the Construction Plan stage	The drawings must be designed, inspected and certified by a licensed professional engineer.	
14	Provide spot elevations at the four corners of the area encompassing the accessible parking spaces and adjacent accessible aisle at each location on the plan	Maximum slope in each area may not exceed ¼" per foot in any direction.	
15	Provide spot elevations (or other method) to ensure the maximum slope of all required or provided accessible routes do not exceed a 1:20 slope	Clearly identify on the plan the areas of the accessible route where the slope exceeds 1:20. Provide appropriate ramp details conforming to the NC Accessibility Code and ANSI A117.1. Reference the location of the detail on this sheet if the ramp details are located on another sheet elsewhere in the plans.	NC Accessibility Code, ANSI A117.1
16	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.	
17	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. Contact the Director of Parks and Recreation Department at 249-3344.	

GRADING PLAN CHECKLIST ITEMS

#	Requirement	Additional Information	Reference
18	Indicate location, size and materials use for stormwater (drainage) lines.		
19	Indicate location and width dimension of easements required for stormwater (drainage) lines and culverts. Include permanent and temporary construction easements.		
20	Required Page Notes: 4-7, 12, 13	See the Required Plan Notes	

UTILITY PLAN CHECKLIST ITEMS

#	Requirement	Additional Information	Reference
1	Base Items	See list on Site 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 is required.	
3	Indicate whether or not site will utilize private sewage disposal (septic system)		
4	Give estimated loads and voltages		
5	Slopes shall not be steeper than 3:1 where underground electric utility lines are proposed		
6	Clearly indicate the location of all existing and proposed utilities above and/or below ground	Co-location of utilities is preferred. Utilities include water, sewer, natural gas, electric, telephone, cable, fiber optic, etc. If site is encumbered by existing utility easements, the applicant should provide a letter from the utility company indicating the acceptability of the site improvements across their easements.	
7	Location and width dimension of required easements for utilities	Include permanent and temporary construction easements.	
8	Show proposed locations of service corridors, transformers and meters	All point of delivery issues are coordinated with TOA Electric Utilities Division or Progress Energy.	TOA Spec 209B
9	Provision of an easement clear of buildings, pavement, landscaped areas, and similar protected areas for any electric service route		TOA Spec 209B
10	Transformers must be located 10' off the building where there are openings (doors, windows, etc.) and 3' off solid masonry	The grade to the transformer must slope away from building. A minimum of 10' in front and 3' on sides and rear of transformer is needed for installation and maintenance.	TOA Spec 209
11	Transformers shall not be located within required landscaped areas or islands unless additional space has been allocated for his purpose		
12	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 a building permit can be issued.	TOA Spec 100
13	Indicate locations of utility poles, fire hydrants, transformers, light poles, light fixtures, etc.		
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.		

UTILITY PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
16	For each warehouse or storage building on site, note whether it will or will not have high pile storage	Buildings with high pile storage are required to have sprinklers.	
17	Location of grease trap, oil and grit separator, and/or the location of the backflow preventer assembly		TOA Spec 100
18	Location of buffers, RCA		
19	Location of existing trees to be saved and removed		
20	Location of protection fencing		UDO Sec. 8.1.2(G)(1) DDM
21	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
22	Provide utility identifiers (naming conventions) for all proposed water, sewer and stormwater structures, lines and appurtenances		
23	Location of recreational elements such as greenways in utility easements.		
24	Required Notes: 4-7, 14-22	See the Required Plan Notes	

LANDSCAPE PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Base Items	See list on Site Layout Sheet	
2	Graphic symbols to depict trees and shrubs	Symbols 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 required to stabilize these areas	Turf grasses are not permitted. Slopes steeper than 2:1 are not permitted. See the DDM, page 26, Planting in Special Situations for more information.	UDO Sec. 8.1.4 DDM
5	Number of plants along street based on total square footage of the streetscape buffer	Provide calculations.	
6	Show sight triangles with dimensions	Sight triangles are typically 10' X 70'	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. Note that the TOA does not allow plant material within its easements.	UDO Sec. 8.2.2(C)(2)
8	Show building landscaping	1 tree and 3 shrubs per 2000 square feet of building footprint.	UDO Sec. 8.2.4(A)
9	Show vehicular use area (VUA) trees	No vehicular use area is to be located further than 40 feet from the trunk of a large type tree.	UDO Sec. 8.2.5(C)(2)
10	Show the location and type of plant material in vehicular use area	Include the dimensions of the planting area.	
11	Location and dimensions of landscape islands	Must be a minimum of 250 square feet for one small tree and 350 square feet for one large tree.	
12	Indicate screening for vehicular use area from off-site view	Screening consists of evergreen shrubs that will reach a height of 42 inches in 3 years.	
13	Show planting details for new plant material installation		DDM
14	Show permanent protection for plants near vehicular use areas	Permanent protection consists of curbs, wheel stops, walls or fences.	

LANDSCAPE PLAN CHECKLIST ITEMS

#	Requirement	Additional Information	Reference
15	Show location, height and type of fencing and retaining walls	Show elevation and construction detail.	
16	Show enclosures and/or vegetative screening as required	Includes loading and service areas, dumpsters/recycling bins, HVAC, mechanical and utility units.	UDO Sec. 8.2.8
17	Show location of light poles.	Light poles must be 20' away from the base of a large type tree and 10' away from the base of a small type tree.	UDO Sec. 8.6.4(B)
18	Plant list summary table with the following information:		
a	Key identifying proposed plant material	Use botanical and common names.	DDM
b	Quantity of each plant material		DDM
c	Indicate size, height, caliper, and spacing of plant material	Plants must meet or exceed minimum sizes listed.	UDO Sec. 8.2.2(B)(3) DDM
19	Show all underground and overhead utility lines and easements		
20	Required Notes: 8, 23-29	See the Required Plan Notes	

LIGHTING PLAN CHECKLIST ITEMS

#	Requirement	Additional Information	Reference
1	Base Items	See list on Site Layout Sheet	
2	Location of site lighting (parking, pedestrian, etc.)	Lighting shall not interfere with landscaped areas and planting islands. Light poles must be 20' away from the base of a large type tree and 10' away from the base of a small type tree.	UDO Sec. 8.6.4(B)
3	Location of trees		
4	Show distance of light poles from property lines, buffers and RCA		
5	Show an isofootcandle plan of site lighting	This plan of site lighting shows a point photometric grid with foot-candle levels measured at grade.	UDO Sec. 8.6.2(B)
6	Maximum, average and minimum site footcandles, uniformity ratio (average/minimum) and depreciation factors should be included	Calculations for averages must be based on the lighted area (curb to curb).	UDO Sec. 8.6.2(B)
7	Location of other exterior lighting including building mounted lights such as wall-packs	Include entrance, security, accent lighting, etc. Provide manufacturer's footcandle contours.	
8	Show canopy lighting plan with point photometric grid		
9	Show specifications/details for the lighting fixtures	Includes, but not limited to, type of unit, lamps, location on site, mounting height, type of pole, color of pole and shielding to prevent off-site glare (as applicable)	UDO Sec. 8.6.2(A)
10	Show spillover lighting at the property line in footcandles at grade		
11	Certify plan by a lighting engineer or a lighting manufacturer		UDO Sec. 8.6.2(D)
12	Show cross-sections of all lighted perimeter areas immediately adjacent to existing residential properties	Indicate how all exterior lighting will be designed to limit spillover light and control off-site glare. A cross-section is required for each adjoining single-family residential property.	UDO Sec. 8.6.2(C)
13	If developing site adjoins multi-family residential property, a typical cross-section must be provided at 100 foot intervals along the common property line	Cross-sections must accurately represent existing site topography of the residential properties, sections of the residential units, and proposed topography and site/architectural elements (buildings, retaining walls,	UDO Sec. 8.6.2(C)

LIGHTING PLAN CHECKLIST ITEMS

#	Requirement	Additional Information	Reference
		lights, landscape screening, etc.) of the developing site.	
14	Required Notes: 29-34	See the Required Plan Notes	

ELEVATION SHEETS CHECKLIST ITEMS

#	Requirement	Additional Information	Reference
1	Building elevations showing all sides of the structure(s)	Indicate height and number of stories.	
2	Description of architectural compatibility with surrounding properties per Article 9 of the UDO and any architectural conditions		UDO Sec. 9.3
3	Indicate occupancy, floor area per floor and type of construction		
4	Label exterior materials and colors for façade, roof, trim, awnings, etc.	Include a tabular format with manufacturer and color reference numbers.	UDO Sec. 9.3
5	Proposed finished floor elevation of each floor of building(s)		
6	Rooftop mechanical units (such as HVAC and satellite dish) and detail of screening		
7	Presentation materials required by Planning staff and for presentation to the Boards	A color rendering of the building elevation, material/color samples including façade, trim, roof, awnings, glass, door, and other materials	
8	Required Notes: 8, 29-35	See the Required Plan Notes	

DETAILS SHEET CHECKLIST ITEMS

#	Requirement	Additional Information	Reference
1	Detailed drawing of dumpster/recycling bin enclosure	Dumpster enclosures must be at least 8' tall or the height of the dumpster, whichever is taller and be built of masonry material with opaque gates. Where practicable, shrubs or other plants must be planted outside of the dumpster enclosure to visually soften the appearance.	UDO Sec. 8.2.8(B)(1) DDM
2	Detailed drawing of lighting units	Include details of fixtures, poles and height of unit.	
3	Detailed drawing of protection fencing		DDM
4	Detailed drawing of retaining wall including handrails and/or guardrails	Include colors of all materials.	
5	Detailed drawing of site features including benches, fences, curb and gutter, wheel stops, etc.	Include color and manufacturer where applicable.	
6	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 <u>and reference</u> the NC Accessibility Code.	TOA Spec 300.09(1) TOA Spec 300.09(2) TOA Spec 300.09(3)
7	Detailed drawing of accessible parking delineation which includes the minimum dimensions and the maximum slopes	The detail must conform to <u>and reference</u> NC Accessibility Code and must not include a ground painted symbol.	TOA Spec Book
8	Detailed drawing of accessible parking signage conforming to <u>and referencing</u> NC Accessibility Code		
9	Detailed drawing of bicycle parking		TOA Spec 300.02

TRANSPORTATION IMPACT ANALYSIS CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
<i>Please contact the Transportation Engineer Russell Dalton at 919-249-3358 prior to starting a TIA.</i>			
1	Site 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 year old at the time of submittal unless otherwise approved by Town staff		UDO Sec. 13.19
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	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
<i>Required only upon request of the Planning Department</i>			
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.	Site plan must meet decibel levels as required by Town Code of Ordinances.	Code of Ordinances, Ch. 14, Sec. 14-30

Required Plan Notes:

- 1) Other appropriate means include, but are not limited to, a registered forester's or certified arborist's report referenced to-scale digital photos, a registered forester's or certified arborist's report referenced to aerial photographs. Aerial photographs are not an acceptable stand-alone means of documentation for trees.
- 2) Riparian buffers on perennial streams are measured 100 feet from the top of the bank on both sides of the stream. Riparian buffers on intermittent streams are measured 50 feet from the top of the bank on both sides of the stream.

- 3) If the site does not contain the 100-year floodplain or floodway, 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.
- 4) No site development activity including, but not limited to, testing, clearing, installation of soil and erosion 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.
- 5) Protection fencing must be placed away from any saved tree one foot for each inch of caliper. Protection fencing must be placed at least 10 feet away from any other designated RCA such as, but not limited to, historic buildings and structures, wetlands, and ponds. Protection fencing must be placed along the outside line of the 100 year floodplain 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 common property lines or near public areas (sidewalks, etc.).
- 6) All grading and support structures associated with any retaining structure shall not encroach into any required buffer or protected area (i.e. RCA and critical root zones of trees, public utility easements and rights-of-way), and shall be contained entirely on site.
- 7) Site elements required to satisfy recreational requirements such as, but not limited to, play fields, greenway trails and items typically associated with them (benches, trash containers, signs, etc.) must meet any applicable standards found in the TOA Standard Specifications and Construction Details and the requirements of the TOA Parks and Recreation Department.
- 8) The screening of loading docks, trash containers (including dumpsters and roll-out carts), outdoor storage, mechanical and HVAC equipment, and similar facilities on the roof, on the ground, or on the buildings shall meet the requirements found in Section 8.2.8 of the UDO. Specifically, screening must be done so that:
 - a) It is incorporated into the overall design theme of the building and landscape.
 - b) Screening materials are not different from or inferior to the principal materials of the building or landscape, and are similar in materials and color.
 - c) Screened items are out of view from adjacent properties and public streets, and a totally opaque screen is achieved.
 - d) Any ground-mounted HVAC or mechanical or utility equipment six feet tall or higher must be fenced and landscaped.
 - e) Dumpster enclosures must meet the above requirements plus they must be at least eight feet tall or the height of the dumpster, whichever is greater; and be built of masonry material.
- 9) 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.
- 10) 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 prior to scheduling a final site inspection.
- 11) Individual signs are not approved as part of the site 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.
- 12) Retaining systems providing a cumulative vertical relief greater than five feet in height within a horizontal distance of 50 feet 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, Section 1610. Retaining systems meeting this criteria will require a separate building permit prior to start of work.
- 13) Per UDO Section 6.1.12(G) – Prior to approval of a final plat or issuance of a certificate of occupancy, any development where engineered stormwater control structure is required, please contact Mike Deaton 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 Section 6.1.12 Engineered Stormwater Controls. If the engineered stormwater control structure is used as part of a temporary erosion control measure, the inspection will occur during the appropriate phase of construction.
- 14) All water and sewer lines shall be installed with a minimum of 3 feet of cover.
- 15) Maintain 18" minimum vertical separation between utilities.
- 16) Verify all illustrated utility crossings prior to construction and notify the engineer if conflicts are encountered.
- 17) Contractor shall coordinate utility relocation or abandonment with local utility companies as required.
- 18) Water and sewer shall be at least 10 feet laterally from existing or proposed sewers. Where local conditions prevent a separation of at least 10 feet, the water main may be laid closer, provided that the elevation of the bottom of the water main is at least 18" above the top of the sewer with a horizontal separation of at least 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 start of utility construction. All Water Distribution Extension Permit Applications shall be accompanied by a Sealed Engineer's Report per the TOA Water Sewer System Management Plan. Please contact the Engineering Division to obtain these 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 Rudy Baker (919-249-3381) for information including the utilization of a third-party inspection agency.
- 21) It is the responsibility of the owner or his representative(s) to locate and identify all existing and proposed utilities and to clearly identify them on the approved plans.
- 22) No public or private utility easements shall be allowed to be counted in the calculations for buffers, RCA, or required landscape areas.
- 23) All landscaping is required to be installed prior to a certificate of occupancy for the project. In the case of phased development, all landscaping is required to be installed prior to a certificate of occupancy for the phase of the project. If the applicant chooses to delay the installation of landscaping from April 1 through September 1, then the applicant shall provide a cash bond equal to 150 percent of the cost of materials and installation, based on the highest estimate received, to ensure installation of the required landscaping.
- 24) Required buffers must meet the minimum opacity requirements for the particular type of buffer as described in UDO Section 8.2.6.
- 25) Any vegetation that is dead, substandard, unhealthy, of poor structural quality, or missing shall be replaced in conformance with Town standards.
- 26) 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.
- 27) All slopes of 2:1 or steeper shall be stabilized with permanent slope retention or a suitable combination of plantings and retention devices.
- 28) Slopes steeper than 3:1 shall not be stabilized turf grasses, but with other permanent groundcover.
- 29) All outdoor light fixtures shall be located a minimum of 10 feet from a property or right-of-way line, and at least two feet away from any required perimeter or streetscape buffer and tree save area.
- 30) Lamps for non-cutoff light fixtures shall not exceed 100 watts.
- 31) Wall pack light fixtures must be fully shielded, true cutoff type fixtures (concealed lamp/light source). The lighting must be directed downward and the wattage must not exceed 100 watts.
- 32) Floodlights or other types of lighting are prohibited unless approval is given through the development review process and reflected on the approved site plan.
- 33) Awnings and canopies used for accents over doors and windows shall not be internally lit.
- 34) Before certificates of occupancy are released, the owner/builder must supply the Town with a final letter of certification from the lighting engineer and/or lighting manufacturer verifying that all site lighting is installed according to Town standards, the approved plans, and any applicable conditions.
- 35) Architectural construction plans must adhere to the approved site plans. Any proposed changes must be submitted to the Planning Department for approval.