

PLANNED UNIT DEVELOPMENT-CONDITIONAL ZONING DISTRICT PETITION 2030 LAND USE MAP AMENDMENT PROCESS INFORMATION



PD PLAN/PUD-CZ PETITION SUBMISSION:

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

PD PLAN/PUD-CZ PETITION FEES:

PUD-CZ Request: \$1,500.00 + \$10 an acre
PD Plan Amendment not requiring full TRC Review: \$500.00
2030 Land Use Map Amendment: \$700.00

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 PD Plan for PUD-CZ. 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.

PURPOSE OF A PUD-CZ (UDO Section 3.3.3(C)): The purpose of the PUD-CZ is to permit variations in order to allow flexibility for landowners to creatively plan for a site specific, higher quality overall development of their land in a way that is not possible through the strict application of the minimum standards of this Ordinance. This is done through the application of performance standards that: integrate and mix uses where a mix of uses is proposed, possess interconnectivity, reflect the small-town character of Apex, expand opportunities for public transportation, preserve of natural features, integrate resource conservation area into plan for development, and that public facilities are available.

ANNEXATION REQUIREMENTS: If a property or portion thereof subject to the PUD 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):

- PD Plan Text
- 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 AutoCAD doc or equivalent – no scanned plans

Hard Copy Submittal Requirements: Submit to Planning Department

- One (1) original PUD-CZ Petition Application
- Petition Fee
- One (1) original PD Plan
- One (1) Legal Description (metes and bounds)
- Certified List of Property Owners within 300 feet of subject property
- Development Name Approval Application
- Town of Apex Utilities Offer & Agreement
- Agent Authorization Form
- Neighborhood Meeting Packet
- Four (4) bound Site Plan Sets – 24" x 36" size
- If applicable: Annexation Petition, map, legal description and \$200.00 fee
- 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)
- Wake County Public School System New Residential Development Notification Form (if applicable)
- Envelopes (not self-sealing) addressed to Certified List of Property Owners within 300 feet of subject property and all the home owners associations of those properties within 300' of the subject property.
- Addresses must be from a current list obtained from the Wake County Revenue Department, 301 S. McDowell Street, Raleigh, NC or:
<http://www.wakegov.com/tax/Pages/default.aspx>
- Affixed with first class stamps
- Affixed with the following return address:
Town of Apex
Planning Department
P.O. Box 250
Apex, NC 27502

PETITION INFORMATION

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.

REVIEW FOR SUFFICIENCY: Incomplete plans will be returned to the applicant and sufficiently complete applications are forwarded to the planning staff for review.

REVIEW BY STAFF: Planning staff reviews the application to determine compliance with the Unified Development Ordinance (UDO). If the application is determined not to be compliant with the UDO, comments will be sent to the applicant. The applicant must address all staff comments before any public hearings are scheduled.

PUBLIC HEARING NOTIFICATION: Notification of the public hearing will take place by three different methods. A written notice will be sent to nearby property owners not more than 25 days nor less than 14 days prior to the public hearings, as required by the UDO. The Planning Department will prepare these written notifications for all property owners of the land subject to the application and all property owners within 300 feet of the land subject to the application. A notice will be published on the Town of Apex website (www.apexnc.org) no less than 10 days, but not more than 25 days prior to the public hearings, and a notice will be posted at the land subject to the application at least 14 days prior to the public hearings.

1ST PUBLIC HEARING/PLANNING BOARD MEETING: The Planning Board will consider the application, relevant support materials, the Staff Report and public testimony given at the public hearing. After the public hearing the Planning Board will make a recommendation to the Town Council. The Planning Board may recommend approval, approval with conditions or disapproval. The application is then forwarded to the Town Council. The Planning Board meets at 4:30 p.m. in the Town Hall Council Chambers on the date indicated on the Rezoning Schedule.

2ND PUBLIC HEARING/TOWN COUNCIL MEETING: The Town Council will consider the application, relevant support materials, the Staff Report, the Planning Board recommendation and public testimony given at the public hearing. After the public hearing the Town Council will vote to approve, approve with conditions or disapprove the rezoning. The Town Council meets at 7:00 p.m. in the Town Council Chambers on the date indicated on the Rezoning Schedule.

PETITION TO AMEND THE OFFICIAL ZONING MAP

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 # _____

PETITION TO AMEND THE OFFICIAL ZONING DISTRICT MAP

Project Summary Information:

Applicant(s) _____

Location(s) _____

PIN(s) _____ Acreage _____

Current 2030 LUM Designation: _____

Requested 2030 LUM Designation: _____

If any portion of the project is shown as mixed use (3 or more stripes on the 2030 Land Use Map) provide the following:

Area classified as mixed use: Acreage: _____

Area proposed as non-residential development: Acreage: _____

Percent of mixed use area proposed as non-residential: Percent: _____

Current Zoning: _____

Requested Zoning: _____

Project Name: _____

2030 LAND USE MAP AMENDMENT (if applicable)

The applicant does hereby respectfully request the Town Council to amend the 2030 Land Use Map of the Town of Apex as hereinafter and in support of this request, the following facts are shown:

The area sought to be amended on the 2030 Land Use Map is located at:

Current 2030 Land Use Classification: _____

Proposed 2030 Land Use Classification: _____

What conditions justify the passage of the amendment to the 2030 Land Use Map? Discuss the existing use classifications of the subject area in addition to the adjacent land use classifications.

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

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: _____

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.**

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
DO NOT SUBMIT WITH APPLICATION**

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	Utility Engineering/Stormwater	(919) 249-3413
General Document Formatting Requirements:			
Page margins should be 1" or greater.			
Font size should neither be less than 10 nor greater than 12 for text. Larger font size for headers is acceptable			
Font type should be Calibri, Arial, Verdana, or other Sans Serif font.			
Use of bold type should be limited to headings and section titles.			
Use of italics and underlining is discouraged.			

PD PLAN TEXT CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Table of Contents		
2	Vicinity Map	Show location of property and adjacent streets within a maximum of a ½ mile radius.	
3	Base Items		
a	Name of project	Include phase numbers, if applicable	
b	Preparer's, Owner's and Contract Purchaser's contact information	Name, address, phone number, fax number, and e-mail address.	
c	Current zoning designation		
d	Proposed zoning designation		
e	Current 2030 Land Use Map designation		2030 LUM
f	Proposed 2030 Land Use Map designation	Application must be submitted if amendment is requested or required.	
g	Area of tract(s)	In square feet or acres	
h	Area designated as mixed use on 2030 LUM	In square feet or acres	
i	Area of mixed use property proposed as non-residential development	In square feet or acres	
j	Percent of mixed use areas proposed as non-residential development		
k	Proposed list of uses	Add statement below at the top of the list of uses	
	The Rezoned Lands may be used for, and only for, the uses listed immediately below. The permitted uses are subject to the limitations and regulations stated in the UDO and any additional limitations or regulations stated below. For convenience, some relevant sections of the UDO may be referenced; such references do not imply that other sections of the UDO do not apply.		
4	Purpose Statement-Planned Unit Development standards		UDO Sec. 2.3.4(F)(1)(iv)-(vi)
5	Purpose Statement-Conditional Zoning standards		UDO Sec. 2.3.3(F)(1-10)
6	Proposed Design Controls		
a	Maximum square footage per non-residential use		
b	Maximum densities per residential use (du/acre)		
c	Lot sizes for residential use		
d	Maximum height of the building(s)	Include number of stories.	
e	Front, side and rear setbacks		
f	Amount and percentage of built upon area allowed		

PD PLAN TEXT CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
g	Amount and percentage of built upon area		
7	Proposed Architectural Controls		
a	Proposed materials		
b	Proposed structural elements	Includes roof pitch, inclusion of porches, inclusion of crawl space, etc.	
8	Parking and loading	State that requirements of UDO Sec. 8.3 will be met or provide comprehensive parking on layout sheet.	UDO Sec. 8.3
9	Provide statement that signage will comply with UDO Section 8.7		UDO Sec. 8.7
10	Natural Resource and Environmental Data		
a	Indicate if the site is in the Primary or Secondary Watershed Protection Overlay District		
b	Indicate if the site contains a FEMA designated 100 year floodplain		
c	Gross square footage and percent of RCA required		
d	Gross square footage and percent of RCA provided		
e	Indicate if site contains a historic structure		
11	Explain how this project meets the stormwater management requirements		UDO Sec. 2.3.4(F)(1)(h) UDO Sec. 6.1.7
12	Project must be reviewed by the Parks, Recreation and Cultural Resources Advisory Commission	For recommendation on land dedication and/or fee in lieu. Applicant must contact the Director of Parks, Recreation and Cultural Resources to request meeting.	
13	Explain how this project meets the Public Facilities requirements		UDO Sec. 2.3.4(F)(1)(f)
14	Provide phasing plan		
15	Provide statement regarding how this project is consistent with the Land Use Plan's map, intent, and/or goals		
16	Provide statement regarding compliance with all other relevant portions of the UDO.	List sections of UDO the applicant is asking for deviation from.	

GENERAL PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Uploading to IDT	All files must be named in consecutive order with Sheet name and title (1. Coversheet.pdf, 2. Site Plan.pdf, 3. Erosion Control Plan.pdf).	IDT Plan Review
2	Electronic submittal through IDT	Submit PD Plan for PUD Application, set of site plans (24"x36" at a scale of not less than 1"=50' horizontal, 1"=5' vertical), and 11"x17" colored rendering of required elevations.	
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.	

COVER SHEET CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Vicinity Map	Show location of the property and adjacent streets within a maximum of ½ mile radius.	

COVER SHEET CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
2	Aerial photograph of site	Include 50' of adjoining property	
3	Project Data (tabular format)-requirements below:		See Table 1
a	Name of project	Include phase numbers	
b	Preparer's contact information	Name, address, phone number, fax number, and e-mail address.	
c	Owner's contact information	Name, address, phone number, fax number, and e-mail address.	
d	Contract purchaser's contact information	Name, address, phone number, fax number, and e-mail address.	
e	Current 2030 Land Use Map designation		2030 LUM
f	Proposed 2030 Land Use Map designation	Application must be submitted if amendment is requested or required.	
g	Area of tract(s)		
h	Area designated as mixed use on 2030 LUM	In square feet or acres	
i	Area of mixed use property proposed as non-residential development	In square feet or acres	
j	Percent of mixed use areas proposed as non-residential development		
k	Existing and proposed gross square footage of buildings		
l	Proposed gross square footage by floor area	By type of use and use classification	
m	Proposed height of the building and number of stories	Measured as the vertical distance in feet between the finished floor to the highest point of the roof at the front elevation. Do not include finished grade of a basement.	UDO Sec. 5.1
n	Number of parking spaces required	Indicate whether based on number of employees or square footage of building.	UDO Sec. 8.3.2
o	Total number of parking spaces provided		UDO Sec. 5.1
p	Required front, side and rear yard setbacks		
q	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)
r	Indicate if the site contains a historic structure	Indicate if site appears on the Wake County Inventory of Historic Structures map and/or if the property appears on the TOA National Register Historic District Map.	UDO Sec. 12.2
4	Include the recommendation from the Parks and Recreation Advisory Board.	Include the specific amount of the recommendation.	

ELEVATION SHEETS CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Building elevations showing all sides of the structure(s)	Indicate height and number of stories.	

EXISTING CONDITIONS SHEET CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
Show existing site features on the proposed site and the area within a 50' perimeter of the site.			
1	Provide LIDAR or field verified topography of the subdivision at a minimum of 2 ft contours, showing existing grades	Please contact Steve Nelson at 919-249-3311 for a copy of Town of Apex LIDAR data. Wake Co. topo data is no longer permitted.	

EXISTING CONDITIONS SHEET CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
Show existing site features on the proposed site and the area within a 50' perimeter of the site.			
2	Location of existing vegetation 18-inch caliper and larger		
3	Location of any underground storage tanks, hazardous waste and debris, abandoned wells, septic tanks, or similar structures	Other permits from local, state, or federal authorities may be required for the demolition or removal of these items on the property.	
4	Identify open fields, existing vegetation, wetlands, steep slopes, creeks, ponds, dams, rock outcroppings, fencing, roads, structures, and other pertinent site features	Show outline of existing vegetation.	
5	Location of wetlands		
6	Location of the 100-year floodplain and 100-year floodway	Based on FIRM maps, the FEMA detailed study and field measurements.	

LAYOUT SHEET CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Boundary of entire tract by metes and bounds		
2	Note stating "Plan sheets are intended for illustrative use only."		
3	Location and dimensions of existing driveways or curb cuts on adjoining properties	Include properties on opposite side of adjoining streets.	
4	Existing streets and right-of-ways showing existing dimensions in accordance with the TOA Transportation Plan. 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
5	Approximate location of access points.	May be indicated by arrows.	
6	Approximate location of RCA.	Only needed if RCA has been identified.	
7	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
8	Approximate location of residential and non-residential uses.	May be done with bubbles.	
9	Check 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	

PHASING PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Boundary of entire tract by metes and bounds		
2	Phase lines		
3	Guarantee project improvements and amenities are necessary and desirable for residents of the project, or are of benefit to the Town	If development is proposed to occur in phases, project improvements and amenities are to be constructed within the first phase of the project or as early as is technically feasible.	

UTILITY PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Items on 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	Approximate location and dimension width of easements required for utilities		
5	Location of existing trees to be saved		

PRELIMINARY STORMWATER MANAGEMENT PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Items on Layout sheet		
2	Demonstrate that the post-development rate of on-site stormwater discharge from the entire site will not exceed pre-development levels in accordance with UDO		UDO Sec. 6.1.7

TRANSPORTATION IMPACT ANALYSIS CHECKLIST ITEMS			
Please contact the Transportation Engineer at 919-249-3358 prior to starting a TIA.			
#	Requirement	Additional Information	Reference
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 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



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: _____