



Town of Apex

P. O. BOX 250
APEX, NORTH CAROLINA 27502

TO: Design Professionals Submitting Plans to the Town of Apex

FROM: Dianne Khin, Director of Planning and Community Development *DK*

DATE: October 31, 2008

RE: New Requirement to Seal all Documents Submitted for Town Council or
Technical Review Committee approval

Beginning January 5, 2009, the Town of Apex will require that all minor site plans, major site plans, residential master subdivision plans, non-residential master subdivision plans, PUD plans, construction plans, and any other document prepared by a design professional for approval by the Town Council or Technical Review Committee to be sealed for every submittal.

The purpose of the change is to improve the quality of documents submitted. By sealing the documents, the responsible party acknowledges they believe the work product to be correct and in compliance with applicable ordinances, specifications, rules, and laws. Preliminary statements can be affixed to the documents to allow design professionals to seal preliminary plans.

If you have any questions regarding this change, please contact me at dianne.khin@apexnc.org. Thank you for your attention to this change in Town policy.

