



Town of Apex Requirements Prior to Subdivision Plat or Non-Residential Certificate of Occupancy

Below is a list of requirements by the Engineering, Fire, Planning, and Public Works Departments prior to signing a subdivision plat or receiving a non-residential certificate of occupancy (temporary or permanent). This list is intended to be used as a general guide. Additional requirements may be imposed on a per project basis according to the following: Unified Development Ordinance, Zoning Conditions, Standard Specifications and Standard Details, Design and Development Manual, Building Code, Town Code of Ordinances, and other regulatory documents. Contacts for Town departments are shown following this list.

Engineering

- ***Surety funds to be held in the Town's favor must be in place***

This may include all or any of the following depending on the scope of the project:

- Public infrastructure maintenance surety funds – 25% of construction cost
- Public infrastructure performance surety funds (typically final lift of asphalt, utility adjustments, and sidewalk) – 125% of construction cost
- Stormwater maintenance surety funds – 25% of construction cost
- Stormwater performance surety funds – 125% of remaining items

All surety fund amounts must be approved by the Engineering Division before issuance. A signed and sealed estimate from the Engineer of Record or copies of contractor invoices should be submitted to Jean Weatherman for distribution and approval by the Public Works Division. A letter will be sent back to the applicant showing the approved amount and required language in the surety document.

All surety funds may be in the form of cash, check, bond issued by a surety authorized to do business in North Carolina, or letter of credit. All letters of credit submitted as surety funds must have the issuing bank's place of collection in the State of North Carolina.

Refer to the Town of Apex Unified Development Ordinance Section 7.5 and Section 6.1.12 for requirements on bonding.

- ***Paving Completed***

This would include all required paving (up to the final inch of asphalt) in the phase receiving a plat or nonresidential certificate of occupancy.

- ***As-Built Drawings received and approved by Engineering***

Refer to Section 106 of the Town of Apex Standard Specifications for requirements.

- ***Infrastructure Inspection Fees Paid***

An invoice will be sent to the developer prior to the Town of Apex signing the construction drawings. At least one half of the fees must be paid prior to construction drawing approval. The balance of fees is due prior to plat signing or certificate of occupancy.

- ***Fee-in-Lieu Payments Made***

If your development requires a fee-in-lieu payment to be made, it is required prior to our approving a subdivision plat or non-residential certificate of occupancy.

- ***Water and/or Sewer Certifications received from the Engineer of Record***

Certifications are required whenever water and/or sewer permits are issued by the Town of Apex. The required certification form can be found on the last page of the issued permits.

- **Waterline Purity Test Results Received and Approved**
- **Warranty Inspection Passed**
The project phase must pass a warranty inspection. Contact your Construction Inspector or John Cannon, Public Works Operations Manager at (919) 249-3412 to schedule the final inspection.

Fire Department

- **Obtain Fire Final**
For non-residential C/O's, Contact Karl Huegerich, Fire Marshal (919) 249-1032.

Planning

- **Plat Signed and Recorded**
For commercial projects requiring a plat, the plat must be approved and signed by the Town of Apex and recorded with Wake County Register of Deeds prior to obtaining a certificate of occupancy. The requirements for the plat can be found in the "[Site Plan Final Plat](#)" application available in the Planning Department offices or on the Town's website. Please contact the planner assigned to your project or the Planning Department at (919) 249-3426 for additional information.
- **Planning Department Fees**
These include Plat Review Fee, Water/Sewer Acreage Fee (projects utilizing public water/sewer), Recreation Fee (residential projects only), Transportation Impact Fee (site plans only). The [Town's Fee Schedule](#) is available in the Planning Department offices or on the Town's website. Please contact Development Specialist Bonnie Brock in the Planning Department at (919) 249-3334 for assistance in calculation the four fees listed above.
- **Zoning Compliance Inspections**
Zoning compliance inspections completed as applicable:

Subdivision Plats

Please contact the zoning compliance officer assigned to your project or the Planning Department at (919) 249-3426 for the appropriate inspections. Items that must be completed prior to approval:

- Tree Protection Fencing Installed and Inspected
- No Outstanding Zoning Violations

Non-Residential Site Plan Plat (required prior to CO)

Please contact the zoning compliance officer assigned to your project or the Planning Department at (919) 249-3426 for the Zoning Compliance Final Site Inspection. Items that must be completed prior to approval:

- Landscaping complete or bonded (bonding can only be done if approved by the zoning compliance officer).
- Appropriate lighting certification letter received and accepted.
- All other approved plan requirements and applicable Town standards have been met. Typical items include – dumpster enclosures & gates installed; outdoor storage fenced and screened; HVAC and similar mechanical units screened; electrical boxes & conduit, plumbing pipes and mechanical devices (vents etc.) are screened or painted to match building finishes; parking spaces striped and drives appropriately marked (stop bars, signs, arrows, etc.); bicycle racks, benches and similar site furnishings installed; building elevations and finishes completed according to approved site plan (colors, materials, etc.); and landscape, accent, or other building mounted lights not shown on approved site plan either brought into compliance or removed.
- Any additional zoning conditions and/or site plan conditions are met.
- General site clean-up.
- No Outstanding Zoning Violations.

Please contact Zoning Compliance Supervisor Steve Yates in the Planning Department at (919) 249-3333 if you have any questions.

Public Works

- ***Stormwater BMP Operation & Maintenance Agreement(s) Received, Recorded at Wake County Register of Deeds, and Returned to the Environmental Programs Manager***
Contact Mike Deaton, Environmental Programs Manager at (919) 249-3413 for information pertaining to BMP O&M Agreements.
- ***Stormwater Pond Inspection Passed***
Contact Mike Deaton, Environmental Programs Manager at (919) 249-3413 to schedule this inspection.
- ***As-Built Drawings of Structural BMP(s) received and approved by Public Works***
Refer to Section 106 and Section 506 of the Town of Apex Standard Specifications for requirements.
- ***Backflow Prevention Documentation Received and Accepted***
All domestic, fire, and irrigation connections to the Town of Apex water supply must have proper backflow protection per Town regulations. All documentation must be received and accepted by the Public Works Environmental Programs Division before Certificate of Occupancy approval. Contact the Public Works Department at (919) 249-3427 for questions pertaining to backflow protection and acceptance.

TOWN CONTACTS

Planning Department, Platting & Fees

Bonnie Brock, Development Specialist
Physical Address: 73 Hunter St., Apex, NC 27502
Main Phone: (919) 249-3426
Direct Phone: (919) 249-3334
E-Mail: bonnie.brock@apexnc.org

Planning Department, Zoning

Steve Yates, Zoning Compliance Supervisor
Physical Address: 73 Hunter St., Apex, NC 27502
Main Phone: (919) 249-3426
Direct Phone: (919) 249-3333
E-Mail: steve.yates@apexnc.org

Fire Department

Karl Huegerich, Fire Marshal
Physical Address: 736 Hunter St., Apex, NC 27502
Main Phone: (919) 362-4001
Direct Phone: (919) 249-1032
E-Mail: karl.huegerich@apexnc.org

Public Works Department, Environmental

Mike Deaton, Environmental Programs Manager
Physical Address: 105-C Upchurch St., Apex, NC 27502
Main Phone: (919) 249-3427
Direct Phone: (919) 249-3413
E-Mail: michael.deaton@apexnc.org

Public Works (PW) Department, Environmental

Steve Miller, ORC, PW Engineering Projects Coordinator

Physical Address: 105-B Upchurch St., Apex, NC 27502
Main Phone: (919) 249-3427
Direct Phone: (919) 249-3357
E-Mail: steve.miller@apexnc.org

Construction Management, Building Inspections

Rudy Baker, Code Enforcement Supervisor
Physical Address: 73 Hunter St., Apex, NC 27502
Main Phone: (919) 249-3418
Direct Phone: (919) 249-3381
E-Mail: rudy.baker@apexnc.org

Construction Management, Engineering

Jean Weatherman, Development Support Supervisor
Physical Address: 73 Hunter St., Apex, NC 27502
Main Phone: (919) 249-3418
Direct Phone: (919) 249-3394
E-Mail: jean.weatherman@apexnc.org

Public Works, Utility Inspections

John Cannon, Public Works Operations Manager
Physical Address: 105-A Upchurch St., Apex, NC 27502
Main Phone: (919) 249-3427
Direct Phone: (919) 249-3412
E-Mail: john.cannon@apexnc.org

Public Works, Utility Inspections

Jimmy Cornell, Water & Sewer Utilities Manager
Physical Address: 105-A Upchurch St., Apex, NC 27502

Main Phone: (919) 249-3427
Direct Phone: (919) 249-3536
E-Mail: jimmy.cornell@apexnc.org

Public Works Department, Soil & Erosion

Stan Fortier, Utility Engineer
Physical Address: 105-B Upchurch St., Apex, NC 27502
Main Phone: (919) 249-3427
Direct Phone: (919) 249-1166
Email: stan.fortier@apexnc.org