

**ADMINISTRATIVE APPROVAL/REVIEW RESIDENTIAL
SMALL TOWN CHARACTER OVERLAY DISTRICT**
Town of Apex, North Carolina



Last updated February 2014

Hard Copy Submittal Requirements – Submit to Planning Department

<input type="checkbox"/>	Existing site layout/conditions
<input type="checkbox"/>	General site layout including proposed revisions or expansion
<input type="checkbox"/>	Building elevations (all affected sides)
<input type="checkbox"/>	Other requirements set by Town Departments (grading plan, tree survey, utility plan, landscape plan, etc.)

Project Information

Submittal Date: _____ Project Number: _____

Project Address: _____

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email Address: _____

#	Applicable	Not Applicable	Residential Checklist Items
			Requirement
1	<input type="checkbox"/>	<input type="checkbox"/>	New home within the Small Town Character Overlay District
2	<input type="checkbox"/>	<input type="checkbox"/>	Is this a remodel/change to an existing home? If yes, please check the appropriate item(s) below.
	<input type="checkbox"/>	<input type="checkbox"/>	Expansion of existing home
	<input type="checkbox"/>	<input type="checkbox"/>	Interior changes
	<input type="checkbox"/>	<input type="checkbox"/>	Exterior changes to existing structure
	<input type="checkbox"/>	<input type="checkbox"/>	Repair (please explain)
	<input type="checkbox"/>	<input type="checkbox"/>	Attached or detached garage addition
3	<input type="checkbox"/>	<input type="checkbox"/>	Structures proposed to be demolished? If yes, Planning Staff must approve a demolition permit.
4	<input type="checkbox"/>	<input type="checkbox"/>	Other (please specify)
5	<input type="checkbox"/>	<input type="checkbox"/>	Does the new or existing structure meet setbacks?
	Measurement		Requirement
	Please enter the measurement next to the standard.		
	_____		Front (20')

_____ Rear (15')
_____ Side without driveway (10')
_____ Side with driveway (15')
_____ Impervious area (40%) _____ Square feet
_____ Height¹ (36')

Building Permits and/or Electrical, Mechanical, and Plumbing Permits maybe required. Contact Building Inspections at 249-3418 after this application is approved to file the required applications.

_____ Date

_____ Signature of Applicant

PLANNING APPROVAL

This plan has been reviewed by Town of Apex staff and to the best of our knowledge and belief, meets the Town of Apex Unified Development Ordinance and does not increase any existing non-conformity. This signature does not constitute a variance from any requirements of an originally approved subdivision or site plan, or any federal, state or local code, law, specification, rule, guideline, or ordinance, such as but not limited to grading and building permits. It is the sole responsibility of the owner/developer, or any of his agents or contract professionals to ensure that this plan meets all the aforementioned requirements.

_____ Planning Staff Signature

_____ Date

Comments or Conditions:

¹ Building Height measured to the highest point of the roof from existing average grade at the footprint of the building. The proposed height shall not exceed the average height of the nearest adjacent buildings and may not exceed the max/min height allowed. In addition, the sidewall height shall not exceed 2 times the side yard setback. Gabled areas are excluded from sidewall height calculation.