

**SMALL TOWN CHARACTER OVERLAY DISTRICT  
EXEMPT SITE PLAN REVIEW – NON-RESIDENTIAL**  
Town of Apex, North Carolina



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.

Date Submitted: \_\_\_\_\_ Application #: \_\_\_\_\_

**Electronic Submittal Requirements (Submit in IDT):**

- Small Town Character Non-Residential Application
- Building Elevations (all affected sides) 11" x 17"
- Agent Authorization Form (if applicable)
- All documents needed for Hard Copy Submittal below

Need to register? Use the link below to obtain more information, register, or upload your submittal.

<http://www.apexnc.org/195/Electronic-Plan-Review>

Please note: If you are unable to submit electronically, but have a PDF of the plans, please email it to [brenda.johnson@apexnc.org](mailto:brenda.johnson@apexnc.org).

**Hard Copy Submittal Requirements – Submit to Planning Department**

Prior to submittal, refer to UDO Section Ordinance 6.3 Small Town Character Overlay District

<http://www.apexnc.org/DocumentCenter/View/553/Small-Town-Character-Overlay-District-PDF?bidId=>

- Existing site layout/conditions
- General site layout including proposed revisions or expansion
- Building elevations (all affected sides)
- Materials list
- Other requirements set by Town Departments (grading plan, tree survey, utility plan, landscape plan, etc.)

**APPLICATION INFORMATION:**

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROJECT INFORMATION**

Owner/Developer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**# Yes No Non-Residential Checklist Items**

**Zoning District:** \_\_\_\_\_

1   Is this property located within the Central Business District

2   Change of use? If yes, indicate proposed use:

\_\_\_\_\_ A change of use may require site plan approval or approval of Certificate of Zoning Compliance.

3   Addition of minor site elements? (i.e. awnings, HVAC units, dumpsters, etc.)

## SMALL TOWN CHARACTER – NON-RESIDENTIAL APPLICATION

If any of the items below apply, an Exempt Site Plan Application is required and must meet all applicable provisions of the Unified Development Ordinance (UDO). Such applications are subject to review and approval by the Technical Review Committee.

#	Yes	No	Non-Residential Checklist Items
1	<input type="checkbox"/>	<input type="checkbox"/>	Expansion, repair or re-use of an existing structure or for non-residential use?
	<input type="checkbox"/>	<input type="checkbox"/>	Addition of new building/structure
	<input type="checkbox"/>	<input type="checkbox"/>	Enlargement of building by 25% or less
	<input type="checkbox"/>	<input type="checkbox"/>	Expansion of the number of parking spaces by 10 or less
	<input type="checkbox"/>	<input type="checkbox"/>	Enlargement of the land area used by 25% or less
	<input type="checkbox"/>	<input type="checkbox"/>	Other:
2	<input type="checkbox"/>	<input type="checkbox"/>	Utilities and public works projects
	<input type="checkbox"/>	<input type="checkbox"/>	Road improvements
	<input type="checkbox"/>	<input type="checkbox"/>	Utility improvements
	<input type="checkbox"/>	<input type="checkbox"/>	Above ground utility boxes
	<input type="checkbox"/>	<input type="checkbox"/>	Other:
3	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Testing (soil testing, soil borings, land surveying, etc.)
			Please specify types of testing:

I/we hereby certify that the following information is true and correct and that the building or land will not be used for any other purpose than indicated in this application.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Print Name: \_\_\_\_\_

**Building Permits and/or Electrical, Mechanical, and Plumbing Permits maybe required. Contact Building Inspections at 919-249-3418 after this application is approved to file the required applications.**

Date

Signature of Applicant

**PLANNING DEPARTMENT DETERMINATION**

This plan has been reviewed by the Town of Apex Technical Review Committee and to the best of our knowledge and belief, meets the Town of Apex Unified Development Ordinance and does not increase any existing nonconformity. 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 Departmental Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Conditions/Comments/Restrictions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_