



2026 MINOR SITE PLANS, MAJOR SITE PLANS, & MASTER SUBDIVISION PLANS SCHEDULE

Town of Apex, North Carolina

(1) Pre-application meeting with TRC is required	(2) Initial Submittal Date <i>Due 12:00 pm</i>	(3) Staff Reviews Submittal for Completeness <i>Due 12:00 pm</i>	(4) TRC Comments Forwarded to Applicant	(5) TRC Meeting Date <i>By appointment</i>	(6) Re-submittal Date** for Revised Plans <i>Due 12:00 pm</i>	(7) TRC Comments Forwarded to Applicant	(8) TRC Meeting Date <i>By appointment</i>	(9) Re-submittal Date** for Revised Plans <i>Due 12:00 pm</i>	(10) TRC Comments Forwarded to Applicant	(11) Decision to issue TRC approval or resubmittal required**
See #1 below	Jan 2*	Jan 2*-3	Feb 23	Feb 26 or 27	Mar 6	Mar 23	Mar 26 or 27	Apr 2*	Apr 20	Apr 23 or 24
See #1 below	Feb 2	Feb 2-3	Mar 23	Mar 26 or 27	Apr 2*	Apr 20	Apr 23 or 24	May 1	May 26*	May 28 or 29
See #1 below	Mar 2	Mar 2-3	Apr 20	Apr 23 or 24	May 1	May 26*	May 28 or 29	June 5	June 22	June 25 or 26
See #1 below	Apr 1	Apr 1-2	May 26*	May 28 or 29	June 5	June 22	June 25 or 26	July 2*	July 20	July 23 or 24
See #1 below	May 1	May 1-4	June 22	June 25 or 26	July 2*	July 20	July 23 or 24	Aug 7	Aug 24	Aug 27 or 28
See #1 below	June 1	June 1-2	July 20	July 23 or 24	Aug 7	Aug 24	Aug 27 or 28	Sept 4	Sept 21	Sept 24 or 25
See #1 below	July 1	July 1-2	Aug 24	Aug 27 or 28	Sept 4	Sept 21	Sept 24 or 25	Oct 2	Oct 19	Oct 22 or 23
See #1 below	Aug 3	Aug 3-4	Sept 21	Sept 24 or 25	Oct 2	Oct 19	Oct 22 or 23	Nov 2*	Nov 16 or Dec 14***	Nov 19 or 20*** or No TRC****
See #1 below	Sept 1	Sept 1-2	Oct 19	Oct 22 or 23	Nov 2*	Nov 16 or Dec 14***	Nov 19 or 20*** or No TRC****	Dec 1* or Jan 8	Jan 25	Jan 28 or 29
See #1 below	Oct 1	Oct 1-2	Nov 16*	Nov 19* or 20*	Dec 1*	Dec 14 or Jan 25***	No TRC**** or Jan 28 or 29	Jan 8 or Feb 5	Jan 25	Jan 28 or 29
See #1 below	Nov 2	Nov 2-3	Dec 14*	No TRC****	Jan 8	Jan 25	Jan 28 or 29	Feb 5	Feb 22	Feb 25 or 26
See #1 below	Dec 1	Dec 1-2	Jan 25	Jan 28 or 29	Feb 5	Feb 22	Feb 25 or 26	Mar 5	Mar 22	Mar 25 or 26

*Date changed due to holiday/scheduling.

**Projects with 70+ comments aren't allowed to resubmit the following month after comments are received. They have to resubmit on the 1st business day of the 2nd month.

o Ex: A January new submittal that receives 70+ comments in February can resubmit on the 1st business day of April and will receive TRC comments in April.

o Ex: A January resubmittal that receives 70+ comments in January can resubmit on the 1st business day of March and will receive TRC comments in March.

Projects with 100+ comments may resubmit on the normal resubmittal day the following month. The TRC comments will be issued the month after resubmittal.

o Ex: A January new submittal that receives 100+ comments in February can resubmit in March and will receive TRC comments in April.

o Ex: A January resubmittal that receives 100+ comments in January can resubmit in February and will receive TRC comments in March.

***Due to the very short review schedule in 2026, all November new submittals and resubmittals will receive comments in December and all December new submittals and resubmittals will receive comments in January. Depending on the number of comments and number of plans in review, comments for resubmittals may be issued in the month of resubmittal.

****Due to scheduling conflicts, there will be no TRC meetings with applicants in the month of December. TRC members will discuss the projects and applicants may work with TRC members individually to resolve issues.

- (1) A pre-application meeting with TRC members is required prior to mailing Neighborhood Notification Letter or Neighborhood Meeting Info Letter (see UDO Sec. 2.2.7) and prior to submittal of an application. Please submit the [Subdivision-Site-Plan Pre-Application Meeting Request Form](#) and a sketch plan of the proposed plan to the Planning Department no later than 5 working days prior to the pre-application meeting date.
- (2) Applicant submits Master Subdivision Plan, Minor Site Plan, or Major Site Plan as indicated in the application by **12:00 p.m.** on date indicated above. Ensure neighborhood notice or meeting requirement is met before submitting (see UDO Sec. 2.2.7).
- (3) Planning Staff reviews each new application for completeness and notifies applicant if submittal is incomplete by 12:00 pm. If the application is incomplete, it will not begin the review cycle until the following month if all missing items are submitted.
- (4) TRC Coordinator compiles TRC member comments and forwards to applicant via e-mail.
- (5) TRC meeting with applicant. Applicant notified in advance of appointment date & time.
- (6) Applicant re-submits revised plans and responses to TRC comments.
- (7) TRC Coordinator compiles TRC member comments and forwards to applicant via e-mail.
- (8) TRC meeting with applicant. Applicant notified in advance of appointment date & time.
- (9) Applicant re-submits revised plans and responses to TRC comments.
- (10) TRC Coordinator compiles TRC member comments and forwards to applicant via e-mail.
- (11) **If plan complies with Sec. 2.3.6.E or Sec. 2.3.7.D.2 Standards, as appropriate, a notice of approval will be sent to applicant. If it does not comply with the standards, it must be resubmitted for TRC review.**

All residential projects that are not zoned PUD-CZ, TND-CZ, or MEC-CZ shall be revised by the Parks & Recreation Advisory Board and Town Council before plan approval can be issued. Applicants must contact PCR staff (Tyler.Gumpright@apexnc.org & Angela.Reincke@apexnc.org) by 5:00pm on the Wednesday before the desired meeting. See UDO Sec. 14.1. See Calendar of Meetings for meeting dates.