

EXEMPT SITE PLAN APPLICATION

Town of Apex, North Carolina



Date Submitted: _____ Payment Method: _____
Application #: _____ Amount Paid: \$ _____

APPLICATION SUBMISSION

- **Fee:**
 - **\$400.00** (Enlargement of structure or parking area)
 - **\$200.00** (All other exempt site plans)
- The following forms of payment are accepted:
 - Cash (exact amount only)
 - Visa or MasterCard (online only)
 - Check payable to 'Town of Apex'
- Applications may be submitted at any time. Allow up to 10 business days for the Town's Technical Review Committee (TRC) to complete the 1st review cycle. A TRC comment letter will be emailed to the applicant. Please note that there is typically more than 1 review cycle and each subsequent cycle is 5 business days.

Plans must be submitted via GeoCivix (IDT) or email.

- Electronic Submittals:**
- Please upload documents as PDFs.
 - Use this link to obtain more information on electronic submittals, register (if needed), or upload your submittal. <http://www.apexnc.org/195/Electronic-Plan-Review>
 - If you are unable to submit electronically, but have a PDF of the application, please email it to planninginfo@apexnc.org.

Submittal Requirements (Submit in [GeoCivix \(IDT\)](#)):

- Exempt Site Plan Application
- Agent Authorization Form (if applicable)
- Overall site vicinity map showing nearby roads, streams, adjacent properties, etc.
- Existing site layout/conditions
- General site layout including proposed revisions or expansion
- Other requirements set by Town Departments (grading plan, tree survey, building elevation, utility plan, landscaping)
- Colored Rendering of Building Elevations 11" x 17" (if applicable)
- Backflow Prevention Service Application
 - <http://www.apexnc.org/DocumentCenter/View/2995/Backflow-Service-Application>
 - For more information on Backflow Prevention / Cross-Connection:
<http://www.apexnc.org/250/Backflow-Prevention-Cross-Connection-Con>

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APPLICATION INFORMATION:

Project Name: _____

Project Address: _____

Property PIN: _____ Acreage/Square Feet: _____

Zoning: _____ Subdivision/Development: _____

Owner/Developer: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

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: _____

Describe the nature of the proposed work:

EXEMPT SITE PLAN APPLICATION

Date Submitted: _____ Payment Method: _____

Project Name: _____ Address: _____

Please check all that apply:

- Utilities and public works projects: _____
- Preliminary testing: _____
- Minor site elements and features: _____

- Disturbance of more than 20,000 sq. ft. of land (Soil & Erosion Plan Required)
- Disturbance of ½ acre or greater of commercial (Stormwater Plan Required)
- Disturbance of 1 acre or greater of residential (Stormwater Plan Required)
- Work in riparian buffers as shown on the Town’s Watershed Protection Overlay District Map
- Enlargement of building by 25% or less
- Expansion of the number of parking spaces by 10 or less
- Enlargement of the land area used by 25% or less
- Other: _____

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: _____

Conditions/Comments/Restrictions: _____

Applicant Signature

I/we hereby certify that I/we have read and fully understand the comments listed above.

Applicant Signature: _____ Date: _____

Print Name: _____

AGENT AUTHORIZATION FORM

Application #: _____ Submittal Date: _____

_____ is the owner* of the property for which the attached application is being submitted:

- Rezoning: For Conditional Zoning and Planned Development rezoning applications, this authorization includes express consent to zoning conditions that are agreed to by the Agent which will apply if the application is approved.
- Site Plan
- Subdivision
- Variance
- Other: _____

The property address is: _____

The agent for this project is: _____

- I am the owner of the property and will be acting as my own agent

Agent Name: _____

Address: _____

Telephone Number: _____

E-Mail Address: _____

Signature(s) of Owner(s)*

_____ Type or print name

_____ Date

_____ Type or print name

_____ Date

Attach additional sheets if there are additional owners.

*Owner of record as shown on the latest equalized assessment rolls of Wake County. An option to purchase does not constitute ownership. If ownership has been recently transferred, a copy of the deed must accompany this authorization.

Pursuant to Article 40 of Chapter 66 of the North Carolina General Statutes (the Uniform Electronic Transactions Act) this application and all documents related hereto containing an electronic or digitized signature are legally binding in the same manner as are hard copy documents executed by hand signature. The parties hereby consent to use electronic or digitized signatures in accordance with the Town's Electronic Signature Policy and intend to be bound by the application and any related documents. If electronic signatures are used the application shall be delivered in an electronic record capable of retention by the recipient at the time of receipt.

AFFIDAVIT OF OWNERSHIP

Application #: _____

Submittal Date: _____

The undersigned, _____ (the "Affiant") first being duly sworn, hereby swears or affirms as follows:

1. Affiant is over eighteen (18) years of age and authorized to make this Affidavit. The Affiant is the sole owner, or is the authorized agent of all owners, of the property located at _____ and legally described in **Exhibit "A"** attached hereto and incorporated herein (the "Property").
2. This Affidavit of Ownership is made for the purpose of filing an application for development approval with the Town of Apex.
3. If Affiant is the owner of the Property, Affiant acquired ownership by deed, dated _____, and recorded in the Wake County Register of Deeds Office on _____, in Book _____ Page _____.
4. If Affiant is the authorized agent of the owner(s) of the Property, Affiant possesses documentation indicating the agency relationship granting the Affiant the authority to apply for development approval on behalf of the owner(s).
5. If Affiant is the owner of the Property, from the time Affiant was deeded the Property on _____, Affiant has claimed sole ownership of the Property. Affiant or Affiant's predecessors in interest have been in sole and undisturbed possession and use of the property during the period of ownership. Since taking possession of the Property on _____, no one has questioned Affiant's ownership or right to possession nor demanded any rents or profits. To Affiant's knowledge, no claim or action has been brought against Affiant (if Affiant is the owner), or against owner(s) (if Affiant is acting as an authorized agent for owner(s)), which questions title or right to possession of the property, nor is any claim or action pending against Affiant or owner(s) in court regarding possession of the Property.

This the _____ day of _____, 20_____.

(seal)

Type or print name

STATE OF NORTH CAROLINA
COUNTY OF _____

I, the undersigned, a Notary Public in and for the County of _____, hereby certify that _____, Affiant, personally known to me or known to me by said Affiant's presentation of said Affiant's _____, personally appeared before me this day and acknowledged the due and voluntary execution of the foregoing Affidavit.

Notary Public
State of North Carolina
My Commission Expires: _____

[NOTARY SEAL]

AFFIDAVIT OF OWNERSHIP: EXHIBIT A – LEGAL DESCRIPTION

Application #: _____

Submittal Date: _____

Insert legal description below.