

RESIDENTIAL MASTER SUBDIVISION PLAN APPLICATION

Town of Apex, NC



RESIDENTIAL MASTER SUBDIVISION PLAN SUBMISSION: Application and fee are due by 12:00 pm on the first business day of each month. See the "[Master Subdivision-Minor Site-Major Site Plan Schedule](#)" on the website for details.

RESIDENTIAL MASTER SUBDIVISION PLAN FEE: \$1,000.00 + \$10/lot

LATE FEE: \$350.00

RE-SUBMITTAL FEE: 1/2 original fee at 4th TRC submittal

PRE-APPLICATION MEETING: A pre-application meeting with members of the Technical Review Committee is required to be held prior to sending notices for the required Neighborhood Meeting and prior to submittal of the Residential Master Subdivision Plan. Pre-application meetings are typically scheduled on the 1st, 2nd and 5th Thursdays of the month. To schedule a meeting, applicants must follow the instructions listed in the [Subdivision & Site Plan Pre-Application Meeting Request Form](#). For more information please contact Planner Joshua Killian (joshua.killian@apexnc.org).

NEIGHBORHOOD MEETING: Neighborhood meetings are required per UDO Sec. 2.2.7 prior to application submission. The applicant is required to notify property owners, tenants, and any neighborhood association that represents citizens that are abutting or within 500 feet of the subject property via first class mail a minimum of 14 days in advance of the neighborhood meeting. The notification list must be obtained by emailing addressing.team@apexnc.org and will be provided within 5-10 business days of the initial request. The applicant shall use their own return address on the envelopes as the meeting is a private meeting between the developer and the neighbors. The applicant shall submit "Neighborhood Meeting Packet" forms included in this application packet with their initial submittal. The Neighborhood Meeting Packet is located at the very end of this document.

ANNEXATION REQUIREMENTS: If a property or portion thereof subject to the Residential Master Subdivision Plan is outside the corporate limits and ETJ, a rezoning petition and [annexation petition](#) are required to be submitted on the same day as this application.

ELECTRONIC SUBMITTAL REQUIREMENTS: [CLICK HERE TO ACCESS THE GEOCIVIX \(IDT PLANS\) WEBSITE](#)

- Residential Master Subdivision Plan Application
- Application Fee
- Development Name Approval Application
- Street Name Approval Application
- Town of Apex Utilities Offer & Agreement
- Agent Authorization Form
- Affidavit of Ownership
- WCPSS Residential Development Notice
- Neighborhood Meeting Packet
- Notification list including property owners of the land subject to the application, all property owners and tenants abutting and located within 500 feet of the land subject to the application, and any neighborhood association that represents citizens within the notification area. This list must be obtained by emailing addressing.team@apexnc.org and will be provided within 5-10 business days of the initial request.
- Transportation Impact Analysis, if required. One (1) bound copy of the Transportation Impact Analysis and one (1) copy of the TIA & traffic analysis files on disk or FTP site at first submittal.
- Master Subdivision Plan Set
 - 24" x 36" size
 - Scale not less than: 1" = 50' horizontal, 1" = 5' vertical
 - Saved as individual pdf documents from AutoCAD
 - Include overall views for any sheets that must be divided. Needed for all such sheets.
 - Colored Rendering of Building Elevations (all sides) - required to ensure that proposed elevations will meet any and all zoning conditions

FEE PAYMENT:

The following forms of payment are accepted:

- In person: Check or Cash (exact amount only)
- Online: Visa or MasterCard
- By Mail: Check payable to 'Town of Apex' and mailed to:
Town of Apex Planning Department
PO Box 250
Apex, NC 27502

RESIDENTIAL MASTER SUBDIVISION PLAN DEFINITION:

Defined in UDO Sec. 7.1.1.D as subdivision of land zoned for residential use that **does not** propose one or more of the following exemptions:

- The combination or recombination of portions of previously platted lots where the total number of lots is not increased and the resultant lots are equal to or exceed the standards of the municipality as shown in its subdivision regulations.
- The division of land into parcels greater than 10 acres where no street right-of-way dedication is involved.
- The public acquisition by purchase or condemnation of strips of land for the widening or opening of streets and for public transportation system corridors.
- The division of a parcel of land by a new boundary line coterminous with a public street right-of-way line in circumstances where the street prevents the use of the parcel as one lot, so long as the boundaries of the parcel that are not on or within the street right-of-way are not changed.
- The division of a tract in single ownership, the entire area of which is no greater than 2 acres, into not more than 3 lots where no street right-of-way dedication is involved and where the resultant lots are equal to or exceed the standards of the municipality.
- The division of a tract into parcels in accordance with the terms of a probated will or in accordance with intestate succession under Chapter 29 of the General Statutes.
- Only a plat for recordation for the division of a tract or parcel of land in single ownership is required if all of the following criteria are met:
 - The tract or parcel to be divided is not otherwise exempted by Sec. 7.1.1.B.
 - No part of the tract or parcel to be divided has been divided under Sec. 7.1.1.B.7 in the 10 years prior to division.
 - The entire area of the tract or parcel to be divided is greater than five (5) acres.
 - After division, no more than three (3) lots result from the division.
 - After division, all resultant lots comply with all of the following:
 - Any lot dimension size requirements of this Ordinance.
 - The use of the lots is in conformity with the applicable zoning requirements.
 - A permanent means of ingress and egress is recorded for each lot.

RESIDENTIAL MASTER SUBDIVISION PLAN PROCESS SUMMARY:

The following is a brief summary of the process:

1. Planning Department staff reviews electronic plan submittals for completeness.
2. If plan is incomplete, applicant is notified and must re-submit complete plans by the submittal deadline of the following month for review.
3. If plan is complete, staff releases electronic plans to TRC members for review.
4. TRC comments are sent to applicant prior to the TRC meeting date with applicant.
5. Applicant is notified of TRC meeting date and time.
6. Applicant submits revised electronic plans and revised TIA (if applicable) on the re-submittal date indicated on the [Master Subdivision-Minor Site-Major Site Plan Schedule](#).
7. Applicant notified if plan is not in compliance with the UDO (start again at #4 above).
8. Applicant notified if plan is in compliance with UDO and approval letter is issued by Planning Staff.
9. Unless set at the time of PD Plan approval, the Parks, Recreation, and Cultural Resources Advisory Commission shall recommend and the Town Council shall determine prior to TRC approval whether to require a dedication of land, payment of a fee-in-lieu, construction of public recreation facilities with fee-in-lieu monies, or some combination thereof.
10. If approved, applicant must submit Construction Drawings to [Development Services](#).

RESIDENTIAL MASTER SUBDIVISION APPLICATION INFORMATION

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.

Application #: _____ Submittal Date: _____
Fee Paid \$ _____ Check # _____

PROJECT INFORMATION:

Project Name: _____
Location: _____
Property PINs: _____
Acreage: _____ Zoning _____
Town Limits: Inside corporate limits In ETJ *Outside corporate limits and ETJ

RESIDENTIAL INFORMATION:

Number of Single-family units: _____ Max. height & stories: _____
Number of Townhome units: _____ Max. height & stories: _____

APPLICANT INFORMATION

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
E-mail Address: _____

OWNER INFORMATION

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
E-mail Address: _____

ENGINEER INFORMATION

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
E-mail Address: _____
Other contacts: _____

*If a property or portion thereof subject to the Residential Master Subdivision Plan is outside the corporate limits and ETJ, a rezoning petition and [annexation petition](#) are required to be submitted on the same day as this application.

FOR APPLICANT USE ONLY
PLEASE DO NOT INCLUDE THIS CHECKLIST WITH YOUR APPLICATION SUBMITTAL

Common Acronyms/Definitions			
GeoCivix (IDT)	Contractor's Plan Room	UDO	Town's Unified Development Ordinance
TOA	Town of Apex	NCDEQ	NC Department of Environmental Quality
RCA	Resource Conservation Area	DDM	Design & Development Manual
Town Contact Information			
Planning Department	(919) 249-3426	Stormwater Engineering Manager	(919) 249-3537
Parks & Recreation Department	(919) 372-7468	Electric Utilities Department	(919) 249-3342
Traffic Engineering Manager	(919) 249-3358	Utilities Engineering Manager	(919) 249-3324

GENERAL PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Upload to IDT	All files for electronic upload must be named in consecutive order with sheet name and title as follows: 01. Cover Sheet, 02. Subdivision Plan, 03. Erosion Control Plan, etc.	
2	Electronic submittal through IDT	Submit application, a set of 24"x36" site. Upload each plan sheet individually. Note: Do not submit scanned plans. Send documents saved directly from AutoCAD or equivalent software.	
3	Every checklist item must be included on the plan sets. Do not attach checklist to the plan submittal.	If an item is not applicable, indicate "N/A" and place a note on the applicable plan sheet stating why the item is not applicable. Failure to do so may result in the plans being considered incomplete.	
4	Signature Block Area	Leave a 4X6 area on each sheet for signature block but do not add signature block until submitting Construction Drawings.	
5	Check the subdivision for conformity with the Town's adopted plans and policies	Advance Apex: The 2045 Transportation Plan; Thoroughfare & Collector Street Plan Map; 2045 Land Use Map; Bicycle and Pedestrian System Plan Map; Water Master Plan; Wastewater Master Plan	

COVER SHEET CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1.	Index of titled drawing sheets	All uploaded sheets are to be titled in a descriptive manner (i.e. Site Layout Plan, Landscape Plan, etc.).	
2.	Vicinity Map	Map showing location of property and adjacent streets within a maximum of a ½ mile radius.	
3.	Show any public recreation requirement. Required formatting is located after Required Notes in this application. Refer to Town of Apex Fee Schedule: https://www.apexnc.org/DocumentCenter/View/407 .	Unless set at PD Plan approval, projects must receive a recommendation from the Parks, Recreation, and Cultural Resources Advisory Commission and approval from Town Council prior to receiving TRC approval. Contact Angela Reincke.	UDO Article 14
4.	List & label UDO Supplemental Standards.		UDO Sec. 4.4
5.	List & label any variance conditions.		
6.	Project Data (tabular format)-requirements below:		
a.	Name, address(s) and parcel ID(s) of the project	Include any phase numbers. Be sure to submit the Development Name Approval Application sheet.	
b.	Preparer's name, address, phone number, and e-mail address		

COVER SHEET CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
c.	Owner's name, address, phone number, and e-mail address		
d.	Contract purchaser's name, address, phone number, and e-mail address		
e.	Annexation number(s) for property	If property is not annexed and water and/or sewer is requested, an annexation petition must be approved by Town Council before final construction drawings will be released.	Annexation Petition
f.	Zoning of the property; if conditional use or conditional zoning, list all rezoning conditions	Contact the Planning Department at 919-249-3426 to get a copy of the zoning conditions.	Zoning Map
g.	Current 2045 Land Use Map classification		2045 LUM
h.	Area of tract(s)	In square feet or acres	
i.	Required front, side, and rear yard setbacks		UDO Sec. 5.1
j.	Maximum built-upon area (impervious surface) permitted	(acreage & % of total site)	UDO Sec. 5.1 UDO Sec. 6.1
k.	Proposed built-upon area (impervious surface)	(acreage & % of total site)	UDO Sec. 5.1 UDO Sec. 6.1
l.	RCA required	(acreage & % of total site)	UDO Sec. 8.1
m.	RCA proposed	(acreage & % of total site)	UDO Sec. 8.1
n.	Indicate whether additional 5% RCA required for mass grading has been added.		UDO Sec. 7.2.5
o.	Indicate if the site is in the Primary or Secondary Watershed Protection Overlay District.	Watershed Protection Overlay District Map	UDO Sec. 6.1 UDO Sec. 8.1.2.B.2.i
p.	Indicate if the site contains a FEMA designated 100 year floodplain.	Floodplain Map	UDO Sec. 6.2
q.	Indicate whether grading will be considered "mass" or "staged" based on UDO definitions.		UDO Sec. 7.2.5
r.	Indicate % of total lots to be graded prior to first plat.		UDO Sec. 7.2.5
s.	Indicate % of the pre-development drainage areas that have been preserved within their natural basins.	Single-family residential projects must retain at least 80% of the pre-development drainage areas within their natural basins.	UDO Sec. 7.2.5
t.	Indicate if the site contains a historic structure.		UDO Sec. 12.2 Historic Structure

EXISTING CONDITIONS SHEET CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Provide boundaries of the site in metes and bounds		UDO Sec. 8.1.2.B.2.a
2	Provide LIDAR or field verified topography of the subdivision at a minimum of 2 ft contours, showing existing grades	Please use the GIS Request Form for a copy of Town of Apex LIDAR data. Wake County topo data is no longer acceptable.	UDO Sec. 8.1.2.B.2.b
3	Call out location of slopes equal to or steeper than 3:1 and rock outcroppings.		UDO Sec. 8.1.2.B.2.c
4	Provide tree survey locating all specimen (hardwood) trees at 18" caliper and larger within RCA and buffers on site.	Must also show all 18" or greater caliper trees on neighboring properties within 50' of your property line.	UDO Sec. 8.1.2.B.2.d

EXISTING CONDITIONS SHEET CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
5	Document that all proposed RCA areas meet the Criteria for Establishing RCA by means of a tree survey or other appropriate means.	Other appropriate means include, but are not limited to, a registered forester's or certified arborist's report referenced to-scale digital photos or aerial photographs. Aerial photographs are not an acceptable stand-alone means of documentation for trees in RCA.	UDO Sec. 8.1.2.B.2.e
6	Document that existing buffers meet the required "A", "B", "C", "D", or "E" type standards by means of a tree survey or other appropriate means.	Other appropriate means include, but are not limited to, a registered forester's or certified arborist's report referenced to-scale digital photos or aerial photographs. Aerial photographs are not an acceptable stand-alone means of documentation for trees in buffers	UDO Sec. 8.1.2.B.2.f
7	Show location of wetlands as determined by a licensed soil scientist, the Army Corps of Engineers, or the NCDEQ.		
8	Show location of all creeks, streams, ponds and dams.		UDO Sec. 8.1.2.B.2.h
9	Indicate whether the site is in the Primary or Secondary Watershed Protection Overlay District	See Watershed Protection Overlay District Map	UDO Sec. 8.1.2.B.2.i & 6.1
10	Show required riparian buffers on both sides of perennial and intermittent streams, including the location of the top of bank on both sides of the stream.	Riparian buffers on perennial streams are measured 100' from the top of the bank on both sides of the stream. Riparian buffers on intermittent streams are measured 50' from the top of bank on both sides of the stream.	UDO Sec. 6.1.11 & 8.1.2.B.2.i
11	Show location of the 100-yr floodplain and 100-yr floodway based upon the FIRM maps, the FEMA detailed study and field measurements.	If not applicable, certify that there is no FEMA floodplain on the subject property by giving FIRM map number and date. Provide non-FEMA flood study information on floodplains, floodways, flood fringes and flood hazards at the construction plan stage of plan review.	UDO Sec. 6.2 & 8.1.2.B.2.j
12	Provide location of existing fencing, roads and structures.		UDO Sec. 8.1.2.B.2.k
13	Provide locations of significant site elements.	Significant site elements include, but are not limited to, historic and cultural sites and structures, scenic views, rock outcroppings and cemeteries.	UDO Section 8.1.2.B.2.l
14	Indicate clearly on the plans the location of all existing utilities (water, sewer, natural gas, electric, telephone, cable, fiber optic, etc.) above and/or below ground as well as existing utility easements.	Accurately survey existing utilities; approximate locations will not be accepted. Include size and material.	UDO Sec. 8.1.2.B.2.m
15	Identify location of any underground storage tanks, hazardous waste and debris, abandoned wells, septic tanks or similar structures.		UDO Sec. 8.1.2.B.2.n
16	Required Notes: 1-4		

STAGING & DEMOLITION PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1.	Identify which existing trees will be saved and which will be removed.	Show caliper & species of tree.	
2.	Location of tree protection fencing.	Fencing must be one (1) ft. away from the tree trunk for every one (1) in. caliper of the tree.	UDO Sec. 8.1.2.G.1
3.	Location and type of additional protective measures.	See UDO Sec. 8.1.2.G.1 for additional protective fencing requirements for other site features.	UDO Sec. 8.1.2.G.1

STAGING & DEMOLITION PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
4.	Show proposed staging areas or dirt/material/equipment storage areas.		
5.	Identify private and public overhead utility lines and poles that will be removed and/or relocated.	Include all public and private easements, existing public and private electric infrastructure/equipment, and communication equipment.	
6.	Location of construction entrance.		TOA Spec 400.06
7.	Location of temporary emergency vehicle access		
8.	Location of temporary utilities		
9.	Provide any necessary traffic management plan for the time frame that the site is being constructed	Includes, but not limited to, road or pedestrian barricades, emergency vehicle access, detours or safety devices that may be required.	TOA Spec 300.15
10.	Show road or sidewalk barricades		TOA Spec 300.15
11.	If buildings will be demolished, a Demolition Application must be submitted before demolition may begin.		Demolition Application
12.	Required Notes: 1-4, 30-33		

SUBDIVISION LAYOUT SHEET CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Base Items:		
a	North Arrow		
b	Roads and driveways	List names of proposed roads. Road names must be pre-approved by Town of Apex.	Street Name Approval Application
c	Vehicular Use Areas		
d	Buildings		
e	Detention, retention or natural ponds	Please label each SCM with a number.	
f	Creeks, streams, ponds and dams		
g	Location and dimension of all Resource Conservation Area (RCA) and buffers including riparian buffers	RCA must be recorded as a separate lot from the residential building lots. Include a metes and bounds description of the proposed RCA on Final Plat.	UDO Sec. 6.1.11, 8.1.2.B.1 & 8.2.6
h	All Public and Private Easements	Including sign easements. Include all Overhead Electric and underground utility lines, poles, utility easements, and dry utility easements	
i	Fences and decorative or retaining walls		
j	Location of the 100-yr floodplain and 100-yr floodway based upon the FIRM maps, the FEMA detailed study and field measurements		
2	Residential building lots must be located outside buffers, RCA, and floodplain areas		
3	Square footage & dimensions of each lot	Square footage must be shown on all sheets. Dimensions are only needed on layout sheet.	
4	Zoning, ownership, and current use of all adjacent tracts	List uses such as residential, vacant, etc. Include uses on opposite side of adjoining streets	
5	Boundary of entire tract by metes and bounds		
6	Location of retaining walls	Where there are multiple retaining walls, either use a color to differentiate them on the plan or label them (RW1, RW2, etc.) and include a legend on the same page.	

SUBDIVISION LAYOUT SHEET CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
7	Location and dimensions of existing and proposed driveways or curb cuts on site and adjoining properties	Include properties on opposite side of adjoining streets and existing/proposed lane striping on all streets.	
8	Location of entrances/exits and general internal circulation	Include lane striping, crosswalks, pavement markings, and signs.	MUTCD NCDOT Specs
9	Location of existing and proposed sidewalks and other pedestrian areas such as trails and greenways	Show widths of all features.	
10	Ensure that turning radii accommodate emergency vehicles		
11	Streets and rights-of-way showing existing and proposed dimensions in accordance with the Town's Transportation Plan and Spec Book	Connections must be made to existing stubs on adjacent property. Indicate location and dimensions of pavement, curbs and gutters and sidewalks. Where development abuts or includes a State maintained road, design must be submitted and reviewed concurrently with NCDOT.	Thoroughfare Plan Map; TOA Details Sec. 300
12	Show sight triangles with dimensions	Sight triangles are typically 10'x70'.	TOA Spec 302F
13	List proposed speed limit for each public street	No streets can be proposed less than 25 mph.	
14	Location of emergency access		
15	Location and dimensions of setbacks	On corner lots, where the dwelling can face either street, provide building setback lines for each possible configuration. If the front of the dwelling is limited to face only one street, then provide the appropriate building setback lines and add the word "FRONT" to indicate the front yard.	
16	Location and dimensions of parks, recreation areas and greenways or proposal for fee in lieu		UDO Article 14; TOA Std Spec 900
17	Location of mail kiosks	Email a pdf of the proposed mail kiosk/CBU location(s) to Deidra Carrerras, Apex Postmaster at deidra.s.carrerras@usps.gov and copy the assigned Planner for the project. The proposed mail kiosk/CBU locations should be approved prior to CD approval, but developers may proceed to construction at their own risk if they don't receive approval. If the USPS requires changes to the location, revisions may be necessary.	
18	Required Page Notes: 1-11, 30-33	See the Required Notes Page	

GRADING PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1.	Base Items	See the Subdivision Layout Sheet	
2.	Provide FFE for all structures		
3.	Indicate whether grading will be considered "mass" or "staged" based on UDO definitions.		UDO Sec. 7.2.5
4.	Indicate % of total lots to be graded.		UDO Sec. 7.2.5
5.	Provide a Final Rough Grading sheet that shows drainage of lots.		
6.	Indicate % of the pre-development drainage areas have been preserved within their natural basins.	Single-family residential projects must retain at least 80% of the pre-development drainage areas within their natural basins.	UDO Sec. 7.2.5
7.	Provide LIDAR or field verified topography of the	Please use the GIS Request Form for a copy of Town of	

GRADING PLAN CHECKLIST ITEMS

#	Requirement	Additional Information	Reference
	subdivision at a minimum of 2 ft contours, showing existing grades	Apex LIDAR data. Wake County topo data is no longer acceptable.	
8.	If there will be fill within a floodplain, a Letter of Map Revision based on Fill LOMR-F is required to be obtained	Flood Plain Development Permit Application	
9.	Indicate all slopes equal to or steeper than 3:1 and show required stabilization measures	Slopes steeper than 2:1 shall not be permitted.	UDO Sec. 8.1.4
10.	Location and type of soil and erosion control measures.	For sites where disturbed area is 20,000 sf or greater in size, follow the TOA S&E Construction Sequence.	S&E Construction Sequence
11.	Indicate if site is in the Primary or Secondary Watershed Protection Overlay District	Watershed Protection Overlay District Map	UDO Sec. 6.1
12.	Location of existing trees to be saved and removed	Show type and caliper of trees.	
13.	Provision for the adequate disposition of storm water in accordance with Town standards indicating location, sizes, types and grades of ditches, catch basins and pipes with connections to existing drainage system(s).	Post-development runoff rate must not exceed pre-development runoff rate for the 1-yr, 24-hr and 10-yr, 24-hr storms. Lot lines should follow natural drainage ways. Natural drainage ways should be preserved in their natural state to the extent practicable.	UDO Sec. 6.1.11
14.	Location of Tree Protection Fencing.	Fencing must be one (1) ft. away from the tree trunk for every one (1) in. caliper of the tree and surrounding any required buffers or RCA. The Zoning Inspection Officer or Planner may require Tree Protection Fencing in other places as well.	UDO Sec. 8.1.2.G.1 DDM
15.	Location of retaining walls. Indicate material, color, height of wall and area of disturbance. Non-decorative walls are required to have facing (i.e. stucco). Top of wall and bottom of wall spot elevations must be provided.	<ul style="list-style-type: none"> Retaining systems providing cumulative vertical relief greater than five (5) ft. in height within a horizontal distance of 50 ft. or less, including retaining walls or mechanically stabilized earth walls shall be designed and constructed under the responsible charge of a registered professional engineer and comply in all aspects of the NC Building Code, Section 1610. Such walls will require a separate building permit. Where there are multiple retaining walls, either use a color to differentiate them on the plan or label them (RW1, RW2, etc.) and include a legend on the same page. 	UDO Sec. 8.1.6.C
16.	Indicate material and color of wall.	Retaining walls must be integrally tinted or stained a medium or dark brown or rust color or be covered with a masonry veneer that is a medium or dark brown or rust color.	UDO Sec. 8.1.6
17.	Indicate the height of wall and area of disturbance, including tiebacks.	<ul style="list-style-type: none"> Top-of-wall and bottom-of-wall spot elevations must be provided. Retaining structures on land developed for single-family and duplex residences shall not exceed six (6) feet in height and shall not exceed two (2), six (6) feet tall terraced sections. 	
18.	All grading and support structures associated with any retaining structure shall not encroach into any required buffer or protected area shall be contained entirely on site.	Protected areas are defined as but are not limited to, RCA and critical root zones of trees, public utility easements (including dry utility), and rights-of-way.	
19.	No site development activity, including but not limited to testing, clearing, installation of S&E measures or	A protection fencing installation permit may be obtained at the Planning Department or online. Tree Protection Fencing Application	S&E Construction Sequence

GRADING PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
	grading, shall occur until required protection fencing has been installed and inspected.		
20.	Protection fencing must be placed away from any saved tree one (1) ft. for each one (1) in. of tree caliper. Protection fencing must be placed at least 10 ft. away from any other designated RCA, along the outside line of the 100-yr flood plain, and the outside edge of any riparian buffer.	Additional protection fencing may be required in other locations close to construction activity where it is deemed necessary by the zoning enforcement officer; such areas may include but are not limited to common property lines or near public areas (sidewalks, etc.).	UDO Sec. 8.1.2.G.1
21.	Site elements required to satisfy recreational requirements must meet any applicable standards found in the TOA Standard Specifications and Standard Details and UDO for private play lawns	Site elements include, but are not limited to, private play lawns and greenway trails.	UDO Sec. 7.3.1; TOA Spec Book
22.	Indicate location, size and materials used for stormwater (drainage) lines.		
23.	Indicate location and width dimension of easements required for stormwater (drainage) lines and culverts. Include permanent and temporary construction easements.		
24.	Required Page Notes: 5, 11-13	See the Required Notes Page	

UTILITY PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Base Items	See the Subdivision Layout Sheet	
2	Indicate whether or not requesting full Town services – water, sewer and electricity.	If electric utilities are provided by the Town of Apex, a consultation with the Electric Utilities Division (919-249-3427) is required.	
3	Give estimated loads and voltages.		
4	Indicate location and width dimension of easements required for utilities.	Include permanent and temporary construction easements. Include public dry utility easements. Include and show the utility line tiebacks related to public dry utility easements associated with townhouse lots (i.e. a tieback is required for every two townhouse sections).	
5	Indicate clearly on the plans the location of all existing and proposed utilities above and/or below ground. Co-location of dry utilities is preferred.	Utilities include water, sewer, natural gas, electric, telephone, cable, fiber optic, etc. If the site is encumbered by existing utility easements then the applicant should provide a letter from the utility company indicating the acceptability of the site improvements.	
6	Slopes shall not be steeper than 3:1 where underground electric utility lines are proposed.		
10	Indicate location, size, and materials used for water sanitary sewer lines and force main lines. Show water meter and clean out connections from building(s) to public lines. Include size and material of appurtenances.	If well or septic system, indicate proposed location. For well or septic system, appropriate permits from Wake County are required before building permit can be issued.	TOA Spec. 100
11	Indicate locations of utility poles, fire hydrants, light poles and fixtures in common areas, etc.	Identify the location of current and relocated utility poles. Show location of major collector crosswalks.	
12	If a pump station (lift station) is proposed, show layout of the station according to the Town Standard Specification and Standard Details manual.		TOA Spec Book

UTILITY PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
13	Provide utility identifiers (naming conventions) for all proposed water, sewer and stormwater structures, lines and appurtenances.		
14	Location of fire lane striping and signage. Use 2" of SF 9.5A pavement and 8" of ABC stone properly layered and compacted anywhere a fire lane is required.		TOA Spec 300.24
15	If a sprinkler system is required, show layout of system to the building, the location of the FDC (Fire Department Connection) and the location of the backflow assembly.		
16	Location of existing trees to be saved and removed.		
18	Location of tree protection fencing.		UDO Sec. 8.1.2.G.1 DDM
19	Location of recreational elements such as greenways in utility easements.		
20	Location of specimen trees within RCA areas.		
21	Required Notes: 1-2, 13-23	See the Required Notes Page	

LANDSCAPE PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Base Items	See the Subdivision Layout Sheet	
2	Graphic symbols used to depict trees and shrubs must accurately reflect the average mature spread		
3	Indicate location, width and type of required buffers	Existing plants to be saved and new plant material must be located and identified within the buffer.	UDO Secs. 8.1 & 8.2
4	Indicate all slopes equal to or steeper than 3:1 and provide appropriate landscaping and/or slope retention devices (no turf grasses) required to stabilize these areas	See the DDM, page 26, Planting in Special Situations for more information. Slopes steeper than 2:1 are not permitted.	DDM; UDO Sec. 8.1.4
5	Number of plants along street based on total square footage of the streetscape buffer		
6	Show sight triangles with dimensions	Sight triangles are typically 10'x70'.	TOA Spec 302F
7	Show all underground and overhead utility lines and easements. Show type of trees located near underground and overhead utility lines.	If plant material encroaches into the easement, express written consent of the utility company is required. TOA does not allow plant material within its easements.	UDO Sec. 8.2.2.C.2
8	Show required building landscaping.		UDO Sec. 8.2.4(A)
9	Planting details for new plant material installation		DDM
10	Permanent protection for plants near vehicular use areas	Permanent protection consists of curbs, wheel stops, walls or fences. No vehicle use area is to be located further than 40 ft. from the trunk of a large type tree.	UDO Sec. 8.2.5.C.2
11	Location and type of plant material in vehicular use areas with planting area dimensions indicated. Location and dimensions of landscape islands.	Note that landscape areas and islands must be a minimum of 250 sf for one (1) small tree and 350 sf for one (1) large tree.	
13	Show location of light poles in common areas, if applicable	Light poles must be 20 ft. away from the base of a large type tree and 10 ft. away from the base of a small type tree.	UDO Sec. 8.6.4.B
15	Indicate screening for vehicular use area from off-site view.	Screening is to consist of evergreen shrubs that will reach a height of 42" in three (3) years.	

LANDSCAPE PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
16	Location, height and type of fencing and retaining walls. Show elevation and construction detail.		
17	Show all Tree Protection Fencing.		
18	Plant list summary table with the following information:		
a	Key identifying proposed plant material using botanical and common names		
b	Quantity of each plant material		
c	Size, height, caliper, and spacing of plant material		
19	Required Notes: 5-9, 23-29	See the Required Notes Page	

DETAILS SHEET CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Detailed drawing of tree protection fencing	Use town standard specification.	DDM
2	Detailed drawing of retaining wall including handrails and/or guardrails	Include colors and materials. Retaining structure materials must be an integrally tinted brown, rust, or earth-tone color.	
3	Detailed drawing of subdivision features including benches, fences, curb and gutter, wheel stops, etc.	Include colors, materials and manufacturers where applicable.	
4	Detailed drawing of each type of accessible curb cut or ramp utilized on the project and located on private property.	The detail must include the minimum width of the walking surface and the maximum slopes of each surface. The detail must conform to and reference the N.C. Accessibility Code.	TOA Spec 300.09
5	Detailed drawing of accessible parking delineation which includes the minimum dimensions and maximum slopes.	The detail must conform to and reference the N.C. Accessibility Code and must not include and ground painted symbol.	TOA Spec Book
6	Detailed drawing of accessible parking and signage conforming to and referencing the N.C. Accessibility Code		
7	Detailed drawing of bicycle parking	Please use Town of Apex Standard Detail.	TOA Spec 300.20
8	Detailed drawing of dumpster/recycling bin enclosure	Dumpster enclosures must be at least eight (8) ft. tall or the height of the dumpster, whichever is taller and be built of masonry material with opaque gates.	DDM UDO Sec. 8.2.8.B.1

TRAFFIC IMPACT ANALYSIS CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
Verify the proposed use(s) would generate at least 1,000 daily or 100 peak hour trips.			
Contact the Traffic Engineering Manager at 919-249-3358 for approval of study area.			
1	Subdivision Plan or at a minimum, a land use plan, indicating conceptual access points to the external roadway system.		UDO Sec. 13.19
2	Vicinity map showing the location of the property and adjacent streets within the approved study area.		UDO Sec. 13.19
3	Peak-hour volumes from a recent count, no more than one (1) year old, at the time of submittal unless otherwise approved by Town staff.		UDO Sec. 13.19
4	Average daily and peak hour vehicular trips generated by the proposed development.		UDO Sec. 13.19
5	Trip distribution allocation on all roads and intersections within the study area approved by the Town.	Please contact the transportation engineer at 919-249-3358 at least 60 days prior to starting a TIA. The transportation engineer must approve the study area.	UDO Sec. 13.19

TRAFFIC IMPACT ANALYSIS CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
6	Intersection geometry and traffic control devices.		UDO Sec. 13.19
7	Capacity analyses for all anticipated conditions (existing, no-build and build) including phasing milestones unless otherwise approved by Town staff.	Anticipated conditions include existing, no-build and build.	UDO Sec. 13.19
8	Documentation of data and assumptions.		UDO Sec. 13.19
9	Proposed road improvements in accordance with the UDO requirements for a Traffic Impact Analysis (TIA).	Upload to IDT and provide 2 hardcopies at first submittal. Anticipated review time 4 to 6 weeks.	UDO Sec. 13.19

SITE ANALYSIS REPORT CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
Required only upon request of the Planning Department.			
1	Report by a certified arborist, forester or horticulturist indicating the general health and condition of site vegetation and/or specimen trees.	Information to be included: type of trees and vegetation, size range and average sizes, density, general health and conditions, special vegetation and any noxious vegetation.	
2	Report by a design professional (architectural, engineering, etc.) related to any other relevant existing site features (ponds/dams, wetlands, structures, etc.).	Report should indicate the general condition of the feature.	
3	Proposal for protecting existing vegetation and site features such as structures, wetlands, floodplains, floodways, etc.		
4	Any reports requested by Planning staff to ensure site features do not pose a threat to the health, safety and welfare of the Town's residents.		
5	Show decibel levels for generators, chillers, HVAC units, etc.	Subdivision plan must meet decibel levels as required by Town Code of Ordinances.	Code of Ordinances Ch. 14, Sec. 14-30

Required Plan Notes:

- 1) No site development activity including, but not limited to, testing, clearing, installation of S&E measures, or grading, shall occur until required tree protection fencing has been installed and inspected. A tree protection fencing installation permit may be obtained at the Planning Department or online at <http://www.apexnc.org/215/Applications-Schedules>
- 2) Tree protection fencing must be placed:
 - a) One foot away from any saved tree for each inch of diameter at breast height,
 - b) Along the outside line of the 100-year floodplain, and the outside edge of any riparian buffer, and
 - c) At least 10 feet away from any other designated RCA such as, but not limited to, historic buildings and structures, wetlands, and ponds.
- 3) Additional tree protection fencing may be required in other locations close to construction activity where it is deemed necessary by the zoning enforcement officer; such areas may include but are not limited to common property lines or near public areas (sidewalks, etc.).
- 4) If buildings are to be demolished, a copy of the Demolition Notification from the NC Health Hazard Control Unit and an asbestos inspection report from a NC accredited asbestos inspector must accompany the application for the demolition permit which must be obtained prior to start of the demolition.
- 5) All grading and support structures associated with any retaining structure shall not encroach into any required buffer or protected area (i.e. RCA, the critical root zones of trees, public utility easements and rights-of-way), and shall be contained entirely on site.
- 6) Site elements required to satisfy recreational requirements such as, but not limited to, play fields, greenway trails, and

items typically associated with them (benches, trash containers, signs, etc.) must meet any applicable standards found in the Town of Apex Town of Apex Standard Specifications and Standard Details and the requirements of the Town of Apex Parks and Recreation Department.

- 7) The screening of loading docks, roll-out containers, dumpsters, outdoor storage, mechanical and HVAC equipment, and similar facilities on the roof, ground or building shall meet the requirement of Sec. 8.2.8 of the UDO. Specifically, screening must be done so that:
 - a) It is incorporated into the overall design theme of the building and landscaping
 - b) Screening materials are not different from or inferior to the principal materials of the building or landscape and are similar in material and color
 - c) Screening items are out of view from adjacent properties and public streets, and a totally opaque screen is achieved
 - d) Any ground-mounted HVAC or other mechanical or utility equipment six (6) feet tall or higher must be fenced and landscaped.
 - e) Dumpster enclosures must meet the above requirements plus be eight (8) feet tall or the height of the dumpster, whichever is greater, and be built of masonry material with opaque gates. Where practicable, shrubs or other plants must be planted outside the enclosure to visually soften the appearance.
- 8) All required site elements shown within a particular phase must be installed before a final Certificate of Occupancy may be issued for any building within that phase.
- 9) Prior to scheduling a final site inspection, all site items (e.g. lighting, landscaping, mulching, screening for dumpsters, mechanical equipment, HVAC, etc., seeding & site stabilization, and parking and pavement marking) must be completed.
- 10) Individual signs are not approved as part of site plan approval process. A separate sign permit must be obtained prior to installation of the sign. Multiple use lots, non-residential subdivisions, and multiple tenant lots must submit a Master Sign Plan for approval.
- 11) Retaining systems providing a cumulative vertical relief greater than five (5) feet in height within a horizontal distance of 50 feet or less, including retaining walls or mechanically stabilized earth walls, shall be designed and constructed under the responsible charge of a registered professional engineer and comply in all aspects with the NC Building Code Sec. 1610. Retaining systems meeting these criteria will require a separate building permit prior to start of work. Retaining structure materials must be an integrally tinted medium or dark brown or rust color.
- 12) A Grading Permit, when applicable, may only be issued by the Building Inspections Division after the installation and approval of tree protection fencing and S&E measures and a certificate of compliance has been issued by the Water Resources Department.
- 13) Prior to approval of a final plat or issuance of a Certificate of Occupancy for any development where a Stormwater Control Measure (SCM) is required, contact the Stormwater Engineering Manager at 919-249-3537 to demonstrate that the required structure is in place, is operational and complies with all relevant portions of UDO Sec. 6.1.12 Engineered Stormwater Controls. If the SCM is used as part of a temporary erosion control measure, the inspection will occur during the appropriate phase of construction.
- 14) All water and sewer lines shall be installed with a minimum of three (3) feet of cover.
- 15) Maintain 18 inches of minimum vertical separation between utilities.
- 16) Verify all illustrated utility crossings prior to construction and notify the engineer if conflicts are encountered.
- 17) Contractor shall coordinate utility relocation or abandonment with local utility companies as required.
- 18) All metered connections to Town potable water shall have a Town-approved backflow prevention assembly installed.
- 19) Water and sewer shall be separated at least 10 feet laterally from existing or proposed sewers. Where local conditions prevent a separation of 10 feet, the water main may be laid closer, provided that the elevation of the bottom of the water main is at least 18 inches above the top of the sewer with a horizontal separation of at least three (3) feet.
- 20) All new public water and sewer lines contained within a Town of Apex Public Utility Easement will require a Water Distribution Extension Permit and/or a Gravity Sewer Extension Permit prior to the release of construction drawings. All Water Distribution Extension Permit Applications shall be accompanied by a Sealed Engineer's Report per the Town of Apex Standard Specifications and Standard Details. Contact the Engineering Division at 919-249-3394 to obtain

these permit applications.

- 21) A plumbing permit issued by the Building Inspection Division is required for all plumbing systems, including storm drainage systems, installed outside the Public Right-of-Way or a Public Utility Easement. These systems shall be inspected and approved by the plumbing inspector prior to covering. Contact the Building Inspections & Permitting Director at 919-249-3381 for information including the utilization of a third-party inspection agency.
- 22) It is the responsibility of the owner or his representative(s) to locate and identify all existing and proposed utilities and to clearly identify them on the approved plans.
- 23) No private utility easements shall be allowed to be counted in the calculations for buffers, RCA, or required landscape areas.
- 24) All landscaping is required to be installed prior to approval and recording of a Subdivision Final Plat, or in the case of phased development, for each phase of the project. If the applicant chooses to delay the installation of landscaping from April 1 through September 1, then the applicant shall provide a cash bond equal to 150% of the cost of materials and installation, based on the highest estimate received, to ensure installation of the required landscaping. Additional exceptions may be granted by the Planning Director in accordance with UDO Sec. 8.2.2.E.
- 25) Required buffers must meet the minimum opacity requirements for the particular buffer type as described in UDO Sec. 8.2.6.
- 26) Any vegetation that is dead, substandard, unhealthy, of poor structural quality, or missing, shall be replaced in conformance with Town standards.
- 27) All plant material shall be allowed to reach their mature size and maintained at their mature size. Plants shall not be cut or severely pruned so that their natural form is impaired.
- 28) All slopes equal to 2:1 shall be stabilized with permanent slope retention or a suitable combination of plantings and retention devices.
- 29) Slopes steeper than 3:1 but less than 2:1 shall be stabilized with permanent groundcover, not with turf grass.
- 30) All roads and sidewalks to remain open during construction.
- 31) All roadway closures are pending Town of Apex staff approval. Contractor shall contact Sajid Hassan (sajid.hassan@apexnc.org) a minimum of three (3) weeks prior to roadway closure and provide all pertinent information related to the roadway closure.
- 32) In the case of a road closure, all detour signs shall be inspected and approved by the Transportation & Infrastructure Development Department prior to beginning of work.
- 33) All partial land and shoulder closures shall adhere to standard NCDOT work zone drawings.

PARKS AND RECREATION SITE DATA TABLE			
Date Reviewed by PRCR Advisory Commission: _____			
Date Approved by Town Council: _____			
<input type="checkbox"/>	Fee-in-Lieu of Dedication:		
_____	single-family detached units X \$_____ per unit =		\$_____
_____	single-family attached units X \$_____ per unit =		\$_____
_____	multi-family units X \$_____ per unit =		\$_____
	Total Fee-in-Lieu:		\$_____
<input type="checkbox"/>	Acres of Land Dedication _____		
<input type="checkbox"/>	Public Greenway Trail Construction	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Refer to Town of Apex Fee Schedule: <https://www.apexnc.org/DocumentCenter/View/407>

DEVELOPMENT NAME APPROVAL APPLICATION

Application #: _____

Submittal Date: _____

Fee for Initial Submittal: No Charge

Fee for Name Change after Approval: \$500*

Purpose

To provide a consistent and clearly stated procedure for the naming of subdivisions and/or developments and entrance roadways (in conjunction with *Town of Apex Address Policy*) so as to allow developers to define and associate the theme or aesthetics of their project(s) while maintaining the Town's commitment to preserving the quality of life and safety for all residents of Apex proper and extraterritorial jurisdiction.

Guidelines

- ✓ The subdivision/development name shall not duplicate, resemble, or present confusion with an existing subdivision/development within Apex corporate limits or extraterritorial jurisdiction except for the extension of an existing subdivision/development of similar or same name that shares a continuous roadway.
- ✓ The subdivision/development name shall not resemble an existing street name within Apex corporate limits or extraterritorial jurisdiction unless the roadway is a part of the subdivision/development or provides access to the main entrance.
- ✓ The entrance roadway of a proposed subdivision/development shall contain the name of the subdivision/development where this name does not conflict with the Town of Apex *Road Name Approval Application* and *Town of Apex Address Policy* guidelines.
- ✓ The name "Apex" shall be excluded from any new subdivision/development name.
- ✓ Descriptive words that are commonly used by existing developments will be scrutinized more seriously in order to limit confusion and encourage distinctiveness. A list of commonly used descriptive words in Apex's jurisdiction is found below.
- ✓ The proposed subdivision/development name must be requested, reviewed and approved during preliminary review by the Town.
- ✓ A \$500.00 fee will be assessed to the developer if a subdivision/development name change is requested after official submittal of the project to the Town.*

*The imposed fee offsets the cost of administrative changes required to alleviate any confusion for the applicant, Planning staff, other Town departments, decision-making bodies, concerned utility companies and other interested parties. There is no charge for the initial name submittal.

Existing Development Titles, Recurring

	Residential	Non-Residential
10 or more	Creek, Farm(s), Village(s),	Center/Centre
6 to 9	Crossing(s), Park, Ridge, Wood(s)	Commons, Park
3 to 5	Acres, Estates, Glen(s), Green*, Hills	Crossing(s), Plaza, Station, Village(s)

*excludes names with Green Level

DEVELOPMENT NAME APPROVAL APPLICATION

Application #: _____ Submittal Date: _____

Proposed Subdivision/Development Information

Description of location: _____

Nearest intersecting roads: _____

Wake County PIN(s): _____

Township: _____

Contact Information (as appropriate)

Contact person: _____

Phone number: _____ Fax number: _____

Address: _____

E-mail address: _____

Owner: _____

Phone number: _____ Fax number: _____

Address: _____

E-mail address: _____

Proposed Subdivision/Development Name

1st Choice: _____

2nd Choice (*Optional*): _____

Town of Apex Staff Approval:

Town of Apex Planning Department Staff

Date

STREET NAME APPROVAL APPLICATION

Application #: _____ Submittal Date: _____

Wake County Approval Date: _____

Guidelines:

- No names duplicating or sounding similar to existing road names
- Avoid difficult to pronounce names
- No individuals' names
- Avoid proper names of a business, e.g. Hannaford Drive
- Limit names to 14 characters in length
- No directionals, e.g. North, South, East, West
- No punctuation marks, e.g. periods, hyphens, apostrophes, etc.
- Avoid using double suffixes, e.g. Deer Path Lane
- All names must have an acceptable suffix, e.g. Street, Court, Lane, Path, etc.
- Use only suffixes which are Town of Apex approved
- Town of Apex has the right to deny any street name that is determined to be inappropriate

Information:

Description of location: _____

Nearest intersecting roads: _____

Wake County PIN(s): _____

Township: _____

Contact information (as appropriate)

Contact person: _____

Phone number: _____ Fax number: _____

Address: _____

E-mail address: _____

Owner: _____

Phone number: _____ Fax number: _____

Address: _____

E-mail address: _____

STREET NAME APPROVAL APPLICATION

Application #: _____ Submittal Date: _____

of roads to be named: _____

Please submit twice as many road names as needed, with preferred names listed first. Proposed road names should be written exactly as one would want them to appear. Town of Apex Planning Department staff will send all approved street names to the Wake County GIS Department for county approval. Please allow several weeks for approval. Upon approval Wake County GIS – Street Addressing will inform you of the approved street names.

Example: Road Name Suffix

Hunter Street

1 _____ 11 _____

2 _____ 12 _____

3 _____ 13 _____

4 _____ 14 _____

5 _____ 15 _____

6 _____ 16 _____

7 _____ 17 _____

8 _____ 18 _____

9 _____ 19 _____

10 _____ 20 _____

TOWN OF APEX STAFF APPROVAL

Town of Apex Staff Approval

Date

WAKE COUNTY STAFF APPROVAL:

GIS certifies that _____ names indicated by checkmark are approved.

Please disregard all other names.

Comments:

Wake County GIS Staff Approval

Date

TOWN OF APEX UTILITIES OFFER AND AGREEMENT

Application #: _____ Submittal Date: _____

**Town of Apex
73 Hunter Street
P.O. Box 250 Apex, NC 27502
919-249-3400**

WAKE COUNTY, NORTH CAROLINA CUSTOMER SELECTION AGREEMENT

(the "Premises")

The Town of Apex offers to provide you with electric utilities on the terms described in this Offer & Agreement. If you accept the Town's offer, please fill in the blanks on this form and sign and we will have an Agreement once signed by the Town.

_____, the undersigned customer ("Customer") hereby irrevocably chooses and selects the Town of Apex (the "Town") as the permanent electric supplier for the Premises. Permanent service to the Premises will be preceded by temporary service if needed.

The sale, delivery, and use of electric power by Customer at the Premises shall be subject to, and in accordance with, all the terms and conditions of the Town's service regulations, policies, procedures and the Code of Ordinances of the Town.

Customer understands that the Town, based upon this Agreement, will take action and expend funds to provide the requested service. By signing this Agreement the undersigned signifies that he or she has the authority to select the electric service provider, for both permanent and temporary power, for the Premises identified above.

Any additional terms and conditions to this Agreement are attached as Appendix 1. If no appendix is attached this Agreement constitutes the entire agreement of the parties.

Acceptance of this Agreement by the Town constitutes a binding contract to purchase and sell electric power.

Please note that under North Carolina General Statute §160A-332, you may be entitled to choose another electric supplier for the Premises.

Upon acceptance of this Agreement, the Town of Apex Electric Utilities Division will be pleased to provide electric service to the Premises and looks forward to working with you and the owner(s).

ACCEPTED:

CUSTOMER: _____

TOWN OF APEX

BY: _____
Authorized Agent

BY: _____
Authorized Agent

DATE: _____

DATE: _____

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.

Wake County Residential Development Notification

Please complete each section of this form and submit with your application.

Please complete each section of this form and submit with your application.

Please send any questions about this form to:
studentassignment-gis-group@wcpss.net.

Developer Company Information	
Company Name	
Company Phone Number	
Developer Representative Name	
Developer Representative Phone Number	
Developer Representative Email	

New Residential Subdivision Information	
Date of Application for Subdivision	
City, Town or Wake County Jurisdiction	
Name of Subdivision	
Address of Subdivision (if unknown enter nearest cross streets)	
REID(s)	
PIN(s)	

Projected Dates Information	
Subdivision Completion Date	
Subdivision Projected First Occupancy Date	

Lot by Lot Development Information																	
Unit Type	Total # of Units	Senior Living	Studio	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	Square Foot Range		Price Range		Anticipated Completion Units & Dates					
								Min	Max	Low	High	Year	# Units	Year	# Units	Year	# Units
Single Family																	
Townhomes																	
Condos																	
Apartments																	
Other																	



Instruction Packet and Affidavit for Neighborhood Meetings

Town of Apex
Planning Dept
PO Box 250
Apex, NC 27502

T: 919-249-3426
F: 919-267-4987

This packet consists of instructions and templates for conducting a required Neighborhood Meeting. Planning staff are available to advise you in the preparation of these materials. Call the Planning Department at (919) 249-3426 for more information.

WHAT IS THE PURPOSE OF A NEIGHBORHOOD MEETING?

A neighborhood meeting is a required form of community outreach to receive initial feedback regarding certain project types and any long range plan amendments directly associated with such projects prior to submittal to the Planning Department per the standards found in UDO Sec. 2.2.7.B. The intent of the meeting is to initiate neighbor communication and identify issues and concerns early on and provide the applicant an opportunity to address neighbor concerns about the potential impacts of the project prior to submitting an application.

A pre-application neighborhood meeting is valid for six (6) months prior to the submission of an application; a delay in submission requires a new neighborhood meeting.

WHEN IS A NEIGHBORHOOD MEETING REQUIRED?

- Rezoning (including Planned Unit Developments);
- Major Site Plans;
- Minor Site Plans for the uses “Day care facility”, “Government service”, “School, public or private”, “Restaurant, drive-through”, and “Convenience store with gas sales”;
- Residential Master Subdivision Plans (excluding exempt subdivisions); or
- Special Use Permits

INSTRUCTIONS

Prior to submitting an application for a Rezoning; Major Site Plan; Minor Site Plans for the uses “Day care facility”, “Government service”, “School, public or private”, “Restaurant, drive-through”, or “Convenience store with gas sales”; residential Master Subdivision Plan (excluding exempt subdivisions); or Special Use Permit, the applicant must conduct at least one (1) Neighborhood Meeting. **The notices for this Neighborhood Meeting shall not be mailed until after the pre-application meeting with the Technical Review Committee has been held.** This meeting may be held in-person or virtually. Virtual meetings shall provide a dial-in option in addition to a link to participate by internet. The applicant shall submit all forms included in this packet with the initial application submittal.

A second Neighborhood Meeting is required for all Rezoning (including Planned Unit Developments). This meeting shall be held in the month preceding the anticipated public hearing date.

The Neighborhood Meeting must be held in accordance with the following rules:

These groups and individuals must be invited to the meeting:

- The applicant is required to notify the Planning Department, all property owners and tenants abutting and within 500 feet of the subject property, and any neighborhood association that

represents citizens in the notification area via first class mail a minimum of 14 days in advance of the neighborhood meeting, not including the day of mailing. **The applicant shall send an email to addressing.team@apexnc.org to request the notification list as early as possible in order to receive the list in time for the mailing. The list will be provided within 5-10 business days of the initial request.** The applicant shall use their own return address on the envelopes as the meeting is a private meeting between the applicant and the neighbors. An updated list shall be provided by Planning staff prior to the required 2nd meeting for Rezoning applications.

- The applicant shall include with the meeting notice a vicinity map in addition to the materials listed under “Mailing and handout requirements” below.

The meeting must be held within specific timeframes and meet certain requirements:

- For all applications except Rezonings, the meeting must be held for a minimum of two (2) hours, Monday through Thursday, during the 5:00 p.m. - 9:00 p.m. time period.
- For Rezoning, two (2) meetings are required. The first meeting must be held prior to submittal of the application and the second meeting must be held in the month preceding the anticipated public hearing date. The meetings must be held for a minimum of one (1) hour each, Monday through Thursday, during the 5:00 p.m. - 9:00 p.m. time period.
- Meetings cannot be held on Town recognized holidays (<http://www.apexnc.org/calendar.aspx>).
- In-person meetings:
 - Meeting shall be held at a place that is generally accessible to neighbors that reside in close proximity to the land subject to the application.
 - A sign-in sheet must be used in order to verify attendance. Ensure each attendee signs in. Please note if any person(s) refuses to sign in. Note if no one attended.
- Virtual meetings:
 - Meeting shall be held via an interactive online video conferencing software such as Microsoft Teams, Zoom, WebEx, or any similar platform of the applicant’s choice. A dial-in option shall be provided.
 - An attendance sheet must be used to log known attendees at the virtual meeting. Note if no one attended.
- Mailings and handouts must include the following to help facilitate discussion:
 - For rezonings (excluding rezonings to PUD-CZ, TND-CZ and MEC-CZ):
 - A vicinity map and existing zoning map of the area; and
 - An exhibit(s) showing any proposed long range plan amendment(s), if applicable.
 - For rezonings to PUD-CZ, TND-CZ and MEC-CZ; Major Site Plans; Minor Site Plans for the uses “Day care facility”, “Government service”, “School, public or private”, “Restaurant, drive-through”, and “Convenience store with gas sales”; residential Master Subdivision Plans; and Special Use Permits:
 - A vicinity map and preliminary plans of the proposed development. Neighbors may request emailed/mailed copies of the maps or plans from the applicant by checking the “send plans” box on the sign-in sheet; applicant shall provide reduced copies upon request. For virtual meetings, the applicant must ask meeting participants if they would like any materials emailed/mailed to them; and
 - An exhibit showing any proposed long range plan amendment(s), if applicable.
 - Printed copies (handouts) must equal the number of notices required to be sent.
 - Contact information for the applicant’s representative and Town Staff must be provided on the attached “Project Contact Information” form.
 - “Common Construction Issues & Who to Call” sheet (attached) must be included as part of the mailing/handout.
 - A copy of the handout must be included as part of the Neighborhood Meeting report.

- The agenda of the meeting shall include:
 - Explanation of all processes the meeting is being held for (rezoning, subdivision, etc.).
 - Explanation of future meetings (additional neighborhood meetings, Planning Board, Town Council, etc.).
 - Explanation of development proposal – uses and conditions for rezonings, layout for subdivision and site plans, and builder/end user if known/public knowledge.
- Questions or concerns by attendees, and responses by the applicant, if any, must be noted. For in-person meetings, provide blank comment sheets or notecards for neighbors to submit written comments. For virtual meetings, copy all questions and answers entered into the meeting’s chat feature before closing the meeting and save them into a document. The applicant shall also include any questions and concerns received via written correspondence (such as email) or phone call along with responses provided by the applicant.
- The applicant shall be responsible for notifying any neighbors who check the “Send Plans & Updates” box on the sign-in sheet or who otherwise request to be updated of any additional neighborhood meetings and the actual submittal date to the Town with a link to the Town of Apex’s Interactive Development Map.

For accountability purposes, please submit the following with your application:

- A copy of the letter mailed to the Planning Department, neighbors, and neighborhood organizations (use attached invitation template);
- A list of those persons and neighborhood organizations invited to the meeting;
- A copy of the sign-in sheet (use attached sign-in sheet template);
- A summary of the meeting and a list of any changes made to the project as a result of the neighborhood comments (use attached meeting summary template);
- The affidavit, signed, dated, and notarized (use attached affidavit template); and
- One (1) reduced copy of the maps and/or plans included in the invitation and presented to the neighbors at the Neighborhood Meeting.

PROJECT CONTACT INFORMATION

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.

Development Contacts:

Project Name: _____ Zoning: _____

Location: _____

Property PIN(s): _____ Acreage/Square Feet: _____

Property Owner: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Developer: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Engineer: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Builder (if known): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Please note that Town staff will not have complete information about a proposed development until the application is submitted for review. If you have a question about Town development standards and how they relate to the proposed development, please contact the appropriate staff person listed below.

Town of Apex Department Contacts	
Planning Department Main Number (Provide development name or location to be routed to correct planner)	(919) 249-3426
Parks, Recreation & Cultural Resources Department Angela Reincke, Parks Planning Manager	(919) 372-7468
Transportation & Infrastructure Development Russell Dalton, Traffic Engineering Manager	(919) 249-3358
Water Resources Department Jessica Bolin, Environmental Engineering Manager (Stormwater, Sedimentation & Erosion Control)	(919) 249-3537
Matt Reker, Utility Engineer/FOG Program Manager (Water & Sewer)	(919) 946-4394
Electric Utilities Division Jared Harris, Electric Technical Services Manager	(919) 372-7466

Providing Input to Town Council:

Each Town Council meeting agenda includes a Public Forum time when anyone is permitted to speak for three (3) minutes on any topic with the exception of items listed as Public Hearings for that meeting. The Town Council meets on the 2nd and 4th Tuesdays of each month at 6:00 p.m. (except for holidays, see schedule of meetings at <http://www.apexnc.org/838/Agendas-Minutes>). You may also contact Town Council by e-mail at AllCouncil@apexnc.org.

Private Agreements and Easement Negotiation:

The Town of Apex cannot enforce private agreements between developers and neighbors and is not a party to the easement and right-of-way negotiation that occurs between developers and neighboring property owners for easements or rights-of-way that are necessary to build the project.

It is recommended that all private agreements be made in writing and that if a property owner feels it necessary, they should obtain private legal counsel in order to protect their interests in both private agreements and during easement negotiations. The only conditions that the Town of Apex can enforce are those conditions that are made a part of the conditional zoning of the property by agreement of the developer and the Town.

As an example, if a developer offers to build a fence for a neighbor to mitigate some impact, the Town can only enforce the construction of the fence if the fence becomes a condition of the rezoning. This would occur by the developer offering the condition as part of their conditional zoning application package or at the Town Council public hearing on the conditional zoning and the Town accepting it as a condition. Private agreements regarding a fence being constructed will not be enforced by the Town.

To request that any agreement with a developer is made a part of the conditional zoning at the time of approval, you may ask at the Town Council public hearing if the agreement is included in the conditions. If it is not, you may request that the Town Council not approve the rezoning without the agreement being included in the conditions (note that it is up to Town Council whether to approve or deny the rezoning but they cannot impose conditions that the applicant does not agree to add). The developer's proposed conditions can be viewed any time after a rezoning is submitted on the Interactive Development Map at: <http://apexnc.maps.arcgis.com/apps/OnePane/basicviewer/index.html?appid=fa9ba2017b784030b15ef4da27d9e795>

Documentation:

Neighbors to a requested new development and/or rezoning are strongly encouraged to fully document (such as through dated photographs) the condition of their property before any work is initiated for the new development. Stormwater controls installed on developed property are not designed to and will likely not remove 100% of the soil particles transported by stormwater runoff. As a result, creeks and ponds could become cloudy for a period of time after rain events.

COMMON CONSTRUCTION ISSUES & WHO TO CALL

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.

Noise & Hours of Construction:	Non-Emergency Police	919-362-8661
---	-----------------------------	---------------------

Noise from tree removal, grading, excavating, paving, and building structures is a routine part of the construction process. The Town generally limits construction hours from 7:00 am to 8:30 pm so that there are quiet times even during the construction process. Note that construction outside of these hours is allowed with special permission from the Town when it makes more sense to have the construction occur at night, often to avoid traffic issues. In addition, the Town limits hours of blasting rock to Monday-Friday from 8:00 am to 5:00 pm. Report violations of construction hours and other noise complaints to the Non-Emergency Police phone number at 919-362-8661.

Construction Traffic:	Infrastructure Inspections	919-249-3386
------------------------------	-----------------------------------	---------------------

Construction truck traffic will be heavy throughout the development process, including but not limited to removal of trees from site, loads of dirt coming in and/or out of the site, construction materials such as brick and wood brought to the site, asphalt and concrete trucks come in to pave, etc. The Town requires a construction entrance that is graveled to try to prevent as much dirt from leaving the site as possible. If dirt does get into the road, the Town can require they clean the street (see "Dirt in the Road" below).

Road Damage & Traffic Control:	Infrastructure Inspections	919-249-3386
---	-----------------------------------	---------------------

There can be issues with roadway damage, roadway improvements, and traffic control. Potholes, rutting, inadequate lanes/signing/stripping, poor traffic control, blocked sidewalks/paths are all common issues that should be reported to Transportation & Infrastructure Development – Infrastructure Inspections at 919-249-1109. The Town will get NCDOT involved if needed.

Parking Violations:	Non-Emergency Police	919-362-8661
----------------------------	-----------------------------	---------------------

Unless a neighbor gives permission, there should be no construction parking in neighbors' driveways or on their property. Note that parking in the right-of-way is allowed, but Town regulations prohibit parking within 15 feet of driveways so as not to block sight triangles. Trespassing and parking complaints should be reported to the Non-Emergency Police phone number at 919-362-8661.

Dirt in the Road:	Water Resources	919-362-8166
--------------------------	------------------------	---------------------

Sediment (dirt) and mud gets into the existing roads due to rain events and/or vehicle traffic. These incidents should be reported by visiting the Report a Concern page at <https://www.apexnc.org/1173/> or by calling the number listed. Staff will coordinate the cleaning of the roadways with the developer.

Dirt on Properties or in Streams:	Water Resources	919-362-8166
--	------------------------	---------------------

Sediment (dirt) can leave the site and get onto adjacent properties or into streams and stream buffers; it is typically transported off-site by rain events. These incidents should be reported by visiting the Report a Concern page at <https://www.apexnc.org/1173/> or by calling the number listed so that staff can coordinate the appropriate repairs with the developer.

Dust:	Water Resources	919-362-8166
--------------	------------------------	---------------------

During dry weather dust often becomes a problem blowing into existing neighborhoods or roadways. These incidents should be reported by visiting the Report a Concern page at <https://www.apexnc.org/1173/> or by calling the number listed so that staff can coordinate the use of water trucks onsite with the grading contractor to help control the dust.

Trash:	Water Resources	919-362-8166
---------------	------------------------	---------------------

Excessive garbage and construction debris can blow around on a site or even off of the site. These incidents should be reported by visiting the Report a Concern page at <https://www.apexnc.org/1173/> or by calling the number listed. Staff will coordinate the cleanup and trash collection with the developer/home builder.

Temporary Sediment Basins:	Water Resources	919-362-8166
-----------------------------------	------------------------	---------------------

Temporary sediment basins during construction (prior to the conversion to the final stormwater pond) are often quite unattractive. Concerns should be reported by visiting the Report a Concern page at <https://www.apexnc.org/1173/> or by calling the number listed so that he can coordinate the cleaning and/or mowing of the slopes and bottom of the pond with the developer.

Stormwater Control Measures:	Water Resources	919-362-8166
-------------------------------------	------------------------	---------------------

Post-construction concerns related to Stormwater Control Measures (typically a stormwater pond) such as conversion and long-term maintenance should be reported by visiting the Report a Concern page at <https://www.apexnc.org/1173/> or by calling the number listed.

Electric Utility Installation:	Electric Utilities	919-249-3531
---------------------------------------	---------------------------	---------------------

Concerns with electric utility installation can be addressed by the Apex Electric Utilities Department.

NEIGHBORHOOD MEETING SIGN-IN SHEET

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.

Meeting Address: _____

Date of meeting: _____ Time of meeting: _____

Property Owner(s) name(s): _____

Applicant(s): _____

Please print your name below, state your address and/or affiliation with a neighborhood group, and provide your phone number and email address. Providing your name below does not represent support or opposition to the project; it is for documentation purposes only. For virtual meetings, applicants must include all known participants and request the information below.

	NAME/ORGANIZATION	ADDRESS	PHONE #	EMAIL	SEND PLANS & UPDATES
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					

Use additional sheets, if necessary.

SUMMARY OF DISCUSSION FROM THE NEIGHBORHOOD MEETING

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.

Property Owner(s) name(s): _____

Applicant(s): _____

Contact information (email/phone): _____

Meeting Address: _____

Date of meeting: _____ Time of meeting: _____

Please summarize the questions/comments and your responses from the Neighborhood Meeting or emails/phone calls received in the spaces below (attach additional sheets, if necessary). Please state if/how the project has been modified in response to any concerns. The response should not be "Noted" or "No Response". There has to be documentation of what consideration the neighbor's concern was given and justification for why no change was deemed warranted.

Question/Concern #1:

Applicant's Response:

Question/Concern #2:

Applicant's Response:

Question/Concern #3:

Applicant's Response:

Question/Concern #4:

Applicant's Response:

AFFIDAVIT OF CONDUCTING A NEIGHBORHOOD MEETING, SIGN-IN SHEET AND ISSUES/RESPONSES SUBMITTAL

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.

I, _____, do hereby declare as follows:
Print Name

1. I have conducted a Neighborhood Meeting for the proposed Rezoning, Major Site Plan, Minor Site Plan, Residential Master Subdivision Plan, or Special Use Permit in accordance with UDO Sec. 2.2.7.B *Neighborhood Meeting*.
2. The meeting invitations were mailed to the Apex Planning Department, all property owners and tenants abutting and within 500 feet of the subject property and any neighborhood association that represents citizens in the notification area via first class mail a minimum of 14 days in advance of the Neighborhood Meeting.
3. The meeting was conducted at _____ (location/address) on _____ (date) from _____ (start time) to _____ (end time).
4. I have included the mailing list, meeting invitation, sign-in sheet, issue/response summary, and zoning map/reduced plans with the application.
5. I have prepared these materials in good faith and to the best of my ability.

Date

By: _____

STATE OF NORTH CAROLINA
COUNTY OF WAKE

Sworn and subscribed before me, _____, a Notary Public for the above State and County, on this the _____ day of _____, 20____.

SEAL

Notary Public

Print Name

My Commission Expires: _____