

MINOR SITE PLAN APPLICATION

Town of Apex, NC



MINOR SITE 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 and Major Site Plan Schedule” on the website for details.	MINOR SITE PLAN FEE: \$1,100.00 + \$30/acre LATE FEE: \$350.00 RE-SUBMITTAL FEE: 1/2 original fee at 3 rd TRC submittal
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PRE-APPLICATION MEETING: A pre-application meeting with the Technical Review Committee (TRC) is required to be held prior to sending notices for the required pre-application Neighborhood Meeting and prior to submittal of a Minor Site Plan. Pre-application meetings with the TRC are typically scheduled during regular business hours on the 1st, 2nd, and 5th Thursdays of the month. To schedule an appointment for a meeting, the applicant must complete and upload the [Subdivision & Site Plan Pre-Application Meeting Request form](#). Please contact Planner Joshua Killian (joshua.killian@apexnc.org) to finalize the appointment time. All required documents must be uploaded at least five (5) working days prior to the pre-application appointment. The invitation to the meeting will be sent to the applicant and staff once the required information is uploaded.

NEIGHBORHOOD NOTIFICATION LETTER OR NEIGHBORHOOD MEETING: UDO Sec. 2.2.7 *Neighborhood Notice* may require the applicant to send a neighborhood notification letter or hold a neighborhood meeting prior to application submission.

Neighborhood Notification Letter: Applicants for most Minor Site Plans that are located within 500 feet of a residential land use and have not had a rezoning approval in the previous two (2) years are required to send a neighborhood notification letter at least 14 days prior to the submittal of the Minor Site Plan and should follow the procedures outlined in the “Neighborhood Notification Letter Packet”.

Neighborhood Meeting: Applicants for Minor Site Plans for the uses Day care facility; Government service; School, public or private; Restaurant, drive-through; and Convenience store with gas sales are required to hold a neighborhood meeting and should follow the procedures outlined in the “Neighborhood Meetings Packet”. The meeting invitation must be mailed a minimum of 14 days in advance of the neighborhood meeting.

Who to Notice: 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. 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. For meeting invitation, 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 either the “Neighborhood Notification Letter Packet” or “Neighborhood Meeting Packet” forms included in this application packet, as appropriate, with the initial submittal.

ANNEXATION REQUIREMENTS: If a property or portion thereof subject to the minor site 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](#)

- Minor Site Plan Application
- Town of Apex Utilities Offer & Agreement
- Development Name Approval Application
- Agent Authorization Form & Affidavit of Ownership
- Colored Rendering of Building Elevations (all sides)—11”x17” or 24”x36”
- “Neighborhood Notification Letter” packet or “Neighborhood Meeting” packet
- Application Submittal Fee. The following forms of payment are accepted:
 - Visa or Master Card (online only);
 - In-person: Cash (exact amount only); or
 - Check payable to ‘Town of Apex’ delivered or mailed to:
Town of Apex
Planning Department
PO Box 250
Apex, NC 27502
- 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.
- Site Plan Set
 - 24" x 36" size
 - Scale not less than: 1" = 50' horizontal, 1" = 5' vertical
 - Saved as individual pdf documents from AutoCAD
- Town provided 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.

MINOR SITE PLAN DEFINITION: Per UDO Sec. 2.3.6.D.2, site plans that do **not** meet the Major Site Plan criteria listed below are considered Minor Site Plans. Major Site Plans are site plans which propose one or more of the following, but do not include does not include any Town of Apex development project or sites designated as North Carolina Certified Sites:

- 100,000 square feet or greater of non-residential floor area
- 300 or more multi-family dwelling units

TECHNICAL REVIEW COMMITTEE (TRC): Members of the TRC include staff from the following Town departments: Planning, Building Inspections & Permitting, Development Services, Water Resources, Public Works, Transportation & Infrastructure Development, Parks & Recreation, Electric Utilities, Fire, and Police. If the applicant chooses to meet with TRC, they should come to the meeting prepared to discuss these comments and/or receive clarification on what the comments mean. Appointments with TRC will be scheduled by the date indicated on the Applicant Schedule.

On the assigned day, the TRC first meets in closed session to discuss the submitted plans. The TRC and the applicant will then meet at a specified appointment time. After the TRC meeting, the applicant may wish to hold more detailed meetings with TRC members to discuss complex issues.

MINOR & MAJOR SITE PLAN PROCESS SUMMARY: Full details of the Minor & Major Site Plan Process can be found on the Town of Apex website. The following is a brief summary of the process:

1. Staff member reviews new submittals submitted to the Planning Department 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 Minor & 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.
9. Applicant is notified of approval or disapproval.
10. If approved, applicant must submit Construction Drawings to Development Services.

COMPLIANCE WITH UDO: In order to approve an application for a Minor or Major Site Plan, the TRC shall find the standards provided below are met by the proposed Minor or Major Site Plan. Notwithstanding anything to the contrary in this subsection, Town of Apex development projects shall meet such standards only to the maximum extent reasonable and practicable, as determined by the Planning Director.

1. Zoning district supplemental standards. The development and uses in the site plan comply with Sec. 4.4 *Supplemental Standards*.
2. Site development standards. The development proposed in the site plan and its general layout and design comply with all appropriate standards in Article 8: *General Development Standards*.
3. Mitigation of development on steep slopes. If appropriate, the site plan complies with the requirements of Sec. 8.1.4 *Slope Protection Standards*.
4. Dedication of ROW. The development proposed in the site plan conforms to the requirements of Sec. 7.4 *Dedication of ROW* consistent with Advance Apex: 2045 Transportation Plan.
5. Required improvements. The development proposed in the site plan conforms to the requirements of Sec. 7.5 *Required Improvements*.
6. Other relevant standards of this Ordinance. The development proposed in the site plan and its general layout and design comply with all other relevant standards of this Ordinance, except that a site plan is not required to comply with a setback standard if there is a permanent improvement on the site that existed prior to August 1, 2000 that makes compliance impossible and the exception to the setback standard is the minimum necessary to accommodate the pre-existing permanent improvement.
7. Applicable Standards of Article 7: *Subdivision* and Article 14: *Parks, Recreation, Greenways, and Open Space*. The development proposed in the site plan shall comply with the applicable standards of Article 7: *Subdivision* and Article 14: *Parks, Recreation, Greenways, and Open Space*, including, but not limited to, street and utility improvements and park, recreation, and open space dedication or fee-in-lieu.

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: _____

Address: _____

Property PINs: _____

Acreage: _____ Zoning _____

Town Limits: Inside corporate limits In ETJ *Outside corporate limits and ETJ

For Non-residential Developments

Total number of buildings: _____ Number of floors: _____

Total area of all buildings: _____

For Residential Developments

Number of multi-family units: _____ Number of floors: _____

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 minor site 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	North Carolina Dept. of Environmental Quality
RCA	Resource Conservation Area	DDM	Design & Development Manual
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. Site Plan, 03. Erosion Control Plan, etc.	
2	Electronic submittal through GeoCivix	1. Application, 2. Site plan set, each sheet uploaded individually (24”x36” & max scale 1”=50’ horizontal, 1”=5’ vertical), and 3. Colored building elevations, all sides (11”x17” or 24”x36”)	GeoCivix Instructions
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, 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.	

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	List & label UDO Supplemental Standards.		UDO Sec. 4.4
4	List & label any variance conditions.		
5	For residential projects only, 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, developments of more than 51 multi-family residential units must receive a recommendation from the Parks & Recreation Advisory Board and approval from Town Council prior to receiving TRC approval. Fee-in-lieu will be required based on the current fee schedule. For more information, please contact Angela Reincke.	UDO Sec. 14; Parks, Recreation, Greenways & Open Space Master Plan
6	Project Data (tabular format)-requirements below:		
a.	Name, address(s) and parcel ID(s) of the project	Include any phase numbers.	
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 designation		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.	Indicate if the site is in the Primary or Secondary Watershed Protection Overlay District.	Watershed Protection Overlay District Map	UDO Sec. 6.1 & 8.1.2.B.2.i
k.	Indicate if the site contains a FEMA designated 100 year floodplain.	Floodplain Map	UDO Sec. 6.2
l.	Existing and proposed gross area of buildings	In square feet	
m.	Proposed gross floor area by use	Type of use and use classification for the floor area use.	
n.	Proposed height of the building and number of stories	Proposed building height measured as the vertical distance in feet between the finished-floor-elevation to the highest point of the roof at the front elevation. Do not include finished grade of a basement.	UDO Sec. 5.1
o.	Minimum number of parking spaces required (including EV charging spaces)	Show the parking calculation	UDO Secs. 8.3.2 & 8.3.11
p.	Maximum number of parking spaces permitted		8.3.2.E
q.	Total number of existing and proposed parking spaces provided	Follow parking lot design standards	UDO Sec. 8.3.6
r.	Number of handicapped spaces provided		UDO Sec. 8.3.8
s.	Percentage of parking placed on the side and/or rear of building	N/A if less than 35 spaces provided	UDO Sec. 8.3.6
t.	Amount and percentage of built upon area allowed		UDO Sec. 5.1 & 6.1
u.	Amount and percentage of built upon area proposed		UDO Sec. 5.1 & Sec. 6.1
v.	Gross area and percent of RCA required	In acres or s.f. If not required, state why on cover sheet.	UDO Sec. 8.1
w.	Gross area and percent of RCA provided	In acres or s.f. If not required, state why on cover sheet.	UDO Sec. 8.1
x.	Indicate if the site contains a historic structure		UDO Sec. 12.2
y.	Two community amenities (i.e. benches, picnic tables, bicycle racks, planters, etc.)	Must be accessible per the NC Building Code, Vol 1-C.	UDO Sec. 8.4.3
z.	Estimated amount of sewer capacity requested	Please list in gallons. Contact Water Resources with questions.	
aa.	The proposed type of construction		NC Bldg & Fire Code
bb.	Area per floor in square feet		NC Bldg & Fire Code
cc.	Whether or not an automatic fire sprinkler system is planned		NC Bldg & Fire Code

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 area located within the limits of disturbance at a minimum of 2' contours, showing existing grades	Please fill out 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 18" caliper and larger within RCA and buffers on site	Document location of all trees 18" caliper and larger by aerial photograph, registered forester's or certified arborist's report, tree survey, or other appropriate means within the RCA and buffers on the site and 50' outside the perimeter of the site.	UDO Sec. 8.1.2.B.2.d
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, a registered forester's or certified arborist's report referenced to 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	See above.	UDO Sec. 8.1.2.B.2.f
7	Location of wetlands	As determined by a licensed soil scientist, the Army Corps of Engineers, or NCDEQ	UDO Sec. 6.1 & 8.1.2.B.2.g
8	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	Refer to 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 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 year floodplain and 100 year floodway based upon 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 # 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.i
12	Location of existing fencing, roads and structures		UDO Sec. 8.1.2.B.2.k
13	Location of significant site elements	Significant site elements include, but are not limited to, historic and cultural sites and structures, scenic views, farm ponds, rock outcroppings, and cemeteries.	UDO Sec. 8.1.2.B.2.l
14	Location of all existing utilities (water, sewer, natural gas, electric, telephone, cable, fiber optic, etc.) above and/or below ground as well as existing public and private utility easements	Accurately survey utilities; approximate locations will not be accepted. Include size and material.	UDO Sec. 8.1.2.B.2.m
15	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	See the Required Plan Notes	

STAGING & DEMOLITION PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
It is prohibited to burn debris within 1,000' of residences or bury stumps and debris on site.			
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 1 foot away from the tree trunk for every 1 inch caliper of the tree.	UDO Sec. 8.1.2.G.1
3	Location and type of additional protective measures.	See UDO for additional protective fencing requirements for other site features.	UDO Sec. 8.1.2.G.1
4	Show proposed staging areas or dirt, material, and equipment storage areas		
5	Show demolition sequence		
6	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.	
7	Location of construction entrance.		TOA Spec 400.06(1) & 400.6(2)
8	Location of construction trailer		
9	Location of temporary emergency vehicle access		
10	Location of temporary utilities		
11	Location and type of additional protective measures		
12	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
13	Show road or sidewalk barricades		TOA Spec 300.15
14	Required Notes: 1-4, 41-44	See the Required Plan Notes	

SITE LAYOUT SHEET CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Base Items:		
a	North arrow		
b	Roads and driveways		
c	Vehicular use areas		
d	Buildings		
e	Detention, retention or natural ponds		
f	Creeks, streams, ponds and dams		
g	Location & dimension of all RCA and buffers	Including riparian buffers	UDO Secs. 6.1.11, 8.1.2.B.1 & 8.2.6
h	All Public and Private Easements	Includes sign easements.	
i	Fences and decorative walls		
j	Location of the 100-year floodplain and 100-year floodway	Based upon FIRM maps, the FEMA detailed study and field measurements.	
2	Zoning, ownership and present use of all adjacent tracts	List uses such as residential, vacant, etc. Include uses on opposite side of adjoining streets.	
3	Boundary of entire tract by metes and bounds		
4	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.	
5	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.	

SITE LAYOUT SHEET CHECKLIST ITEMS

#	Requirement	Additional Information	Reference
6	Indicate entrances/exits and general internal circulation	Include lane striping, crosswalks, pavement markings and signs.	MUTCD; NCDOT Specs
7	Location of existing and proposed sidewalks and other pedestrian areas	Pedestrian areas include trails and greenways. Show widths of all features.	
8	Ensure that a turning radius will accommodate emergency vehicles or anticipated delivery vehicles		
9	Streets and rights-of-way showing existing and proposed dimensions in accordance with the TOA Transportation Plan and Spec Book. Connections must be made to existing stub streets 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
10	List proposed speed limit for each public street	No streets can be proposed less than 25 mph.	
11	Show sight triangles with dimensions	Sight triangles are typically 10'x70'.	TOA Spec. 302F
12	Location, arrangement and dimensions of parking spaces and aisles. Location of EV charging stations, if required.	Show wheel stops. Indicate location of EV charging stations and handicapped parking spaces, dimensions and signage. Include location of pole sign required by code.	
13	Location of handicapped equipped/accessible units and associated parking	Check State Building Code requirements. This applies to multi-family projects only.	
14	Location, arrangement and dimensions of truck loading and unloading spaces and docks		UDO Sec. 8.3.5
15	Location of fire lane striping and signage	Use 2" of I-2 pavement and 8" of ABC stone properly layered and compacted anywhere a fire lane is required.	TOA Detail 300.24
16	Location and method of on-site garbage containment	Two dumpsters are required – one for waste and one for recyclable cardboard, plus a method for plastic bottle recycling.	Code of Ordinances, Ch. 12, Art. IV 12-222
17	Location of roll out carts for waste and recycling and a screened enclosure	Applicable if no dumpsters are needed.	
18	Location of recycling bins and/or recycling enclosure		
19	Location of all overhead electric lines, poles, underground utilities, and dry utility easements.		
20	Location of accessory structures and site amenities	HVAC units, satellite dishes, mail kiosks, gas tanks/pumps, flag poles, transformers, etc.	
21	Location and dimensions of outside storage yards, display or sales area	Include storage areas. List materials to be stored.	UDO Sec. 4.1.2
22	Location and dimensions of building and parking setbacks.		UDO Sec. 5.1
23	Check the site plan for conformity with TOA's adopted plans and policies	Advance Apex: The 2045 Transportation Plan; Thoroughfare and Collector Street Plan Map; 2045 Land Use Plan Map; Parks & Recreation Master Plan; Bike/Ped Systems Plan; Water & Wastewater Master Plan	
24	Location of easement for ground sign	Must be located out of sight triangle.	
25	Identify all required elements associated with the NC Accessibility Code, including, but not limited to the following:		
a	Show sidewalk connecting the accessible entrances of the buildings with the public sidewalk	If a public sidewalk is provided or required.	
b	Show locations of exterior exits from the building(s) and sidewalks associated		
c	Show an accessible route connecting all buildings and/or elements on the site		
d	Provide the slope for all accessible routes on site	Slope should be 1:20 or greater	
e	Show pavement markings identifying access route at vehicular crossing paths and parking areas		
f	Show all accessible parking spaces locations	Within 200 feet of the building entrance	

SITE LAYOUT SHEET CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
g	Identify all accessible parking spaces on the plan with "HC" or HC-Van" only.	Do not use the ground painted symbol to identify the parking space(s).	
h	Dispersed accessible parking spaces for each parking area with a minimum of one van accessible parking space for each parking area		
i	Show locations of all accessible curb cuts and ramps		
j	Show the width of sidewalks utilized as an accessible path	The minimum sidewalk width for an accessible path where directly adjacent to perpendicular parking spaces without wheel stops is six (6) feet and six (6) inches as measured from the curb face.	
26	Required Notes: 4-11, 41-44	See the Required Plan Notes	
GRADING PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Base Items	See list on Site Layout Sheet	
2	Provide a Final Rough Grading sheet that shows drainage of lot(s)		UDO Sec. 8.1.5
3	Provide LIDAR or field verified topography of the area located within the limits of disturbance at a minimum of 2' contours. This is required at the site plan stage and construction plan stage of plan review	Please fill out the GIS request form for a copy of Town of Apex LIDAR data. Wake County topo data is no longer acceptable.	
4	If there will be fill within a floodplain, obtaining a Letter of Map Revision based on Fill (LOMR-F) is required	Flood Plain Development Permit Application	
5	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
6	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
7	Provision for the adequate disposition of stormwater 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, 10-yr, and 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
8	Indicate if site is in the Primary or Secondary Watershed Protection Overlay District	If in a protected water supply watershed, storm drainage measures must meet watershed protection regulations. See Watershed Protection Overlay District Map	UDO Sec. 6.1
9	Location of existing trees to be saved and removed	Show type and caliper of trees	
10	Location of tree protection fencing		UDO Sec. 8.1.2.G.1 & TOA Spec 200.06
11	Provide FFE for all structures		
12	Location of retaining walls. Indicate material, color, height of wall and area of disturbance. Top and bottom of wall spot elevations are required.	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.	
13	Provide engineered drawings for walls 5 feet or taller at the Construction Plan stage	The drawings must be designed, inspected and certified by a licensed professional engineer.	
14	Provide spot elevations at the four corners of the area encompassing the accessible parking spaces and adjacent accessible aisle at each location on the plan	Maximum slope in each area may not exceed ¼" per foot in any direction.	
15	Provide spot elevations (or other method) to ensure the maximum slope of all required or provided accessible routes do not exceed a 1:20 slope	Clearly identify on the plan the areas of the accessible route where the slope exceeds 1:20. Provide appropriate ramp details conforming to the NC Accessibility Code and ANSI A117.1. Reference the location of the detail on this	NC Accessibility Code, ANSI A117.1

GRADING PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
		sheet if the ramp details are located on another sheet elsewhere in the plans.	
16	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.	
17	Site elements required to satisfy recreational requirements must meet any applicable standards found in the TOA Standard Specifications and Standard Details and the requirements of the TOA Parks and Recreation Department.	Site elements include but are not limited to play fields and greenway trails. Contact the Director of Parks and Recreation Department at 249-3344.	
18	Indicate location, size and materials use for stormwater (drainage) lines.		
19	Indicate location and width dimension of easements required for stormwater (drainage) lines and culverts.	Include permanent and temporary construction easements.	
20	Required Page Notes: 5-6, 12-14	See the Required Plan Notes	

UTILITY PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Base Items	See list on Site 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 Department (919-249-3427) is required.	
3	Indicate whether or not site will utilize private sewage disposal (septic system)		
4	Give estimated loads and voltages		
5	Slopes shall not be steeper than 3:1 where underground utility lines are proposed		
6	Clearly indicate the location of all existing and proposed public or private 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 site is encumbered by existing utility easements, the applicant should provide a letter from the utility company indicating the acceptability of the site improvements across their easements.	
7	Location and width dimension of required easements for utilities	Include permanent and temporary construction easements and dry utility easements.	
8	Show proposed locations of service corridors, transformers and meters	All point of delivery issues are coordinated with TOA Electric Utilities Division or Progress Energy.	TOA Spec 209B
9	Provision of an easement clear of buildings, pavement, landscaped areas, and similar protected areas for any electric service route		TOA Spec 209B
10	Transformers must be located 10' off the building where there are openings (doors, windows, etc.) and 3' off solid masonry	The grade to the transformer must slope away from building. A minimum of 10' in front and 3' on sides and rear of transformer is needed for installation and maintenance. Show and label transformer easement(s). Contact the Electric Department to determine the transformer easement size and location.	TOA Spec 209
11	Transformers shall not be located within required landscaped areas or islands unless additional space has been allocated for this purpose		
12	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 a building permit can be issued.	TOA Spec 100

UTILITY PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
13	Indicate locations of utility poles, fire hydrants, transformers, light poles, light fixtures, etc.	Identify the locations of current and relocated utility poles. Show location of major collector crosswalks.	
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 and the location of the backflow assembly.	FDC = Fire Department Connection	
16	For each warehouse or storage building on site, note whether it will or will not have high pile storage	Buildings with high pile storage are required to have sprinklers.	
17	Location of grease trap, oil and grit separator, and/or the location of the backflow preventer assembly		TOA Spec 100
18	Show and label location of buffers & RCA.		
19	Show Location of existing trees to be saved		
20	Location of tree protection fencing		UDO Sec. 8.1.2.G.1; TOA Spec 200.06
21	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
22	Provide utility identifiers (naming conventions) for all proposed water, sewer and stormwater structures, lines and appurtenances		
23	Location of recreational elements such as greenways in utility easements.		
24	Indicate location of EV charging stations and EV Ready spaces, if applicable		UDO Sec. 8.3.11
25	Required Notes: 5-9, 14-25	See the Required Plan Notes	

LANDSCAPE PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Base Items	See list on Site Layout Sheet	
2	Graphic symbols to depict trees and shrubs	Symbols must accurately reflect the average mature spread.	
3	Show and label the 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	Label all slopes equal to or steeper than 3:1 and provide appropriate landscaping and/or slope retention devices required to stabilize these areas	Turf grasses are not permitted. Slopes steeper than 2:1 are not permitted. See the DDM for more information.	UDO Sec. 8.1.4 DDM
5	Number of plants along street based on total area of the streetscape buffer	Provide calculations.	
6	Show sight triangles with dimensions	Sight triangles are typically 10' X 70'	TOA Spec 302
7	Type of trees located near overhead or underground utility lines	If plant material encroaches into the easement, express written consent of the utility company is required. Note that the TOA does not allow plant material within underground easements.	UDO Sec. 8.2.2.C.2
8	Show building landscaping	Provide calculation.	UDO Sec. 8.2.4.A
9	Show vehicular use area (VUA) trees	No vehicular use area is to be located further than 40 feet from the trunk of a large type tree or 20 feet from the trunk of a small type tree.	UDO Sec. 8.2.5C.2
10	Show the location and type of vegetation in VUA	Include the dimensions of the planting area.	
11	Location and dimensions of landscape islands	Minimum of 250 square feet for one small tree & 350 square feet for one large tree.	

LANDSCAPE PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
12	Indicate screening for vehicular use area from off-site view	Screening consists of evergreen shrubs that will reach a height of 42 inches in 3 years.	
13	TOA planting details for new plant material installation		DDM
14	Show permanent protection for plants near vehicular use areas	Permanent protection consists of curbs, wheel stops, walls or fences.	
15	Location, height, & type of fencing and retaining walls	Show elevation and construction detail.	
16	Show enclosures and/or vegetative screening as required	Includes loading and service areas, dumpsters/recycling bins, HVAC, transformers (and transformer easement), mechanical and utility units. Indicate the vegetative screening/landscape type for screening around transformers.	UDO Sec. 8.2.8
17	Show location of light poles.	Light poles must be 20' away from the base of a large type tree and 10' away from the base of a small type tree.	UDO Sec. 8.6.4.B
18	Show all underground and overhead utility lines and easements		
19	Show location of any EV charging stations and EV Ready spaces and associated lines		UDO Sec. 8.3.11
20	Show all underground and overhead public and private utility lines and easements.		
21	Plant list summary table with the following information:		
a	Key identifying proposed plants	Use botanical and common names.	DDM
b	Quantity of each plant		
c	Indicate size, height, caliper, and spacing of plant	Plants must meet or exceed minimum sizes listed.	UDO Sec. 8.2.2.B.3; DDM
22	Required Notes: 9-10, 25-31	See the Required Plan Notes	

LIGHTING PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Base Items	See list on Site Layout Sheet	
2	Location of site lighting (parking, pedestrian, etc.)	Lighting shall not interfere with landscaped areas and planting islands. Light poles must be 20' away from the base of a large type tree and 10' away from the base of a small type tree.	UDO Sec. 8.6.4.B
3	Location of trees		
4	Show distance of light poles from property lines, buffers and RCA	Minimum 10 ft from property line or right-of-way and 2 ft from required perimeter or streetscape buffer, and tree save area	UDO Sec. 8.6.4.B
5	Show an isofotocandle plan of site lighting that shows a point photometric grid with foot-candle levels measured at grade	All calculations must be shown in initial values. Include a note that values are presented in initial foot-candles measured at grade.	UDO Sec. 8.6.2.B
6	Show calculations for: maximum, average and minimum site foot-candles, uniformity ratio (average/minimum)	Calculations for averages must be based on the lighted area (curb to curb). Provide the name of the software program used to determine the lighting parameters as well as the summary sheets indicating the average illuminance and uniformity ratios achieved in the layout.	UDO Sec. 8.6.2.B; Tables 8.6-1 and 8.6-2, and 8.6.3.A
7	Provide a Lighting Specification chart with all of the exterior lighting information required in the checklist for each fixture.	Quantity, color of fixture and pole, mounting height, lumens, color temperature, BUG rating, symbology of fixture as shown on the site plan, house side shields, etc. Provide labels, different symbols, etc. for any fixture that is not required to be dimmed.	UDO Sec. 8.6
8	Show correlated color temperature of exterior lighting	The temperature shall not exceed 3,500 Kelvin, unless otherwise allowed by the UDO	UDO Sec. 8.6

LIGHTING PLAN CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
9	Location of other exterior lighting including building mounted lights such as wall-packs	Include entrance, security, accent lighting, etc.	
10	Show canopy lighting plan with point photometric grid		UDO Sec. 8.6.4.H
11	Provide manufacturer's specifications/details for all exterior lighting fixtures	Include: type of fixture (full cutoff, glare shields, etc.), BUG rating, fixture color, lamps (lumens, correlated color temperature in Kelvin, etc), electrical load requirements, utility company involvement, method of wiring, routing/location of lines, mounting height, type of pole, color of pole, and shielding if needed to prevent off-site glare.	UDO Sec. 8.6
12	Show spillover light at the property line in footcandles at grade	All outdoor lighting shall be designed and located such that the maximum illumination measured in initial foot-candles at the property line shall not exceed 0.3 onto adjacent residential sites and 1.0 onto adjacent non-residential sites and public rights-of-way.	UDO Sec. 8.6.4.D
13	All fixtures shall be shielded, full cutoff type fixtures with a concealed lamp/light source		UDO Sec. 8.6.4.D
14	Provide Backlight, Uplight, and Glare (BUG) rating for each exterior light fixture	Fixtures without BUG ratings are not permitted	UDO Sec. 8.6.4.D.3
15	Provide proposed lumens for all fixtures	Maximum permitted lumens: <ul style="list-style-type: none"> • Full cut-off fixtures: 15,500 lumens • Building mounted lighting fixtures: 2,500 lumens • Lighting for canopies for service stations & similar uses: no more than two (2) 11,000 lumen recessed lighting fixtures (including lenses). 	UDO Sec. 8.6.4.E
16	A lighting engineer or a lighting manufacturer shall certify the plans		UDO Sec. 8.6.2.D
17	Show cross-sections of all lit perimeter areas immediately adjacent to existing single-family or townhome properties	Indicate how all exterior lighting will be designed to limit spillover light and control off-site glare. A cross-section is required for each adjoining single-family residential property. If development adjoins multi-family residential property, a typical cross-section must be provided at 100 foot intervals along the common property line. Cross-sections must accurately represent existing site topography of the residential properties, sections of the residential units, and proposed topography and site/architectural elements (buildings, retaining walls, lights, landscape screening, etc.) of the developing site.	UDO Sec. 8.6.2.C
18	Required Notes: 9-10, 32-39	See the Required Plan Notes	

ELEVATION SHEETS CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1	Building elevations showing all sides	Indicate materials, height, and number of stories.	
2	Description of architectural compatibility with surrounding properties per Article 9 of the UDO and any architectural conditions		UDO Sec. 9.3
3	Indicate occupancy, floor area per floor and type of construction		
4	Label exterior materials and colors for façade, roof, trim, awnings, etc.	Include a tabular format with manufacturer and color reference numbers.	UDO Sec. 9.3
5	Proposed finished floor elevation of each floor of building(s)		

ELEVATION SHEETS CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
6	Rooftop mechanical units (such as HVAC and satellite dish) and detail of screening		
7	Presentation materials required by Planning staff and for presentation to the Boards	A color rendering of the building elevation, material/color samples including façade, trim, roof, awnings, glass, door, and other materials	
8	Required Notes: 8, 36, 40	See the Required Plan Notes	

DETAILS SHEET CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
1.	Show TOA Dumpster Enclosure Detail.	Minimum Height: 8' tall or the height of the dumpster, whichever is taller. Materials: masonry material with opaque gates. Where practicable, shrubs or other plants must be planted outside of the dumpster enclosure to visually soften the appearance.	UDO Sec. 8.2.8.B.1; TOA Spec 200.02
2.	Show TOA Dumpster Pad Detail		TOA Spec 200.02
3.	Show TOA Tree Protection Fence Detail		TOA Spec 200.06
4.	Show TOA Silt Fence Detail		TOA Spec. 400.01
5.	Detailed drawing of lighting units	Include details of fixtures, poles and height of unit.	
6.	Detailed drawing of retaining wall including handrails and/or guardrails	Include colors of all materials.	
7.	Detailed drawing of site features including benches, fences, curb and gutter, wheel stops, etc.	Include color and manufacturer where applicable.	
8.	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 <u>and reference</u> the NC Accessibility Code.	TOA Specs 300.09(1), 300.09(2), & 300.09(3)
9.	Detailed drawing of accessible parking delineation which includes the minimum dimensions and the maximum slopes	The detail must conform to <u>and reference</u> NC Accessibility Code and must not include a ground painted symbol.	TOA Spec Book
10.	Detailed drawing of accessible parking signage conforming to <u>and referencing</u> NC Accessibility Code		
11.	Detailed drawing of bicycle parking	Standard U racks no longer count as a public amenity. Decorative racks may count as public amenities.	TOA Spec 300.02

TRANSPORTATION IMPACT ANALYSIS CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
<i>Please contact Traffic Engineering Manager Russell Dalton at 919-249-3358 prior to starting a TIA.</i>			
1	Site 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.	Recent = no more than one 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 Traffic Engineer Manager at 919-249-3358 at least 60 days prior to starting a TIA. The Traffic Engineer Manager must approve the study area.	UDO Sec. 13.19

TRANSPORTATION IMPACT ANALYSIS CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
<i>Please contact Traffic Engineering Manager Russell Dalton at 919-249-3358 prior to starting a TIA.</i>			
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 GeoCivix and provide one (1) bound copy of the TIA and one (1) copy of the TIA & traffic analysis files on disk or FTP site at first submittal. Anticipated review time 4 to 6 weeks.	UDO Sec. 13.19

SITE ANALYSIS REPORT CHECKLIST ITEMS			
#	Requirement	Additional Information	Reference
<i>Required only upon request of the Planning Department</i>			
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 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.	Site plan must meet decibel levels as required by Town Code of Ordinances.	Code of Ordinances, Ch. 14, Sec. 14-30

Required Site 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 (e.g. RCA, the critical root zones of trees, public utility easements and rights-of-way), and shall be contained entirely on site.
- 6) All grading plans must comply with the requirements outlined in Appendix J of the Building Code.
- 7) 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 Standard Specifications and Standard Details* and the requirements of the Town of Apex Parks, Recreation, & Cultural Resources Department.

- 8) The screening of loading docks, roll-out trash containers, dumpsters, outdoor storage, mechanical and HVAC equipment, and similar facilities on the roof, ground, or building shall meet the requirements of UDO Sec. 8.2.8. Specifically, screening must be done so that:
 - a. It is incorporated into the overall design theme of the building and landscape.
 - b. Screening materials are not different from or inferior to the principal materials of the building or landscape, and are similar in materials and color.
 - c. Screened 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.
- 9) 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.
- 10) 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.
- 11) Individual signs are not approved as part of the 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.
- 12) Retaining systems providing a cumulative vertical relief greater than five 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 the start of work. All retaining walls and other retention structures 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.
- 13) A Grading Permit, when applicable, may only be issued by the Building Inspections & Permitting Department 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.
- 14) 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 *Stormwater Control Measures (SCMs)*. If the SCM is used as part of a temporary erosion control measure, the inspection will occur during the appropriate phase of construction.
- 15) All water and sewer lines shall be installed with a minimum of three (3) feet of cover.
- 16) Maintain a minimum of 18 inches of vertical separation between utilities.
- 17) Verify all illustrated utility crossings prior to construction and notify the engineer if conflicts are encountered.
- 18) Contractor shall coordinate utility relocation or abandonment with local utility companies as required.
- 19) All metered connections to Town potable water shall have a Town-approved backflow prevention assembly installed.
- 20) Water and sewer shall be at least 10 feet laterally from existing or proposed sewers. Where local conditions prevent a separation of at least 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.
- 21) Contractors are NOT allowed to operate any Town of Apex water valves. All existing valves within the Town water system shall be operated only by Town personnel. Existing valves will not be operated without a minimum notice of 24 hours. Town personnel shall operate all new valves once they have been tested, certified, and accepted.
- 22) 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 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 Spec Book. Please contact the Engineering Division at 919-249-3394 to obtain these permit applications.
- 23) A plumbing permit issued by the Building Inspections & Permitting Department 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.

- 24) 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.
- 25) No private utility easements shall be allowed to be counted in the calculations for buffers, RCA, or required landscape areas.
- 26) All landscaping is required to be installed prior to a Certificate of Occupancy for the project, or in the case of phased development, for the 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.
- 27) Required buffers must meet the minimum opacity requirements for the particular type of buffer as described in UDO Sec. 8.2.6.
- 28) Any vegetation that is dead, substandard, unhealthy, of poor structural quality, or missing shall be replaced in conformance with Town standards.
- 29) 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.
- 30) All slopes equal to 2:1 shall be stabilized with permanent slope retention or a suitable combination of plantings and retention devices.
- 31) Slopes equal to or steeper than 3:1 but less than 2:1 shall be stabilized with permanent groundcover, not with turf grass.
- 32) All outdoor light fixtures shall be located a minimum of 10 feet from a property or right-of-way line, and at least two feet away from any required perimeter or streetscape buffer and tree save area.
- 33) All lighting shall be installed per the approved lighting plan and in accordance with UDO Sec. 8.6.
- 34) Building-mounted lights such as wall-pack and goose-neck type fixtures shall be fully shielded, full cutoff type fixtures (concealed lamp/light source). The lighting must be directed downward, and shall not exceed 2,500 lumens.
- 35) Floodlights or other types of lighting are prohibited unless approval is given through the development review process and reflected on the approved site plan.
- 36) Awnings and canopies used for accents over doors and windows shall not be internally lit.
- 37) Controls shall be provided that automatically extinguish all outdoor lighting when sufficient daylight is available using a control device or system such as a photoelectric switch, astronomic time switch or equivalent functions from a programmable lighting controller, building automation system, or lighting energy management system, all with battery or similar backup power or device.
- 38) For non-residential uses, the lumens for each fixture shall be reduced by at least 30% no later than one (1) hour after the business is closed to the public except that lighting reductions are not required for the following:
 - i. When a site contains no more than two (2) fixtures.
 - ii. Code required lighting for steps, stairs, walkways, and building entrances.
 - iii. Motion activated lighting.
 - iv. Lighting approved by a Special Use Permit in which times of operation are specifically identified.
 - v. Businesses that operate on a 24-hour basis.
 - vi. When in the opinion of the Technical Review Committee, lighting levels must be maintained to ensure the health, safety, and welfare of the community.
- 39) Before certificates of occupancy are released, the owner/builder must supply the Town with a final letter of certification from the lighting engineer and/or lighting manufacturer verifying that all site lighting is installed according to Town standards, the approved plans, and any applicable conditions.
- 40) Architectural construction plans must adhere to the approved site plans. Any proposed changes must be submitted to the Planning Department for approval.
- 41) All roads and sidewalks to remain open during construction.
- 42) 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.
- 43) 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.
- 44) All partial land and shoulder closures shall adhere to standard NCDOT work zone drawings.

PARKS AND RECREATION SITE DATA TABLE			
Date Reviewed by Parks & Recreation Advisory Board:			_____
<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: <http://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

<p>1 _____</p> <p>2 _____</p> <p>3 _____</p> <p>4 _____</p> <p>5 _____</p> <p>6 _____</p> <p>7 _____</p> <p>8 _____</p> <p>9 _____</p> <p>10 _____</p>	<p>11 _____</p> <p>12 _____</p> <p>13 _____</p> <p>14 _____</p> <p>15 _____</p> <p>16 _____</p> <p>17 _____</p> <p>18 _____</p> <p>19 _____</p> <p>20 _____</p>
--	---

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																	



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

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

Instruction Packet and Affidavit for Neighborhood Notification Letters

This packet consists of instructions and templates for sending a required Neighborhood Notification Letter. 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 NOTIFICATION LETTER?

A neighborhood notification letter is a required form of community outreach to receive initial feedback regarding certain Minor Site Plans prior to submittal to the Planning Department per the standards found in UDO Sec. 2.2.7.A. The intention of the letter is to initiate neighbor communication to identify issues and concerns early on and provide the applicant an opportunity to address neighbor concerns about the potential impacts of the project.

WHEN IS A NEIGHBORHOOD NOTIFICATION LETTER REQUIRED?

Applicants for most Minor Site Plans that are located within 500 feet of a residential land use and have not had a rezoning approval in the previous two (2) years are required to send a letter to all property owners and tenants abutting and located within 500 feet of the land subject to the application, to any neighborhood association that represents citizens within that notification area, and to the Town of Apex Planning Department at least 14 days prior to the submittal of the Minor Site Plan.

Applicants for Minor Site Plans for the uses Day care facility; Government service; School, public or private; Restaurant, drive-through; and Convenience store with gas sales are required to hold a neighborhood meeting as outlined in Sec. 2.2.7.B *Neighborhood Meetings* and should follow the procedures outlined in the Neighborhood Meetings Packet.

INSTRUCTIONS

The Neighborhood Notification Letter must be prepared and mailed in accordance with the rules listed below.

Who to notice:

- 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 submitting the Minor Site Plan application, 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.

Timing of mailing:

- The letter must be sent at least 14 days in advance of submitting the Minor Site Plan, not including the day of mailing (use attached template).

Mailing requirements:

- A vicinity map and reduced copy of the preliminary site plan of the proposed development must be provided.
- 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 handout.

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

- A copy of the letter mailed to neighbors and neighborhood organizations (use attached template);
- The notification list provided by Town staff;
- The affidavit, signed, dated, and notarized (use attached affidavit template); and
- One (1) reduced copy of the maps and plans submitted with the letter.

NEIGHBORHOOD NOTIFICATION LETTER

This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

Date

Dear Neighbor:

You are receiving this neighborhood notification letter to inform you of a new development proposal at

Address(es) PIN(s)

in accordance with the Town of Apex Neighborhood Notice procedures. This letter is a required form of community outreach for certain Minor Site Plans to allow the applicant to receive initial feedback from neighbors prior to submittal to the Planning Department per the standards found in UDO Sec. 2.2.7.A.

The intention of the letter is to initiate neighbor communication to identify issues and concerns early on and provide the applicant an opportunity to address neighbor concerns about the potential impacts of the project.

Please refer to the Project Contact Information page for ways to contact the applicant. Once an application has been submitted to the Town, it may be tracked using the Interactive Development Map (<https://experience.arcgis.com/experience/41bf89a7c97d43a2934b0e823c8bfa45>) or the Apex Development Report (<http://www.apexnc.org/DocumentCenter/View/405/Apex-Development-Report-PDF?bidId=>) located on the Town of Apex website at <http://www.apexnc.org/180>.

The following is a description of the proposal (also see attached map(s) and plan sheet(s)):

Estimated submittal date: _____

If you have any concerns or questions about the proposed Minor Site Plan, please contact those listed on the Project Contact Information Sheet.

If you have questions about the general process for this application, please contact the Planning Department at 919-249-3426. You may also find information about the Apex Planning Department and on-going planning efforts at <http://www.apexnc.org/180>.

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 Project 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, Utilities Engineer/FOG Program Manager (Water & Sewer)	(919) 946-4394
Electric Utilities Department Jared Harris, Electric Technical Services Manager	(919) 372-7466

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 developer's site plan can be viewed any time after submittal on the Interactive Development Map at: <https://experience.arcgis.com/experience/41bf89a7c97d43a2934b0e823c8bfa45>.

Documentation:

Neighbors to a proposed new development 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.

AFFIDAVIT OF MAILING A NEIGHBORHOOD NOTIFICATION LETTER

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 mailed a Neighborhood Notification Letter for the proposed Minor Site Plan in accordance with UDO Sec. 2.2.7.A *Notification Letter*.
2. The letters 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 application submittal date.
3. I have included the mailing list, letter, and reduced plans with the application.
4. 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: _____



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.

NOTICE OF 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.

Date

Dear Neighbor:

You are invited to a neighborhood meeting to review and discuss the development proposal at

Address(es)

PIN(s)

in accordance with the Town of Apex Neighborhood Meeting procedures. This meeting is intended to be a way for the applicant to discuss the project and review the proposed plans with adjacent neighbors and neighborhood organizations before the submittal of an application to the Town. This provides neighbors an opportunity to raise questions and discuss any concerns about the impacts of the project before it is officially submitted. If you are unable to attend, please refer to the Project Contact Information page for ways to contact the applicant. Notified neighbors may request that the applicant provide updates and send plans via email or mail. Once an application has been submitted to the Town, it may be tracked using the [Interactive Development Map](#) or the [Apex Development Report](#) located on the Town of Apex website at <http://www.apexnc.org/180>. Applications for Rezoning must hold a second Neighborhood Meeting in the month prior to the anticipated public hearing date.

A Neighborhood Meeting is required because this project includes (check all that apply):

Application Type		Approving Authority
<input type="checkbox"/>	Rezoning (including Planned Unit Development)	Town Council
<input type="checkbox"/>	Major Site Plan	Technical Review Committee (staff)
<input type="checkbox"/>	Minor Site Plan for the uses "Day care facility", "Government service", "School, public or private", "Restaurant, drive-through", or "Convenience store with gas sales"	Technical Review Committee (staff)
<input type="checkbox"/>	Special Use Permit	Board of Adjustment (QJPH*)
<input type="checkbox"/>	Residential Master Subdivision Plan (excludes exempt subdivisions)	Technical Review Committee (staff)

*Quasi-Judicial Public Hearing: The Board of Adjustment cannot discuss the project prior to the public hearing.

The following is a description of the proposal including any proposed long range plan amendments (also see attached map(s) and/or plan sheet(s)):

Estimated submittal date: _____

MEETING INFORMATION:

Property Owner(s) name(s): _____
 Applicant(s): _____
 Contact information (email/phone): _____
 Meeting Address: _____
 Date/Time of meeting**: _____
 Welcome: _____ Project Presentation: _____ Question & Answer: _____

**Meetings shall occur between 5:00 p.m.-9:00 p.m. on a Monday through Thursday (excluding Town recognized holidays). If you have questions about the general process for this application, please contact the Planning Department at 919-249-3426. You may also find information about the Apex Planning Department and on-going planning efforts at <http://www.apexnc.org/180>.

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
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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
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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
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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
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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
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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
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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
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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
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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
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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
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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
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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: _____