

TEMPORARY USE PERMIT APPLICATION (NON-EVENT)

Town of Apex, North Carolina



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

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

Application Submission

- Fee** • **\$100.00**
- Electronic Submittals:**
- Please upload documents as PDFs.
 - Use this link to obtain more information on electronic submittals, register (if needed), or upload your submittal. <http://www.apexnc.org/195/Electronic-Plan-Review>
 - If you are unable to submit electronically, but have a PDF of the application please email it to planninginfo@apexnc.org.

Applicant Information

Business/Subdivision/Shopping Center: _____

Address: _____

Days of Operation: _____ Hours of Operation: _____

Applicant Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

#	Yes	No	Applicant Checklist Items
1			Please mark which of the following applies to your submittal. <input type="checkbox"/> Construction Trailer - Temporary storage of construction related materials <input type="checkbox"/> Construction Office Trailer (No public access; employees only) <input type="checkbox"/> Sales Office Trailer (if yes, please complete #2) <input type="checkbox"/> Sales Office, e.g. using townhouse, condo or single-family unit (if yes, complete #2) <input type="checkbox"/> Other – describe briefly: _____
2.			Provide an 11x17 site layout showing the following <input type="checkbox"/> Structure Location (include labeled streets) <input type="checkbox"/> Parking spaces; a minimum of one van accessible parking space needs to be provided. <input type="checkbox"/> The space, access aisle, and route to the sales office is required to have a hard surface (i.e. pavers, boardwalk, concrete, asphalt). <input type="checkbox"/> Include a note for accessible bathrooms on-site <input type="checkbox"/> Provide elevations showing entrance and exits for the sales office.
3.	<input type="checkbox"/>	<input type="checkbox"/>	Does this project have a construction plan or administrative approval? If No, the application may be reviewed but a permit will not be issued until staff approval in writing has been obtained.

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

_____	_____
Applicant Signature	Date

Print Name	