



TOWN OF APEX MAJOR AND MINOR SITE PLAN DEVELOPMENT PROCESS

This document is intended to give developers, project owners, applicants, contractors, engineers, surveyors, etc. a comprehensive list of the site plan development process of the Town of Apex. While we have made every effort to detail this process, each project or site may have special conditions that may change the sequencing and/or requirements listed below. Please refer to the most recently updated Town of Apex [Unified Development Ordinance](#), zoning conditions applicable to the subject property, comments from the Technical Review Committee, [Town of Apex Standard Specifications & Standard Details](#), as well as local, state, and federal laws. Also refer to the most recently published [Development Fee Schedule](#). Links provided to web sites outside the Town of Apex web site are provided for convenience only. We are not responsible for the accuracy or validity of off-site documents. This document and Town policies may be updated at any time without notice.

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SECTION 1: Major and Minor Site Plan Definitions

- **Major Site Plan:** A Major Site Plan has 100,000 square feet or greater of nonresidential floor area; the addition of 100 or more parking spaces to existing development; the grading of more than 25 acres; a building taller than four stories; the mixing of architectural types, exotic architecture, or the use of non-standard materials; or 20 multi-family units or more. Quasi-judicial public hearings are required prior to the approval of a Major Site Plan.
- **Minor Site Plan:** A Minor Site Plan is a plan that does not meet the thresholds of a Major Site Plan. A Minor Site Plan has less than 100,000 square feet of nonresidential floor area or less than 20 multi-family units. No public hearings are required for a Minor Site Plan. Staff review and approval.

SECTION 2: Technical Review Committee (TRC)

The TRC consists of Town Employees from the Planning, Development Services, Building Inspections & Permitting, Public Works & Transportation, Parks and Recreation, Fire, Water Resources, Electric, and Police Departments. The TRC reviews, considers, and makes recommendations to approve, approve with conditions, or disapprove applications for Site Plans, Construction Plans, and Final Plats.

SECTION 3: Annexation Petition (Outside of Corporate Limits and ETJ)

Property located outside of the Town of Apex’s [Corporate Limits and Extraterritorial Jurisdiction \(ETJ\)](#) must be annexed prior to rezoning approval. An [Annexation Petition](#) must be submitted to the Planning Department.

SECTION 4: Rezoning Process (Except for Planned Unit Developments)

If the property you wish to develop is not correctly zoned for your project (see [Official Zoning District Map](#)), a [Rezoning Petition](#) must be submitted. **Rezoning Petitions may run concurrently with the Site Plan Application and approval process.**

- **Pre-Application Meeting:** Prior to submitting an application for a rezoning or conditional zoning, applicants are ***required*** to meet with a Planner to discuss the rezoning proposal. The pre-application meeting is scheduled with the Planning Department. Staff will complete a preliminary review of your application for general compliance with the Unified Development Ordinance (UDO), 2045 Land Use Map, Design & Development Manual, Neighborhood Meeting Report, etc. (***this is not an official act of approval***) and discuss the requirements during this meeting.
- **Neighborhood Meeting:** Neighborhood meetings are ***required*** per UDO Section 2.2.7 prior to application submission. The applicant is required to notify property owners and any neighborhood association that represents citizens within 300 feet of the property to be rezoned and the Planning Department via first class mail a minimum of 10 days in advance of the neighborhood meeting, not including the day of mailing. The applicant shall use their own return address on the envelopes as the meeting is a private meeting between the developer and the neighbors. See the Instruction Packet and Affidavit for Neighborhood Meetings located at the end of the Rezoning Petition Application for more information regarding required meeting requirements and application submittals.
- **Rezoning Petition Application and Schedule:** [Rezoning Petition Applications](#) are submitted to the Planning Department based on the [Rezoning and Conditional Rezoning Schedule](#).
- **2045 Land Use Map:** If the proposed rezoning request is not consistent with the current [2045 Land Use Map](#), a request to amend the 2045 Land Use Map must be made within the rezoning petition application.
- **Review for Sufficiency:** Planning staff checks application for sufficiency. Incomplete applications will be returned to the applicant (typically within the week the application is submitted). Sufficiently complete applications are forwarded to the planning staff for review.
- **Review by Staff:** Planning staff reviews the rezoning application to determine compliance with the Unified Development Ordinance (UDO) and the 2045 Land Use Map. If the application is determined not to be compliant with the UDO, comments will be sent to the applicant. The applicant must address all staff comments before any public hearings are scheduled. Applications will be forwarded to the Planning Board for a public hearing. A Staff Report will then be prepared with recommendations to the Planning Board/Town Council.
- **Public Hearing Notification:** Notification of the public hearing will take place by three different methods. A written notice will be sent to nearby property owners not more than 25 days nor less than 10 days prior to the public hearings, as required by the UDO. The Planning Department will prepare these written notifications for all property owners of the land subject to the application and all property owners within 300 feet of the land subject to the application. A notice will be published on the Town of Apex website (www.apexnc.org) no less than 10 days, but not more than 25 days prior to the public hearings, and a notice will be posted at the land subject to the application at least 10 days prior to the public hearings.

- **1st Public Hearing/Planning Board Meeting:** The Planning Board will consider the application, relevant support materials, the Staff Report and public testimony given at the public hearing. After the public hearing the Planning Board will make a recommendation to the Town Council. The Planning Board may recommend approval, approval with conditions or disapproval. The application is then forwarded to the Town Council. The Planning Board meets at 4:30 P.M. in the Town Hall Council Chambers on the date indicated on the [Rezoning and Conditional Rezoning Schedule](#).
- **2nd Public Hearing/Town Council Meeting:** The Town Council will consider the application, relevant support materials, the Staff Report, the Planning Board recommendation and public testimony given at the public hearing. After the public hearing the Town Council will vote to approve, approve with conditions, or disapprove the rezoning. The Town Council meets at 7:00 P.M. in the Town Council Chambers on the date indicated on the [Rezoning and Conditional Rezoning Schedule](#).

SECTION 5: Site-Civil Plan Approval Process

- **Sketch Plan Submittal and Pre-Application Meeting:** All applicants proposing to develop in the Town of Apex must submit a sketch plan of their project and attend a pre-application meeting with the TRC. Sketch plans should be submitted to the Planning Department at least five (5) days prior to the pre-application meeting.

The pre-application meeting is also scheduled with the Planning Department. TRC Members will complete a preliminary review of the plan for general compliance with the UDO (***this is not an official act of approval***) and discuss the requirements during this meeting.
- **Subdivision/Development Name Approval:** A [Subdivision/Development Name Approval Application](#) shall be submitted to the Planning Department along with (or no later than) the Sketch Plan Submittal. Projects must have their final name approved prior to the first official submittal of a site plan application. Any name changes after the first submittal require re-approval of the development name and a \$500 name change fee.
- **Neighborhood Meeting:** Neighborhood meetings are required for **Major** Site Plan proposals. The applicant is required to notify the Planning Department and property owners and any neighborhood association that represents citizens within 300 feet of the subject property via first class mail a minimum of 10 days in advance of the neighborhood meeting, not including the day of mailing. The applicant shall use their own return address on the envelopes as the meeting is a private meeting between the developer and the neighbors. See the Instruction Packet and Affidavit for Neighborhood Meetings located at the end of the Major Site Plan Application for more information regarding required meeting requirements and application submittals.
- **Site Plan Submittal Schedules:** Use the following schedules to submit for Major and Minor Site Plan applications.

[Major Site Plan Schedule](#) / [Minor Site Plan Schedule](#)
- **Site Plan Application and Plan Submittal:** The Town of Apex uses a web-based electronic plan submittal, review, and commenting system called [IDT Plans](#). There is no charge to use the system. Please visit the site and register to begin the application and plan review process. **All plans must be signed and sealed by a design professional licensed in the State of North Carolina for the initial and subsequent submittals.**

Please see the links below for the applications, plan checklist (included within applications), and submittal fees.

[Major Site Plan Application](#) / [Minor Site Plan Application](#) and [Submittal Fees](#)

Applicants shall submit their Site Plan through [IDT Plans](#) according to the Application Submittal Schedule. Please review the applications and comply with the checklists included in the applications for all submittal requirements. Site Plans are processed through the Planning Department.

The Planning Department reviews the electronic plan submittals and hard copy submittal items submitted to the Planning Department for completeness. If the plan submittal is incomplete, the Applicant is notified and must re-submit complete plans by the submittal deadline of the following month for review. If the plan submittal is complete, staff releases electronic plans to TRC members for review, and a development notice is posted on property.

- **Road Name Application:** A [Road Name Application](#) must be submitted to the Planning Department as part of the initial submittal of the Site Plan.

Road names must be approved and placed on the Site Plan prior to Town approval.

- **Parks, Recreation, and Cultural Resources Advisory Commission Meeting (Residential Site Plans Only):** The Parks, Recreation, and Cultural Resources Advisory Commission reviews the Residential Site Plan to determine whether land dedication or a fee-in-lieu is more appropriate for the proposed subdivision based on the Town's Parks and Recreation Master Plan. The Commission's recommendation should be included in the revised Residential Site Plan. Recommendations on Residential Site Plans will be forwarded to the Planning Board and the Town Council. Please contact Angela Reincke, Parks Planner & Land Acquisition Specialist to request placement on the Meeting Agenda. Meeting Agenda is mailed out one week prior to the meetings, so plan accordingly. **Projects are not automatically placed on this agenda.** See the [Parks, Recreation, Greenways, and Open Space Master Plan](#).

The Parks, Recreation, and Cultural Resources Advisory Commission meets at 7:00 P.M. in the Town Council Chambers the last Wednesday of the month. The applicant should be prepared to address the Board, answer any questions they may have, and be prepared to explain how the proposed development relates to the currently adopted Parks, Recreation, Greenways, and Open Space Master Plan. For more information on the Parks, Recreation, and Cultural Resources Advisory Commission, please visit our web page at: [Parks, Recreation & Cultural Resources Advisory Committee | Apex, NC - Official Website](#).

- **TRC Comments:** Comments on the Site Plan from TRC Members are forwarded to the engineer, applicant, and developer no later than the Tuesday prior to the TRC meeting. Applicants are required to contact the Planning Department if they wish to attend the TRC Meeting. Applicants are encouraged to review the comments prior to the TRC Meeting and come prepared to discuss only those comments they need clarification on. Additional comments may be generated as a result of the TRC Meeting. Applicant must check and respond to final comments in IDT Plans prior to resubmitting.
- **TRC Meeting:** TRC Members typically meet the last Thursday and Friday of each month to review Rezoning, Site Plans, Master Subdivision Plans, and Construction Plans (see [Calendar of Meetings & Submittal Dates](#)). During the TRC Meeting, the Project Planner determines if the plans are sufficient to move forward to the Construction Plan (site civil) stage (Minor Site Plans)

or to appear before the Planning Board and Town Council (Major Site Plans and Rezoning). If the plans are not sufficient to move forward, the Applicant must resubmit the plans electronically through IDT Plans the following month according to the Calendar of Meetings & Submittal Dates Schedule. Applicants will receive additional TRC comments and attend another TRC meeting as stated above. This process will continue until the plans are approved to move forward to the Construction Plan (site civil) stage or to the Planning Board and Town Council.

- **Town Council Meeting (Major Site Plans only):** The Town Council meets in regularly scheduled sessions on the first and third Tuesday of each month. The Town Council will review and approve, approve with conditions, or disapprove the Major Site Plan. If approved, a Major Site Plan approval letter is generated by the Planning Department and forwarded to the applicant and engineer. The plan is now ready for construction plan review. **No site work (e.g. soil and erosion control measures, grading, clearing, installation of tree protection fencing) can commence until the site Construction Plans have been signed by TRC Members. The construction sequence must be followed.**
- **Annexation Petition (Inside ETJ):** If the project is extending either Town of Apex public water or public sanitary sewer, and if the property is located in the [Town of Apex's Extraterritorial Jurisdiction \(ETJ\)](#), then the property must be annexed. The [Annexation Petition](#) must be submitted to and reviewed by the Planning Department and approved by Town Council prior to Construction Plan approval.
- **Construction Plan Submittal and Review (Site Civil Plans):** Applicants shall submit their Construction Plans electronically through [IDT Plans](#) and deliver three (3) hard copies to Development Services according to the [Calendar of Meetings & Submittal Dates Schedule](#). The [Construction Plan Application](#) will not be accepted for review unless all submittal fees are included (plan review fee, soil & erosion control fee, and stormwater review fee) along with associated paperwork.

Construction Plans are processed through the Development Services Division. Contact Development Services Supervisor Jean Weatherman if you have questions about this process.

The Development Services Division reviews the electronic Construction Plan submittals and items submitted for completeness. If the plan submittal is incomplete, the Applicant is notified and must re-submit complete plans by the submittal deadline of the following month for review. If the plan submittal is complete, staff releases electronic plans to TRC members for review.

- **Floodplain Development Permit:** For proposed commercial developments encroaching Special Flood Hazard Areas, the engineer shall submit a [Floodplain Development Permit](#) application in conjunction with construction plan submittal.

In areas outside of a FEMA delineated floodplain, adjacent to streams delineated by the Watershed Protection Overlay District Map, proposed developments that exceed 5 acres or 50 lots must establish the floodplain boundary. Refer to Section 6.2 of the Unified Development Ordinance. **Floodplain development permits must be issued by the Town prior to Construction Plan approval.**

- **Water and Sewer Permits:** The engineer should submit water and sewer permit applications as early in the Construction Plan approval process as possible.

All [Sewer Permit](#) applications must analyze and document sufficient sewer capacity in all downstream sewer conveyances along the route from your project (including downstream pumping stations) to the receiving wastewater treatment facility.

Fire flow calculations should be submitted with the first construction plan submittal so that we can determine whether the waterline is sized properly and that there is adequate flow available to the area. Refer to the [Water Permit](#) application for requirements on fire flows. **All water and sewer permits must be issued by the Town prior to Construction Plan approval.**

- **North Carolina Department of Transportation (NCDOT) Encroachment Agreements and Driveway Permits:** The engineer should submit any NCDOT Encroachment Agreement applications and/or Driveway Permit applications to the NCDOT as early in the Construction Plan approval process as possible. Submit the applications for signature to the Development Services Division prior to submitting to the NCDOT. **All Encroachment Agreements and Driveway Permits must be issued by the NCDOT prior to Construction Plan approval.**
- **Environmental Permits:** All North Carolina Division of Water Quality (DWQ) 401 Water Quality Certifications, 404 Permits, and applicable State-regulated Riparian Buffer Authorizations (e.g. Neuse River Basin Buffer Rules) must be approved and issued by the appropriate State and Federal agencies prior to Construction Plan approval.
- **Pump Station/Force Main Permits:** The Town does not issue permits for new pump stations/force mains or for modifications to existing pump stations/force mains. All new pump stations/force mains as well as modifications to existing pump stations/force mains must be permitted by the North Carolina Division of Water Quality (DWQ) prior to Construction Plan approval. The Town reviews these applications for compliance with our Standard Specifications and Standard Details.
- **Addressing:** Road names are approved jointly by Apex Planning Department and Wake County GIS prior to Construction Plan approval. Addresses are assigned by GIS Analyst Will Brown during the Construction Plan review process.
- **Technical Review Committee (TRC):** The TRC consists of Town Employees from Planning, Development Services, Building Inspections & Permitting, Public Works & Transportation, Water Resources, Parks and Recreation, Fire, and Police Departments. The TRC reviews, considers, and makes recommendations to approve, approve with conditions, or disapprove applications for Major Site Plans. The TRC approves Minor Site Plans, Construction Plans, and Final Plans.
- **TRC Comments:** Comments on the Site Plan from TRC Members are forwarded to the engineer, applicant, and developer no later than the Tuesday prior to the TRC meeting. Applicants are required to contact the Planning Department if they wish to attend the TRC Meeting. Applicants are encouraged to review the comments prior to the TRC Meeting and come prepared to discuss only those comments they need clarification on. Additional comments may be generated as a result of the TRC Meeting. Applicant should check and respond to final comments in IDT Plans prior to resubmitting.
- **TRC Meeting:** TRC Members typically meet the last Thursday and Friday of each month to review Rezoning, Site Plans, and Construction Plans (see [Calendar of Meetings & Submittal Dates](#)). During the TRC Meeting, the TRC determines if the plans are sufficient to move forward. If the plans need further review, the Applicant must resubmit the plans electronically through IDT Plans the following month. Applicants will receive additional TRC comments and attend another TRC meeting as stated above. This process will continue until the plans are approved to move forward to the signature set.

- **Electronic Signature Set:** Once the Construction Plans are sufficiently complete, the applicant will be asked to make final corrections and upload one electronic set through IDT Plans at their convenience. The TRC Members will review the final set outside of the TRC Cycle and close out all remaining comments.
- **Hard Copy Signature Set:** Once all comments are closed out of the IDT Plans review system, the applicant will be asked to bring one (1) hard copy (bond paper) of the complete plans to Development Services for signature. It takes approximately one to two weeks to obtain TRC Member signatures on the plans.
- **Distribution of Signed Construction Plans:** Once the Construction Plans have been signed, the applicant will be called to pick up the plans and return five (5) hard copies of the signed Construction Plans, as well as pdf files of each approved signed construction plan sheet to Development Services. It is the responsibility of the applicant to distribute the approved Construction Plans to the contractors.
- **Construction Plan Revisions:** Any Construction Plan revisions must be approved and signed by TRC Members. Please contact Development Services to determine if the revisions should be submitted to IDT Plans for a short review. Please submit one hard copy of any revised plan sheets (24"x 36") to Development Services for review and approval upon request from Town staff. All revisions should be clouded and noted on the plans. The applicable per sheet fee will be invoiced to the Engineer of Record. Payment will be due prior to or upon pickup of the approved revised sheet(s). Once the revisions are signed and approved, the applicant will be asked to pick up the plans and return five (5) hard copies of the revised sheets and pdf file(s) of each approved signed sheet to Development Services.

Section 6 Building Permit Application and Review can run concurrently with Section 7 Site Construction – Site and Earth Work and Section 8 Utilities and Roadway.

*Please note: All road improvements required per the Town of Apex Thoroughfare and Collector Street Plan, all proposed roadways to be constructed within existing or proposed public right-of-way as part of the approved development plan and all additional offsite road improvements required to mitigate development traffic impacts to existing facilities must be completed **prior to the First Certificate of Occupancy** in the development, except in cases where the Town Council approves a phasing plan with different completion milestones. Follow the steps in Sections 7 and 8 to complete the required improvements prior to receiving a building permit.*

SECTION 6: Building Permit Application and Review

- Construction of a new commercial building begins by submitting the Commercial plan review application package that consists of:
 - [Commercial Permit Application](#)
 - [Commercial Plan Checklist](#)
 - [Affidavit of Workers' Compensation Coverage](#)

- Building plans –
 - Two copies and one additional copy if Wake County Environmental Services is required to review the project.
 - Approved site construction drawings.
 - Plan Review fee based on the Town’s current [Commercial Building Permit Fee Schedule](#).
 - A [Certificate of Zoning Compliance \(CZC\)](#) from the Planning Department is required if the building is multi-tenant with one or more of the tenant spaces being fully completed for occupancy at the time of review.
 - During the plan review process, a comparison is made between the submitted plans and any previously approved Site Plan, Construction Plan (site civil), or Planned Unit Development. If differences are noted then they will have to be addressed prior to the building construction plans being approved.
- Reviews are typically completed within 10 business days.
 - Applicants are contacted by a Permit Specialist upon review completion.
 - Denied plans are picked up along with review comments.
 - Re-reviews may be submitted to the Building Inspections Permit Desk when all corrections have been addressed.
 - The re-review plan review package will consist of full sets of corrected plans and any missing documentation noted on the previous review.
 - Approved plans are processed by the Permit Specialists to calculate fees.
 - For building permit applications submitted July 1, 2017 or after Water and Sewer Capital Reimbursement Fees will be assessed based on meter size per the [Development Fee Schedule](#).
 - The Building Permit issued will include all trades.
 - Building Plans that are modified after the approval of the original submitted plan will require a review by submitting a [Plan Modification Application](#) and the supporting documents. A fee will be collected at the time of application.
 - Inspections are scheduled throughout the different phases of construction by calling the permit center at 919-249-3388 for all Building and Planning Department inspections. Water Resources inspections must be called into the Water Resources Department at 919-249-3427. Inspections are typically scheduled for the next business day if called in prior to 2:00 P.M.
 - Conditional electrical and mechanical approval allows the building to be energized and the electrical circuits to be utilized for convenience to help complete the building for final inspection. Submit the [Commercial Conditional Utility Request Application](#) to the Building Inspections & Permitting Department. There is no fee associated with the request. The applicant can schedule the inspection at that time or call in using the normal scheduling process at a later time.
 - All outstanding fees, including re-inspection fees and water and sewer capacity fees, are due prior to scheduling the final inspection. The applicant will be notified if there are any outstanding fees at the time they call in for the final inspection.

- Once the final inspection is completed and approved by Planning, Development Services, Water Resources, and Building Inspections & Permitting Departments, a Certificate of Occupancy is issued at the Permit Desk. The Certificate of Occupancy will be left at the jobsite by the building inspector.

SECTION 7: Site Construction – Site and Earth Work

- **Performance Guarantee Prior to Letter of Plan Approval:** Prior to the Town’s issuing a letter of soil erosion and sedimentation control plan approval for an approved soil erosion and sedimentation control plan, the Applicant/Owner shall provide a performance guarantee in the form of a certified check, cash, or irrevocable letter of credit from any commercial bank doing business in the State of North Carolina in terms and form approved by the Town. The amount of the performance guarantee shall be \$2,500.00 per disturbed acre as defined in the Request for Plan Approval and approved by the Water Resources Director or designee. The performance guarantee shall remain in full force and effect until 100% of the buildings (residential and commercial) in the area(s) covered under the performance guarantee have received a permanent Certificate of Occupancy and until a Certificate of Completion has been issued by the Water Resources Department. Failure to extend an irrevocable letter of credit until a Certificate of Completion has been issued by the Town will result in collection of the performance guarantee. Please contact Jean Weatherman, Development Services Supervisor at (919) 249-3394 prior to submitting the Performance Guarantee.
- **Site Work Prior to Development:** Any work performed on a site prior to being granted an appropriate approval by the Town of Apex shall be in violation of the UDO and other applicable rules and regulations and may be subject to civil penalties.
- **Tree Protection Fencing Permit:** Fill out [Tree Protection Fencing Installation Permit Application](#). Tree Protection Fencing applications may also be picked up in the Planning Department.
- In accordance with the approved grading and soil erosion and sedimentation (S&E) control plans, have a surveyor flag property lines, easements, buffers, tree protection areas, and flag the protection limits for review prior to the installation of the barriers.
- Prior to installation, contact the Planning Department to be notified which Zoning Compliance Officer will inspect the tree protection fencing locations.
- Install approved tree protection fencing, signs, and/or any other protection measures that may be required. Call the assigned Zoning Compliance Officer for a final inspection of protection measures. Planning will forward approval to Soil Erosion & Sedimentation Control Engineer, Stan Fortier.
- **Letter of Plan Approval:** Obtain a Letter of Plan Approval for S&E control measures from the Soil Erosion & Sedimentation Control Engineer, Stan Fortier (919) 249-1166.
- Schedule a pre-construction meeting with Infrastructure Inspectors and other Town staff through Dewayne Carlyle, Infrastructure Inspections Manager (919) 249-3386.
- Install gravel construction entrance, temporary diversions, silt fencing, sediment basins, bypass channels, and/or other S&E measures as shown on the approved S&E control plans. **Clear only as necessary to install these devices.**

- **Certificate of Compliance:** Call the Soil Erosion & Sedimentation Control Engineer, Stan Fortier at (919) 249-1166 for on-site inspection and to obtain a Certificate of Compliance.
- **Grading Permit Application:** Complete a [Grading Permit Application](#) and submit to the Building Inspections & Permitting Department
- Once the Grading Permit application is reviewed and the permit issued by Building Inspections & Permitting Department, arrange a pre-construction meeting with Building Inspections by calling the Inspection Request line at (919) 249-3388 **prior** to any grading activities. This meeting is separate from any other pre-construction meetings required in the construction sequence.
- Post the Grading Permit prominently on site at all times.
- Begin clearing, grubbing, and rough grading of the site.
- Stockpile sufficient amount of topsoil to cover three inches over landscaped areas at the end of the project.
- Install storm sewer, if shown, and protect inlets with inlet protection devices and/or other approved measures as shown on plans. Maintain devices as needed. Once curb and gutter and first lift of asphalt are completed, use inlet protection in the low areas. Use products acceptable to the Soil Erosion & Sedimentation Control Engineer.
- After completion of any phase of grading, establish adequate groundcover on graded slopes and fill areas within 15 calendar days.
- Stabilize site as areas are brought up to finished grade with vegetation or paving.
- Flush and clean all stormwater system pipes. Clean and remove sediment from temporary sediment holding devices. Follow the [Stormwater Control Measure \(SCM\) Construction Sequence](#) found on the Grading and/or SCM Detail sheets on the approved Construction Plan set.
- Remove temporary diversions, silt fencing, sediment basins, etc., and provide adequate cover or pave any resulting bare areas. All permanent erosion control devices, such as velocity dissipaters, should be installed at this point.
- When vegetation has been established, call the Soil Erosion & Sedimentation Control Engineer for final site inspection at (919) 249-1166.
- **Certificate of Completion:** Obtain a Certificate of Completion from the Soil Erosion & Sedimentation Control Engineer after passing final site inspection.

SECTION 8: Site Construction – Utilities and Roadway

- **Utility and Infrastructure Construction:** Contact your Infrastructure Inspector to schedule inspections as required below. An Infrastructure Inspector will be assigned to your job at the Pre-Construction Meeting.
- **Utility and Roadway Inspection Scheduling Requirements for Contractors:**
Note: All construction to comply with *Town of Apex Standard Specifications and Construction Details*, *NCDOT Standard Specifications for Roads and Structures*, and *NCDOT Roadway Standard Drawings*, but in no way should the aforementioned list exclude *ASTM Standards*, *ASCE*

Standards, AASHTO Standards, ACI Standards or other standards as deemed fit by the Town Engineer.

Prior to the commencement of construction a pre-construction meeting is required. This meeting is to inform contractors of the Building Inspections & Permitting, Planning, Public Works & Transportation, and Water Resources Department requirements for construction and to assure that the correct approved plan sets are being used by all parties.

This inspections list is to provide clarity for contractors working within the Town's jurisdiction. This list shall not be construed as to over-ride the aforementioned standards and is subject to periodic revision.

- **Inspections Requiring Scheduling:**

- **Sewer:**

1. Sewer pressure testing of all lines and vacuum testing of all sewer manholes is required. Inspectors will schedule 30-minute blocks of time with the contractor to perform the inspection. It is the contractor's responsibility to have the lines or manholes pressurized upon the arrival of the inspector.
2. Penetrations into a manhole require inspection prior to backfill.
3. Mandrel testing of PVC sewer lines. The contractor is to have all strings in place prior to the arrival of the inspector.
4. All sewer services and taps will be inspected prior to backfill.
5. Taps into existing mains. Patching and backfill of open-street cut.
6. All road-boring activities require a two-day advance notice to the inspector prior to boring and jacking steel casing. NCDOT encroachment agreements are required on site all times during boring and jacking activities.
7. Stream crossings require inspection prior to placing concrete.
8. Sewer lines will be plugged at the start of construction, continuing throughout the duration of the project, to prevent debris from entering the Town's system. The installation and removal of plugs will only be permitted in the presence of an inspector. Prior to removing the plugs and starting the Warranty period, the Town will inspect all lines with a T.V. camera.
9. All Town maintained utility bores with an 8-inch main carrier pipe or greater shall be field surveyed in from known (recorded) bench mark(s) before the intended carrier pipe is threaded. Bore casing shall also be visually inspected for curvature or misalignment before intended carrier pipe is threaded.
10. All grade percentages set for 0.65% or less and grade percentages set for 9.0% or more shall be inspected at downstream point for correct grade setting. Field survey may be used to confirm approved construction drawing design.

- **Water:**

1. All water lines will be pressure tested. All valves will be pressure tested to one side of the valve. The inspector will determine the location of the pressurization point and the order in which valves will be isolated.

2. All water lines will receive a total coliform analysis and must be witnessed by the inspector. The inspector will identify the locations for which water samples are to be taken. See [Water Quality](#) page for more information regarding requirements, responsibilities, and fees.
3. All water services will be inspected prior to backfill.
4. Waterline blocking and 'rodding' shall be inspected prior to backfill.
5. All road-boring activities require a two-day advance notice to the inspector prior to boring and jacking steel casing. NCDOT encroachment agreements are required onsite all times during boring and jacking activities.
6. Taps into existing mains. Tapping sleeves to be inspected prior to making the tap. Air pressure testing and bolt torque inspection of the tapping sleeve are required prior to making the tap. Patching of the open-street cut requires inspection prior to placing backfill and asphalt.
7. All Town maintained utility bores with an 8-inch main carrier pipe or greater shall be field surveyed in from known (recorded) bench mark(s) before the intended carrier pipe is threaded. Bore casing shall also be visually inspected for curvature or misalignment before intended carrier pipe is threaded.
8. All grade percentages set for 0.65% or less and grade percentages set for 9.0% or more shall be inspected at downstream point for correct grade setting. Field survey may be used to confirm approved construction drawing design.

Storm Drainage:

1. Masonry boxes will be inspected prior to backfill.
2. Precast boxes will be inspected prior to backfill.
3. Headwall forms and re-bar are to be inspected prior to placing concrete.
4. All cast slabs with re-bar reinforcement are to be inspected prior to placing concrete.
5. Storm Drainage lines and structures will be flushed and cleaned of all debris prior to the beginning of the Warranty Period.
6. All Town maintained utility bores with an 8-inch main carrier pipe or greater shall be field surveyed in from known (recorded) bench mark(s) before the intended carrier pipe is threaded. Bore casing shall also be visually inspected for curvature or misalignment before intended carrier pipe is threaded.
7. All grade percentages set for 0.65% or less and grade percentages set for 9.0% or more shall be inspected at downstream point for correct grade setting. Field survey may be used to confirm approved construction drawing design.

Roadways:

1. Proof-roll of subgrade prior to placement of ABC. Gradation reports will be provided for ABC as indicated by the inspector.
2. Proof-roll of subgrade prior to placement of curbing.
3. Proof-roll of ABC prior to paving.
4. Road-widening lap-joints prior to final lift.

5. Asphalt repairs, curb repairs, subgrade repairs, valve box /manholes repairs, and all other related right-of-way appurtenances will be approved prior to final lift.
6. Asphalt tack coating will be inspected prior to final lift.
7. Compaction reports will be provided, as directed by the inspector, for fill material placed in the right-of-way.

Final Inspection:

1. Final Inspections will be scheduled two-days in advance.
2. All punchlist generated items will be completed prior to the Town’s acceptance.

SECTION 9: Electrical Installation

- **Underground Electric:** Once the applicant has selected the Town of Apex to be their electric utilities provider, they should turn in the signed Town of Apex Utilities Offer & Agreement Letter with the Site Plan Application. The applicant should then contact Rodney Smith in the Electric Department at (919) 249-3342 to arrange for installation of underground electric. The Electric Department will start underground electric installation after the curbing and first lift of pavement have been set and the underground electric fee has been paid. The invoice for the installation of electric utilities will be provided by the Electric Department and received by Development Services for payment. Service laterals to individual lots/point of delivery are charged at the time of building permit and payable at the Building Inspections Permit Desk when the building permit is picked up. Please see the [Development Fee Schedule](#) for current rates.
- **Street Lights:** Standard street lights are added at no cost to the developer. Upgraded street lighting is available through the Town for a fee. Contact Rodney Smith in the Electric Department for additional information at (919) 249-3342.

SECTION 10: Plats – Recording Site

- **Plat Submittal:** Prior to the first Certificate of Occupancy (CO) for the Site Plan, the applicant must submit a plat for recording. Complete the [Site Plan Final Plat Application](#) and follow the checklist enclosed in the application.

Plats are submitted electronically through [IDT Plans](#). Plats are processed through the Planning Department. Fees associated with plats are calculated and collected by the Planning Department. Plats are reviewed by multiple departments and must be signed by the Water Resources and/or Public Works & Transportations Directors and the project planner, in addition to the surveyor, property owner, and notary.

- **Requirements Prior to Platting:** The following items must be completed prior to Plat Approval:
 - ***Surety funds to be held in the Town’s favor must be in place***
The Town requires a bond (enforceable at the sole discretion of the Town) guaranteeing utility taps, curbs, gutters, street pavement, sidewalks, drainage facilities, water and sewer lines and other improvements against defects for one year. All guarantees must remain in force in the Town’s favor for a period of no less than the longer of 1) one year from the satisfactory completion of the performance inspection, or 2) until 60% of the lots or units in the bonded phase have been issued a Certificate of Occupancy. This may include all or any of the following types of bonds depending on the scope of the project.

This table is intended as an overview of the Town's bonding requirements. Please refer to the corresponding ordinances for additional details.

Guarantee Type	Ordinance Number	Amount	Acceptable Forms of Guarantee	Due	Release Time*
Soil & Erosion Performance	Code of Ordinances Sec. 5-162	\$2,500 per Disturbed Acre	Certified Check, Cash, Irrevocable Letter of Credit	Prior to Letter of Plan Approval	After 100% C/Os and Upon Certificate of Completion
Stormwater Control Measure Performance (for uncompleted SCMs at time of C/O)	Unified Development Ordinance Sec. 6.1.12 H	125% of Construction Cost	Surety Bond, Certified Check, Cash, Irrevocable Letter of Credit	Prior to Temporary C/O for Site Plans;	Upon Final Approval of SCM
Parks, Recreation & Cultural Resources Performance	Unified Development Ordinance Sec. 7.5.13	125% of Construction Cost	Surety Bond, Certified Check, Cash, Irrevocable Letter of Credit	Prior to First Plat Approval	Install prior to 50% of Building Permits -- Release Upon Final Approval of Installed Improvements
Parks, Recreation & Cultural Resources Maintenance	Unified Development Ordinance Sec. 7.5.14	25% of Construction Cost	Surety Bond, Certified Check, Cash, Irrevocable Letter of Credit	Prior to Plat Recording Dedication of Public Greenway	One Year After Acceptance of Improvements
Infrastructure Performance	Unified Development Ordinance Sec. 7.5.13	125% of Construction Cost	Surety Bond, Certified Check, Cash, Irrevocable Letter of Credit	Prior to Plat Approval for Subdivisions, Prior to C/O for Site Plans	Upon Final Approval of Installed Improvements
Infrastructure Maintenance	Unified Development Ordinance Sec. 7.5.14	25% of Construction Cost	Surety Bond, Certified Check, Cash, Irrevocable Letter of Credit	Prior to C/O for Site Plans; Prior to Plat Approval for Subdivisions	One Year After Permanent C/O for Site Plans; One Year After Start of Warranty and at Least 60% C/O's for Subdivision

*** All guarantees must be held in the Town's favor for the prescribed timeframe and until all improvements have been installed and inspected to the satisfaction of the Town.**

All surety fund amounts must be approved by the Infrastructure Inspections Division of the Water Resources Department and/or other appropriate Town departments before issuance. A signed and sealed estimate from the Engineer of Record or copies of contractor invoices should be submitted to Development Services Supervisor Jean Weatherman for distribution and approval by the Infrastructure Inspections Division and/or other appropriate Town departments.

All surety funds (unless otherwise noted above) may be in the form of cash, check, bond issued by a surety authorized to do business in North Carolina, or letter of credit as outlined in the table above. All letters of credit submitted as surety funds must have the issuing bank's place of collection in the Greater Raleigh area or allow collection via fax or overnight courier.

Refer to the Town of Apex [Code of Ordinances Section 5-162](#) and [Unified Development Ordinance](#) Sections 7.5, and 6.1.12 for requirements on bonding.

- ***Paving Completed***
This would include all required paving (up to the final 1.5 inches of asphalt) in the phase receiving a plat or non-residential certificate of occupancy.
- ***Record Drawings received and approved by Infrastructure Inspections***
Submit one (1) hard copy of the Record Drawings for review to Development Services, 73 Hunter Street, 3rd, Floor, Apex, NC. Upload pdf files of the record drawings, water and sewer certifications, surety bond estimates, and [Record Drawing Checklist](#) to [IDT Plans](#) for electronic review. After the Infrastructure Inspector and Manager have approved the record drawings, the Engineer will be notified to upload the AutoCAD record drawing to [IDT Plans](#) for electronic review by the GIS Technician. Please allow three working days for record drawing review by the Inspector and Manager and an additional three working days for the AutoCAD record drawing review.
- ***Construction Inspection Fees Paid***
Refer to the Town of Apex [Development Fee Schedule](#).
- ***Water and/or Sewer Certifications received from the Engineer of Record***
Certifications are required whenever water and/or sewer permits are issued by the Town of Apex. The required certification form can be found on the last page of the issued permits.
- ***Waterline Purity Test results received, approved, and invoice(s) paid***
- ***Warranty Inspection Passed***
The project phase must pass a start of warranty inspection. Contact your Infrastructure Inspector or the Infrastructure Inspections Manager at 919-249-3388 to schedule the final inspection. Part of a passing warranty inspection includes camera inspection of sewer and storm drain systems as well as approval from the Utilities Operations Manager and Traffic Engineer.
- ***Grading Permit issued for Residential Subdivisions***
A grading permit, as required by Appendix J of the NC Building Code, must be issued for any residential subdivision project. The permit can be issued only with submittal of approved civil/site drawings and a third party inspection letter. The application and details of what is to be included with the letter can be found here: [Grading Permit Application](#).

Planning Items

- ***Planning Department Fees***
These include Plat Review Fee and Recreation Fee (residential projects only). Refer to the Town of Apex [Development Fee Schedule](#). Please contact Development Specialist Bonnie Brock in the Planning Department for assistance in calculating the fees listed above.
- ***Zoning Compliance Inspections***
Zoning compliance inspections completed as applicable:

Non-Residential Site Plan Plat (required prior to CO)

Please contact the zoning compliance officer assigned to your project or the Planning Department at (919) 249-3426 for the Zoning Compliance Final Site Inspection. Items that must be completed prior to approval:

- Landscaping complete or bonded (bonding can only be done if approved by the zoning compliance officer).

- Appropriate lighting certification letter received and accepted if required.
- All other approved plan requirements and applicable Town standards have been met. Typical items include – dumpster enclosures & gates installed; outdoor storage fenced and screened; HVAC and similar mechanical units screened; electrical boxes & conduit, plumbing pipes and mechanical devices (vents etc.) are screened or painted to match building finishes; parking spaces striped and drives appropriately marked (stop bars, signs, arrows, etc.); bicycle racks, benches and similar site furnishings installed; building elevations and finishes completed according to approved site plan (colors, materials, etc.); and landscape, accent, or other building mounted lights not shown on approved site plan either brought into compliance or removed.
- Any additional zoning conditions and/or site plan conditions are met.
- General site clean-up.
- No Outstanding Zoning Violations.

Please contact Zoning Compliance Supervisor Joe Curtin in the Planning Department at (919) 249-1125 if you have any questions.

Water Resources Items

- ***Stormwater Control Measures (SCM) Operation & Maintenance Agreement(s) and Fee Received, by Development Services.***

Contact Utility Engineer and Stormwater Manager Mike Deaton at (919) 249-3413 for information pertaining to [SCM O&M Agreements](#).

- ***SCM Inspection Passed***

Contact Utility Engineer and Stormwater Manager Mike Deaton at (919) 249-3413, to schedule this inspection.

- ***As-Built Drawings of SCM received and approved by Water Resources***

Refer to Section 106 and Section 506 of the [Town of Apex Standards](#) for requirement. Submit one copy of the As-Built Drawings to Jessica Bolin in Water Resources.

- ***Backflow Prevention Documentation Received and Accepted***

All domestic, fire, and irrigation connections to the Town of Apex water supply must have proper backflow protection per Town regulations. All documentation must be received and accepted by the Water Resources Department before Certificate of Occupancy approval. Contact the Water Resources Department at (919) 249-3427 for questions pertaining to backflow protection and acceptance.

- Once the plat has been signed, the applicant must record the plat with the [Wake County Register of Deeds](#) Their office is located at:

Wake County Justice Center
300 S. Salisbury Street, Suite 1700
Raleigh, NC 27601

- **Return Recorded Plats:** One original recorded mylar and one paper copy must be returned to the Planning Department. Failure to return recorded plats will prohibit the applicant's ability to obtain a Certificate of Occupancy.

SECTION 11: Warranty Period for Public Infrastructure

- The Developer shall provide a guarantee as per Town of Apex Unified Development Ordinance (Article 7 Sec. 7) on workmanship and materials for a period of one year after the date of acceptance by the Town of Apex (see ***Surety funds to be held in the Town's favor*** under Plats). Any defects observed within the one year guarantee period shall be repaired and/or replaced to the Town's satisfaction and the cost of such repairs shall be borne by the developer. The guarantee shall apply to street construction, sidewalks, water lines and appurtenances, sanitary sewers, storm sewers (including ditches, drainage channels, and appurtenances, etc.), pumping stations, force mains and appurtenances.

SECTION 12: Completion and Inspections for SCMs

- **Performance Guarantee:** No performance guarantee is required for site plans requesting a certificate of occupancy that have already satisfied all the requirements set forth in Section 6.1.12(F).

A performance guarantee will be required for site plans requesting temporary or conditional certificates of occupancy and will be released once the requirements in Section 6.1.12(F) have been satisfied and the Utility Engineer & Stormwater Manager has given final approval of the required SCM(s). In such cases prior to approval of a certificate of occupancy, a performance guarantee shall be provided by the owner in the amount equal to 125% of the total construction cost of the required SCM(s). The total cost of the SCM(s) shall include all construction costs, including but not limited to, the cost of materials, landscaping, seeding and soil stabilization, grading, excavation and fill.

The performance guarantee shall be in effect until the requirements set forth in Section 6.1.12(F) have been satisfied and the Utility Engineer & Stormwater Manager has given final approval of the required SCM(s).

- **Inspect Once a Year:** On an annual basis after completion of construction of a SCM, the owner shall submit to the Utility Engineer & Stormwater Manager an inspection report for that structure from a qualified registered North Carolina professional engineer, surveyor, or landscape architect performing services only in their area of competence. The [inspection report](#) shall be on a form provided by the Utility Engineer & Stormwater Manager. An initial inspection report shall be provided to the Utility Engineer & Stormwater Manager beginning one year from the date of submittal of the certified as-built plans to the Town and each year thereafter on or before the date of the as-built certification.
- **Inspection by Town of Apex:** All property within the Primary Watershed Protection District and/or the Secondary Watershed Protection District shall also be subject to inspection by the Utility Engineer & Stormwater Manager or his designee. Such inspections may include, but are not limited to, reviewing maintenance and repair records, sampling discharges, surface water, groundwater, and material or water in SCMs, and evaluating the condition of SCMs.
- **Corrective Action:** If at any time the Town of Apex determines that corrective actions or improvements to a SCM are required, the Town of Apex shall notify the owner of the needed corrections and of the date by which the work is to be completed. All corrective work shall be consistent with the approved operation and maintenance agreement.
- **Authorization Prior to Repair or Reconstruction of Structure:** With the exception of general landscaping and grounds maintenance, the owner of the SCM shall obtain authorization from

the Town prior to any repair or reconstruction of the structure. All improvements and repairs shall be consistent with the approved maintenance and operation agreement. In a bona fide emergency, necessary measures may be taken immediately in order to minimize damage to the structure and ensure its continued operation. Such measures must be promptly reported to the Utility Engineer & Stormwater Manager.

SECTION 13: End of Warranty Period for Public Infrastructure

- Once the site (or bonded phase) has passed the One Year Warranty Period, the developer shall request a final inspection from the Infrastructure Inspections Division. Please call your Infrastructure Inspector or Manager to arrange this final inspection. During this inspection, all public infrastructure items will be inspected and marked for repair or replacement. **If your site contains public right of way, do not place the final lift of asphalt until directed to do so by your Infrastructure Inspector. Failure to comply will automatically result in a minimum six (6) month extension of the warranty period and financial guarantee(s) posted with the Town.**
- After all items have passed inspection and the final lift of asphalt has been installed to the satisfaction of the Town, the surety funds for these items will be returned to the developer or contractor, and the public infrastructure will be accepted for maintenance by the Town.

List of Web Links

Applications

Annexation Petition Application:

<http://www.apexnc.org/DocumentCenter/Home/View/431>

Commercial Building Permit Application:

<http://www.apexnc.org/DocumentCenter/Home/View/55>

Conditional Power Application:

<http://www.apexnc.org/DocumentCenter/Home/View/57>

Construction Plan Application:

<http://www.apexnc.org/DocumentCenter/Home/View/105>

Floodplain Development Permit Application:

<http://www.apexnc.org/DocumentCenter/Home/View/106>

Grading Permit Application:

<http://www.apexnc.org/DocumentCenter/Home/View/60>

Major Site Plan Application:

<http://www.apexnc.org/DocumentCenter/Home/View/441>

Minor Site Plan Application:

<http://www.apexnc.org/DocumentCenter/Home/View/446>

Plan Modification Application:

<http://www.apexnc.org/DocumentCenter/Home/View/65>

Rezoning Petition Application:

<http://www.apexnc.org/DocumentCenter/Home/View/453>

Road Name Application:

<http://www.apexnc.org/DocumentCenter/Home/View/454>

Sewer Permit Application:

<http://www.apexnc.org/DocumentCenter/Home/View/107>

Site Plan Plat Application and Checklist:

<http://www.apexnc.org/DocumentCenter/Home/View/456>

Subdivision/Development Name Approval Application:

<http://www.apexnc.org/DocumentCenter/Home/View/435>

Tree Protection Fencing Permit Application:

<http://www.apexnc.org/DocumentCenter/Home/View/461>

Water Permit Application:

<http://www.apexnc.org/DocumentCenter/Home/View/108>

Checklists

Commercial Building Permit Checklist:

<http://www.apexnc.org/DocumentCenter/Home/View/70>

Record Drawing Checklist:

<http://www.apexnc.org/DocumentCenter/View/12883/Record-Drawing-Checklist?bidId=>

Fees

Commercial Building Permit Fee Schedule:

<http://www.apexnc.org/DocumentCenter/View/28160/Fee-Schedule---FY-20192020-Effective-712019>

Development Fee Schedule:

<http://www.apexnc.org/DocumentCenter/View/28160/Fee-Schedule---FY-20192020-Effective-712019>

Water and Sewer Capital Reimbursement Fee Schedule:

<http://www.apexnc.org/DocumentCenter/View/28160/Fee-Schedule---FY-20192020-Effective-712019>

Submittal & Meeting Schedules

Calendar of Meetings & Submittal Dates: (Council, Planning Board, Recreation Advisory Committee, Board of Adjustment, Technical Review Committee, First Submittal & Resubmittal Dates, & Holidays)

<http://www.apexnc.org/DocumentCenter/View/20726/2020-Calendar-of-Meetings-and-Submittal-Dates?bidId=>

Annexation Schedule:

<http://www.apexnc.org/DocumentCenter/View/30194/2020-Annexation-Schedule-PDF>

Major Site Plan Application Submittal Schedule:

<http://www.apexnc.org/DocumentCenter/View/30195/2020-Major-Site-Plan-Schedule-PDF>

Minor Site Plan Application Submittal Schedule:

<http://www.apexnc.org/DocumentCenter/View/30197/2020-Minor-Site-Plan-Schedule-PDF>

Rezoning Petition Submittal Schedule:

<http://www.apexnc.org/DocumentCenter/View/30199/2020-Rezoning-Schedule-PDF>

Maps

2045 Land Use Map:

<http://www.apexnc.org/DocumentCenter/View/478/2045-Land-Use-Map-PDF?bidId=>

Corporate Limits and Extraterritorial Jurisdiction Map:

<http://www.apexnc.org/DocumentCenter/Home/View/480>

Zoning District Map:

<http://www.apexnc.org/DocumentCenter/Home/View/493>

Other Documents & Web Sites

Affidavit of Workers' Compensation Coverage:

<http://www.apexnc.org/DocumentCenter/Home/View/76>

Code of Ordinances (Town of Apex):

https://www.municode.com/library/nc/apex/codes/code_of_ordinances

IDT Plans:

<http://www.apexnc.org/195/Electronic-Plan-Review>

Parks, Recreation, and Cultural Resources Advisory Commission:

<http://www.apexnc.org/181/Parks-Recreation-Advisory-Commission>

Standard Specifications & Standard Details:

<http://www.apexnc.org/197/Engineering-Specifications>

Stormwater Control Measures (SCMs):

<http://www.apexnc.org/506/Stormwater-Best-Management-Practices>

Town of Apex:

<http://www.apexnc.org/>

Unified Development Ordinance:

<http://www.apexnc.org/DocumentCenter/View/24>

Wake County Register of Deeds:

<https://rod.wakegov.com/>

List of Acronyms

AASHTO – American Association of State Highway and Transportation Officials

ABC – Aggregate Base Course

ACI – American Concrete Institute

ASCE – American Society of Civil Engineers

ASTM – American Society for Testing and Materials

CO – Certificate of Occupancy

CZC – Certificate of Zoning Compliance

DWQ – North Carolina Division of Water Quality

ETJ – Extraterritorial Jurisdiction

FDC – Fire Department Connection

GIS – Geographical Information Systems

GPD – Gallons Per Day

HVAC – Heating, Ventilation, and Air Conditioning

IDT Plans – Integrated Digital Technologies

NCDOT – North Carolina Department of Transportation

NCSBC – North Carolina State Building Code

O&M – Operations & Maintenance

PUD – Planned Unit Development

PVC – Polyvinyl Chloride

PWS – Public Water Supply

S&E – Sedimentation & Erosion

SCM – Stormwater Control Measure

TIA – Traffic Impact Analysis

TPF – Tree Protection Fencing

TRC – Technical Review Committee

UDO – Unified Development Ordinance

Technical Review Committee (TRC) Areas of Review

ADMINISTRATION – DEVELOPMENT SERVICES

Jean Weatherman, Development Services Supervisor; jean.weatherman@apexnc.org; 919-249-3394

Neisha Maynard, Senior Program Support Specialist; Neisha.Maynard@apexnc.org; 919-372-7467

1. Electronic plan review system administrator
2. Review construction plan submittal package for completeness
3. Review requirement for water and sewer permit applications, NCDOT Driveway permits, NCDOT Encroachment agreements, and fee-in-lieu requirements
4. Issue water and sewer permits
5. Oversee process for getting Construction Plans routed through TRC and signed off

BUILDING INSPECTIONS & PERMITTING DEPARTMENT

Samantha Ewens, Building Plans Supervisor; Samantha.ewens@apexnc.org; 919-249-3383

1. Confirm location of all existing and new buildings for separation requirements per NCSBC
2. Confirm allowed area of proposed new building per NCSBC
3. Confirm allowed height and number of stories of proposed new buildings per NCSBC
4. Confirm location of any existing utilities on the property to include underground storage tanks
5. Confirm all site utilities, existing or new, do not go under the building foot print
6. Confirm number of overall parking spaces and confirm calculated needed accessible spaces shown
7. Confirm site access is accessible from sidewalks along street fronts to include curb cut and slope details (spot elevations required to confirm slope)
8. Confirm any earth retaining systems on site and their relationship to the bearing plane of the proposed new building or existing buildings
9. Confirm any site amenities such as gazebos, benches, walking trails, bike paths, etc... for accessibility and NCSBC
10. Confirm building elevations for entrance and egress accessibility
11. Confirm, if multi-family, which units will be accessible
12. Confirm if parking lot lighting is being provided and confirm details of footings and pole bases
13. Confirm that setbacks for front, rear, and sides have been met
14. Confirm if flood plain exists on property
15. Confirm if site contains Historic structures that are on the Historical Registry
16. Note any buildings to be demolished
17. Confirm any dumpster locations and that pads meet 6 inch thickness
18. Confirm any signs shown on plan and include note that signs will be reviewed separately and must meet any sign master plan that is in place
19. Confirm what method is being used to convey storm water from the building
20. Confirm if grading permit will be required
21. Confirm any exits that will require roof covering
22. Confirm number of water meters and sewer taps to include size of each
23. Confirm if building is being sprinkled
24. Confirm if the project will most likely qualify for special inspections

ELECTRIC DEPARTMENT

Rodney Smith, Electric Technical Services Manager; rodney.smith@apexnc.org; 919-249-3342

1. Electric utility easement locations and widths (new and existing)
2. Locations of service corridors, transformers, and meters
3. Grades around transformers
4. Slopes where underground utility lines are located
5. Co-location or separation of utilities, as appropriate
6. Public street lighting
7. Lighting plans
8. Existing utility locations

FIRE DEPARTMENT

Karl Huegerich, Fire Marshal; karl.huegerich@apexnc.org; 919-367-4055

David Dillon, Deputy Fire Marshal; david.dillon@apexnc.org; 919-367-4062

1. Fire Hydrant spacing and distribution
2. Water main sizes for fire flow reasons
3. Street width and turning radius
4. Accessibility for emergency vehicles to the buildings
5. Multiple points of access
6. Fire Department Connection (FDC) locations
7. Fire Hydrant locations in relation to FDC locations
8. Enforce the appendixes of the IFC with exception of appendix D

PARKS, RECREATION, AND CULTURAL RESOURCES DEPARTMENT (PRCR)

John Brown, Director; john.brown@apexnc.org; 919-249-3344

Angela Reincke, Parks & Greenways Planner; angela.reincke@apexnc.org; 919-372-7468

1. Number and type of residential units
2. How the development fits into the adopted PRCR Master Plan
3. Calculate the fee-in-lieu / park acreage requirements based on the number and type of units and then make a recommendation to the PRCR Advisory Commission based on that information

PLANNING DEPARTMENT

Amanda Bunce, Current Planning Manager; amanda.bunce@apexnc.org; 919-249-3529

Sarah Van Every, Senior Planner; sarah.vanevery@apexnc.org; 919-249-3339

Liz Loftin, Planner, Senior Planner; liz.loftin@apexnc.org; 919-249-3439

Shelly Mayo, Planner II; shelly.mayo@apexnc.org; 919-249-1136

Lauren Staudenmaier, Planner I; lauren.staudenmaier@apexnc.org; 919-249-3422

1. Zoning
2. 2045 Land Use Map compliance
3. General site layout and aesthetics
4. General plan information (cover sheet items and standard notes)
5. Setbacks
6. Height limitations
7. Built upon area
8. Parking (location, arrangement, number, and dimensions of parking spaces and aisles)
9. Sight triangle locations and dimensions
10. Buffers (width, type, grading, retaining wall tiebacks)
11. Landscaping plans (plant selection, sizes, planting details)
12. Resource Conservation Area (size, location, type)
13. Arborist reports and tree surveys

14. Tree protection fencing location
15. Floodplain restrictions (residential)
16. Lighting plans (fixture and pole aesthetics; footcandle averages and spillover at property lines)
17. Architecture (elevations)
18. Building material and colors
19. Historic structures
20. Small Town Character Overlay District
21. On-site community amenities
22. Fencing materials and colors
23. Dumpster screening
24. Location and screening of HVAC units/generators
25. Location and aesthetics of accessory structures such as mail kiosks, cart returns, etc.
26. Location, dimensions, and screening of outside storage yards, display, and sales areas
27. Retaining wall location and aesthetics (material and color, height)
28. Plat review and approval

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Jenna Shouse, Long Range Planner; jenna.shouse@apexnc.org; 919-372-7509

1. Compliance with Transportation Plan
 - Thoroughfare and Collector Street Plan map
 - Bicycle, Pedestrian, and Equestrian Plan map
2. Street connectivity
3. Sidewalk connectivity
4. Bike racks
5. Handicap ramp orientation
6. Parking
7. Pedestrian amenities
8. Block length
9. Site orientation

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1. Development fee calculations
2. Plat coordinator through IDT site

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Jeri Pederson, Planning Technician; jeri.pederson@apexnc.org; 919-249-3337

1. Signs (master sign plan, permanent signs, temporary signs) – separate process from site plan
2. Review rezoning, Planned Unit Development (PUD), and site plan submittal package for completeness
3. Back-up plat coordinator through IDT site

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Taylor Jarrell, GIS Technician; taylor.jarrell@apexnc.org; 919-372-7473

Addressing Team; addressing.team@apexnc.org

Addressing

1. Annexation
2. Back-up plat coordinator through IDT site
3. Road name approvals

POLICE DEPARTMENT

1. Look at entrances and exits to subdivisions and businesses to ensure the traffic can flow and not cause safety concerns
2. Crosswalks, lighting, etc. for safety concerns
3. Location of generators or any loud noise making equipment which can result in complaints on loud noises

PUBLIC WORKS & TRANSPORTATION

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Serge Grebenschikov, Traffic Engineer; serge.grebenschikov@apexnc.org; 919-372-7448

1. Proposed access is acceptable
2. Signs and striping on roadways and in parking areas are acceptable
3. Minimum road widening requirement is met
4. Plan conforms to the Town of Apex Transportation Plan
5. Plan agrees with the recommendations in the Traffic Impact Analysis (TIA)
6. Additional roadway, pedestrian, or traffic signal improvements are recommended
7. Public street(s) conform to standard specifications and details
8. Public parking areas provide proper storage and traffic circulation
9. Sight triangles
10. Curb & gutter
11. Sidewalk (structural aspects, widths, fit in cross section, other spec book compliance)
12. Roads (streets, spec book compliance)

WATER RESOURCES DEPARTMENT

Mike Deaton, Stormwater & Utilities Engineer Manager; michael.deaton@apexnc.org; 919-249-3413

Jessica Bolin, Senior Stormwater and Utility Engineer; jessica.bolin@apexnc.org; 919-249-3537

1. Existing Conditions:
 - Review natural drainage features such as streams, ponds/lakes, wetlands, etc.
 - Look for off-site drainage patterns to protect adjacent property owners
 - Coordinate 401/404 permitting with DWQ
2. Watershed Protection Overlay District (Primary or Secondary)
3. Riparian Buffers:
 - Review development plans for compliance with Town of Apex and Neuse buffer rules
 - Perform stream buffer determination for Apex jurisdictional riparian buffers
 - Diffuse flow
 - Coordinate buffer authorizations with DWQ (Neuse)
4. Stormwater Management Plans (non-public areas):
 - Review SCM to ensure compliance with NC Stormwater Design Manual
 - Review SCM stormwater calculations for compliance with Town UDO requirements (peak flow attenuation)
5. Wastewater:
 - Review pump station design and sewer flow calculations
 - Coordinate pump station permitting with DWQ
6. Solid Waste and Recycling:
 - Review site plan layout to ensure minimum requirements are met for proper access by solid waste and recycling contractor
7. Floodplain development restrictions

Stan Fortier, Soil Erosion & Sedimentation Control and Utility Engineer; stan.fortier@apexnc.org; 919-249-1166

1. Site location, natural topography, and size of project
2. Request and Plan Approval Form and land disturbing fee
3. Disturbed and drainage areas (limits of disturbance; site phasing)
4. Off-site areas that drain through project
5. Stockpile areas
6. Construction sequence
7. Natural topography and proposed grades, cut and fill of site
8. Borrow or waste areas for site
9. Soils information
10. Buffer and riparian areas
11. Drainage features
12. Road profiles and road widening
13. Offsite utilities and outfalls
14. Sediment basin/skimmer basin/custom basin design.
15. Location of S & E measures (silt fencing, diversion ditches, construction entrance)-protect site perimeter
16. S & E details (coir baffles and skimmer in temporary riser basins)
17. Stream crossings (show separate construction sequence)
18. Seeding schedule and seedbed prep

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Steve Miller, Utilities Specialist; steve.miller@apexnc.org; 919-249-3357

1. Water:
 - Design
 - Location
 - Easements
 - Separation (Sewer, Storm)
 - Size of Mains
 - Material
 - Depth of Cover
 - Looping
 - Valves/Fittings
 - Services/Meters
 - Irrigation Systems
 - Tapping Sleeves/Saddles
 - Blow-Off Assemblies

WATER RESOURCES DEPARTMENT

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- Air Release Valves
 - Pipe Bedding
 - Soils/Backfilling
 - Bore & Jack
 - Abandonment of Existing Lines
 - Fire Flow Requirements
 - Fire Hydrant Location
2. Cross Connection/Backflow:

- Design
 - Manufacturer
 - Size
 - Level of Protection
 - Operation & Maintenance Manual
 - Town Ordinance
3. Sewer:
- Design
 - Location
 - Easements
 - Separation (Water, Storm)
 - Size of Mains
 - Material
 - Depth of Cover
 - Pipe Slope
 - Manholes/Drop Manholes
 - Service Laterals
 - Stubbing Out for Future Development
 - Soils/Backfilling
 - 100-yr Floodplain
 - Bore & Jack
 - Abandonment of Existing Lines
4. Pump Stations:
- Design
 - Location
 - Standby Power
 - Site Work
 - Odor Control
 - Piping/Valves
 - Structural Consideration
 - Wet Well Features
 - Electrical Controls
 - Water Service Lines
 - Easements
 - Calculations (Pump Curves, etc.)
 - Standby Generator System
 - Force Main Material
 - Air Release Valves
5. Storm Drainage:
- Pipe Materials
 - Easements
 - Separation (Water, Sewer)
6. State Regulations:
- "2T" Requirements
 - "PWS" Manual
 - *"Minimum Design Criteria for Fast Track Permitting of Pump Stations and Force Mains"*
 - Gravity Sewer Minimum Design Criteria

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