



CONSTRUCTION PLAN SUBMITTALS: Construction Plan Application, plans, calculations, and other supporting documentation are due by 12:00 p.m. on the first business day of each month. Late submittals will be accepted until 4:30 p.m. that day. A Late Fee of \$300 shall apply. Resubmittals will follow the [Construction Plan Submittal Schedule](#) and are due by 12:00 p.m. as well as any applicable re-review fees.

Date of Submittal: _____

Type of Submittal: **Subdivision** **Site, Utility Extension, Greenway, etc.**

Project Name _____

Location _____

Owner or Developer _____

Contact Name _____

Street Address, City, State, Zip _____

Phone Number _____

E-Mail Address _____

Prepared by _____

Engineering Firm _____

Engineer (First, Last Name) _____ PE License # _____

Street Address, City, State, Zip _____

Phone Number _____

E-Mail Address _____

Engineer's Certification Statement:

I certify that all information requested on the construction plan application checklist has been included as part of this construction drawing submittal and to the best of my knowledge the information provided is complete and accurate.

SEAL

Engineer's Signature: _____

Please Note: Construction Plans will not be approved until the environmental permitting statement on Page 3 is received by Development Services and all required permits have been issued (including all DOT, state, local, water/sewer, pipeline crossings, and environmental permits). In addition, engineer shall upload final CAD design file for review and approval. Construction Plans shall not be deemed approved until CAD design file is received and accepted by review staff.

ENVIRONMENTAL PERMITTING

- Yes No Does the proposed construction project have environmental impacts that will require a 401 permit from NCDWR?
- Yes No Does the proposed construction project have environmental impacts that will require a 404 permit from USACE?
- Yes No Does the proposed project have environmental impacts that will require a Neuse Buffer Authorization from NCDWR?
- Yes No Does the proposed project have impacts that encroach into Special Flood Hazard Areas? If so, a Town of Apex Floodplain Development Permit will be required.
- Yes No Does the proposed project have impacts that encroach into FEMA floodway or non-encroachment area? If so, a *Condition Letter of Map Revision* (CLOMR) will be required.
- Yes No Does the proposed project require other environmental permits?
If yes, please specify: _____

If you answered yes to any of the questions above, then complete the Certification of Environmental Compliance below and deliver to Development Services. Construction Plans will not be approved until the following certification is received by Development Services and all required permits have been issued (including all DOT, State, Local, and other permits required for approval).

Certification of Environmental Compliance

I, _____, as a duly registered _____ in the State of North Carolina, do hereby certify that all environmental permits/approvals applicable to the construction of (*project name*) _____ have been granted by the appropriate regulatory agency(s).

Signature: _____

Date: _____

Registration Number: _____

SEAL

CONSTRUCTION PLAN CHECKLIST

****THIS CHECKLIST SERVES AS A MINIMUM GUIDE ONLY AND IS NOT TOTALLY INCLUSIVE OF ALL FEDERAL, STATE, OR LOCAL REQUIREMENTS. IT IS THE DUTY OF THE DESIGN ENGINEER TO ENSURE ALL REQUIREMENTS ARE MET****

GENERAL

- All required plan notes from the Site/Subdivision Plan shall be carried over to the Construction Plan and be consistent with Town approved Site/Subdivision Plan – see Checklist at the end of the applicable Site/Subdivision Plan Application. All plan sheets from the Site/Subdivision Plan shall be carried over to the Construction Plan (including architectural elevations).
- Include Site Data Table from the Site/Subdivision Plan
- All conditions set forth by the Town Council and TRC have been met
- All plan sheets must be signed and sealed by a design professional. This includes details. Plans not signed and sealed will not be accepted for review.** Preliminary statements may be affixed to the documents to allow design professionals to seal preliminary plans. **A Professional Engineer licensed in the State of North Carolina must sign and seal all sheets proposing utility improvements and public roadway improvements.** All sheets proposing SCMs and any alterations thereof shall be signed and sealed by a North Carolina registered professional (professional engineer, landscape architect, or land surveyor). Please see UDO Section 6.1.12 for further information on professionals qualified to design SCMs
- Include **Easement Exhibit Page(s)** in each set. See example of an acceptable [Easement Exhibit](#) on our website.
- Include **Signage/Striping Page(s)** in each set. See example of an acceptable [Street Signage/Striping Exhibit](#) on our website.
- Add the signature block below to the lower right-hand corner of every construction plan sheet (including details, landscape, and architectural sheets). **Do not add to the Cover Sheet.**

The signatures affixed below certify that this sheet has been reviewed and approved solely per the certifications signed on the cover sheet of these Construction Plans.	
Transportation Engineering	Planning
Building Inspections	Planning – Transportation
Water Resources – Utility Engineering	Fire
Water Resources Stormwater and S&EC	Parks, Recreation & Cultural Resources
Electric	

COVERSHEET

Add the following certification statements to the cover sheet of the Construction Plan

BUILDING INSPECTIONS & PERMITS TOWN OF APEX CERTIFICATION

This drawing has been reviewed by the Town of Apex Building Inspections & Permits Department, and to the best of my knowledge and belief, conforms to the requirements established within the Town's Code of Ordinances and the North Carolina State Building Codes. However, this signature does not constitute a variance from any requirements contained in any federal, state, or local code, law, specification, rule or ordinance. It is the sole responsibility of the owner/developer, or any of his agents or contract professionals to ensure that this construction plan meets all the aforementioned requirements.

By: _____

ELECTRIC TOWN OF APEX CERTIFICATION

This drawing has been reviewed by the Town of Apex Electric Department, and to the best of my knowledge and belief, conforms to the requirements established in the Standard Specifications and Construction Details and the Unified Development Ordinance of the Town of Apex. However, this signature does not constitute a variance from any requirements contained in any federal, state, or local code, law, specification, rule or ordinance. It is the sole responsibility of the owner/developer, or any of his agents or contract professionals to ensure that this construction plan meets all the aforementioned requirements.

By: _____

FIRE DEPARTMENT TOWN OF APEX CERTIFICATION

This drawing has been reviewed by the Town of Apex Fire Department, and to the best of my knowledge and belief, conforms to the requirements established within the Town's Standard Specifications, Fire Protection Ordinances, and the North Carolina International Fire Code. However, this signature does not constitute a variance from any requirements contained in any federal, state, or local code, law, specification, rule or ordinance. It is the sole responsibility of the owner/developer, or any of his agents or contract professionals to ensure that this construction plan meets all the aforementioned requirements.

By: _____

**PARKS, RECREATION, AND CULTURAL RESOURCES
TOWN OF APEX CERTIFICATION**

These plans have been reviewed by the Town of Apex, and to the best of my knowledge and belief, conform to representations made by the developer to myself and the Parks, Recreation, and Cultural Resource Advisory Commission consistent with the projects requirements for public Parks and Recreation, either in total or in part, as outlined in the Town of Apex Unified Development Ordinance and Town of Apex Code of Ordinances. However, this signature does not constitute a variance from any requirements contained in any federal, state, or local code, law, specification, rule or ordinance. It is the sole responsibility of the owner/developer, or any of his agents or contract professionals to ensure that this construction plan meets all the aforementioned requirements.

By: _____

**TRANSPORTATION & INFRASTRUCTURE DEVELOPMENT
TRANSPORTATION ENGINEERING - TOWN OF APEX CERTIFICATION**

This drawing has been reviewed by the Town of Apex Transportation & Infrastructure Development Department, and to the best of my knowledge and belief, provides an acceptable transportation system with consideration for the elements contained within the Transportation Plan conforming to the requirements established in the Standard Specifications & Standard Details and the Unified Development Ordinance of the Town of Apex. However, this signature does not constitute a variance from any requirements contained in any federal, state, or local code, law, specification, rule or ordinance. It is the sole responsibility of the owner/developer, or any of his agents or contract professionals to ensure that this construction plan meets all the aforementioned requirements.

By: _____

PLANNING/ZONING TOWN OF APEX CERTIFICATION

This construction drawing has been reviewed by the Town of Apex Planning Department, and to the best of my knowledge and belief, conforms to the Subdivision or Site Plan that was approved by the Town of Apex Town Council or Technical Review Committee, as appropriate, and meets the standards of the Town of Apex Unified Development Ordinance. This signature does not constitute a variance from any requirements of the originally approved Subdivision or Site Plan cited above, or any federal, state, or local code, law, specification, rule, guideline, or ordinance. It is the sole responsibility of the owner/developer, or any of his agents or contract professionals to ensure that this construction plan meets all the aforementioned requirements.

By: _____

**WATER RESOURCES STORMWATER ENGINEERING
TOWN OF APEX CERTIFICATION**

This drawing has been reviewed by the Town of Apex Water Resources Stormwater Engineering Division and to the best of my knowledge and belief, conforms to the requirements established in the Soil Erosion and Sedimentation Control Ordinance, Standard Specifications and Standard Details, and the Unified Development Ordinance of the Town of Apex. However, this signature does not constitute a variance from any requirements contained in any federal, state, or local code, law, specification, rule or ordinance. It is the sole responsibility of the owner/developer, or any of his agents or contract professionals to ensure that this construction plan meets all the aforementioned requirements. **This signature serves as the stormwater permit for this project. This signature does not constitute soil erosion and sedimentation control plan approval, only plan requirements. A separate letter of soil erosion and sedimentation control plan approval will be mailed to the financially responsible person at a later date according to the construction sequence.**

By: _____

**WATER RESOURCES UTILITY ENGINEERING
TOWN OF APEX CERTIFICATION**

This drawing has been reviewed by the Town of Apex Water Resources Department, and to the best of my knowledge and belief, conforms to the requirements established in the Standard Specifications and Standard Details of the Town of Apex. However, this signature does not constitute a variance from any requirements contained in any federal, state, or local code, law, specification, rule or ordinance. It is the sole responsibility of the owner/developer, or any of his agents or contract professionals to ensure that this construction plan meets all the aforementioned requirements.

By: _____

COVERSHEET – continued

- All site and/or subdivision plan conditions and all rezoning conditions shall be listed on the cover sheet of the Construction Plan
- Include Site Data Table from the Site/Subdivision Plan
- Add the Site / Subdivision Plan Expiration Date to the cover sheet
- Add Public Infrastructure Table to the cover sheet listing all new public infrastructure **added** as follows:

Water Lines - LF	Storm Drain (public) - LF
Sewer Lines - LF	Sidewalk/Greenways - LF
*Curb & Gutter - LF	**New Streets (public) - LF-Lane

**Curb & Gutter (public) – All new/replaced public curb & gutter on both sides of street*

***New Streets (public) – LF per lane*

The Public Infrastructure Table will be used to assess construction inspection fees. An invoice for construction inspection fees will be prepared upon receipt of the signature set. Half of the invoice will be payable upon release of the approved construction plans and the remainder will be due prior to first plat for subdivisions or first certificate of occupancy for site plans.

- Allowed & proposed built-upon area clearly indicated in site data table
- Provide latitude and longitude (decimal degrees) on the centroid of the project in site data table
- Primary or secondary watershed protection overlay district indicated in site data table
- Type of grading indicated (mass vs staged) in site data table
- Indicate amount of natural drainage patterns preserved in site data table
- Add a text box indicating which Town Standard Specifications and Standard Details version the plans are subject to. The Standard Specifications and Standard Details in effect at the time of first Construction Plan submittal shall apply.

<p style="text-align: center;">Standard Specifications & Standard Details Version: June 13, 2023</p>
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- All Exceptions from Town of Apex Standard Specifications & Standard Details must be requested in writing via the [Utility Standard Specifications and Details Exception Review Form](#).** Please complete the form and upload it with the Construction Plan submittal in IDT. After approval by the department Director, add the following table to the coversheet:

APPROVED EXCEPTIONS									
<p>The following items have been approved as exceptions for this drawing by the Town of Apex Department Director(s), and to the best of my knowledge and belief, this drawing conforms to the requirements established by the Director(s) allowing deviation from the Standard Specifications and Standard Details of the Town of Apex. The signature below represents that the requesting Engineer has been granted a variance ONLY for the items listed. The developer/engineer/contractor is solely responsible for meeting all applicable requirements.</p> <p>(List items below add number as needed)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%; text-align: center; padding: 5px;">APPROVED EXCEPTION</th> <th style="width: 60%; text-align: center; padding: 5px;">DIRECTOR GRANTING EXCEPTION</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">1.</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">2.</td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;">3.</td> <td style="padding: 5px;"></td> </tr> </tbody> </table>		APPROVED EXCEPTION	DIRECTOR GRANTING EXCEPTION	1.		2.		3.	
APPROVED EXCEPTION	DIRECTOR GRANTING EXCEPTION								
1.									
2.									
3.									
<p>By: _____ Date: _____ Requesting Engineer</p>									

EXISTING CONDITIONS SHEET

- Riparian buffers shown in accordance with Town Watershed Protection Overlay District Map or on-site field determination
- Reference riparian buffer call project number (if applicable)
- Riparian buffers measured from top of bank with all zones properly labeled
- Topography: Town LIDAR or field-verified survey. No Wake County GIS allowed
- 100-year floodplain boundary clearly shown and labeled (if applicable)

NOTES, GRADING, AND EROSION CONTROL SHEETS

- Add the following Construction Sequence to the Notes sheet as well as **all** Grading and Erosion Control Sheets:

Please Note: This is an updated Construction Sequence as of February 2, 2023. Please update your plan sheets with the new sequence.

Town of Apex Construction Sequence

The following begins only after Construction Plans are approved, signed by Town staff and copies are received.

1. Through Development Services at (919) 372-7467, schedule a pre-construction meeting with Town staff.
2. Request an invoice for the S&E performance guarantee from Development Services at (919) 249-3355.

3. Submit the applicable S&E performance guarantee to Development Services at 105-B Upchurch Street, Apex, NC 27502. The erosion control **Letter of Plan Approval** will not be issued until the performance guarantee has been submitted.
4. Request a **Letter of Plan Approval** for sedimentation and erosion control measures from Water Resources staff at (919) 372-7470. Submit the [Financial Responsibility/Ownership](#) (FRO) form and [Request for Plan Approval](#) form at the pre-construction meeting or within seven (7) days prior.
5. Complete and submit an electronic **Notice of Intent** (e-NOI) form with NCDEMLR requesting a **Certificate of Coverage** (COC) under the NCG01 Construction Stormwater General Permit. Visit the following website: <https://deq.nc.gov/about/divisions/energy-mineral-land-resources/energy-mineral-land-permits/stormwater-permits/construction-sw>
6. Complete a Grading Permit Application and receive a Grading Permit from the Building Inspections & Permitting Department as required by the North Carolina Building Code Appendix J for Grading. **Both the Grading Permit and Certificate of Coverage from NCDEMLR must be submitted to the Environmental Field Services Supervisor prior to the commencement of any land disturbance activity.**
7. Complete a [Tree/Protection Fencing Installation Permit Application](#) through the Planning Department.
8. Have a surveyor flag property lines, easements, buffers, tree protection areas, and flag the protection limits.
9. Contact an Apex Planning Department Zoning Compliance Officer at (919) 249-3426 to request approval for tree protection fencing locations.
10. Install approved tree protection fencing, signs, and/or any other protection measures that may be required. Call Planning at (919) 249-3426 for a final inspection of protection measures. Planning will forward approval to Water Resources Erosion Control field staff.
11. Install gravel construction entrance, temporary diversions, silt fencing, sediment basins, bypass channels, and/or other measures as shown on the approved plans. Clear only as necessary to install these devices.
12. When completed, call Water Resources Erosion Control field staff at (919) 372-7470 for an on-site inspection and to request a **Certificate of Compliance**. Water Resources will also forward a copy to the Building Inspections & Permitting Department.
13. Post Grading Permit prominently on site at all times.
14. Begin clearing, logging, grubbing, and rough grade of the site in accordance with the approved grading plan.
15. Stockpile a sufficient amount of topsoil to cover 3 inches over landscaped areas at the end of the project.
16. Install storm sewer, if applicable, and protect inlets with inlet protection devices, sediment devices, and/or other approved measures as shown on plans. Maintain S&E measures as needed.
17. After completion of any phase of grading or when land-disturbing activities have temporarily ceased, establish groundcover on swales and ditches and graded slopes steeper than 3:1 within 7 calendar days; slopes that are 3:1 or flatter must establish groundcover within 14 calendar days.
18. Stabilize site as areas are brought up to finished grade with vegetation or paving.
19. Prior to plat approval, all disturbed areas both public and private, must be properly stabilized. All temporary erosion control measures must be installed, be functioning properly and be maintained for the entire area contained within the plat.
20. Flush and clean all stormwater system pipes. Clean and remove sediment from temporary sediment holding devices. Follow the SCM Construction Sequence found on the Grading and/or SCM Detail sheet on the Construction Plan set.
21. Remove all temporary diversions, silt fencing, sediment basins, etc. and provide adequate cover or pave any resulting bare areas. All permanent erosion control devices should be installed at this point.

GRADING AND DRAINAGE PLAN SHEET

- All public and private storm drainage infrastructure clearly shown and labeled
- All public and private drainage easements clearly shown and labeled
- Junction box, yard inlet, or other structure separating public / private clearly shown and labeled

- All SCMs clearly shown and labeled
- Grading plan shows all off-site contributing drainage areas entering and exiting the project boundary
- All SCM maintenance & access easements tied to a public ROW clearly shown and labeled
- All riparian buffers clearly shown and labeled
- Limits of disturbance clearly shown and labeled
- All outlet protection clearly shown and labeled with dimensions
- All retaining walls clearly shown and labeled
- 100-year floodplain boundary clearly shown and labeled; if not covered by current FEMA FIRM Panel, 100-year floodplain shall be calculated
- All culvert crossings designed from actual field survey topo and centered in flow line of channel at correct elevation with correctly sized headwalls, end walls and wing walls

UTILITY PLAN SHEET

- Water and Sewer systems designed in accordance with 15A 02T, and NCAC 18C Rules
- Water and Sewer systems designed in accordance with current Town of Apex Standard Specifications and Standard Details
- Water and Sewer systems designed in accordance with the Town of Apex Master Facilities Plans
- A downstream sewer capacity study, including pump stations, has been performed and provided
- All water and sewer mains and points of connection clearly shown and labeled
- Pool discharge rates do not exceed 50 GPM, downstream sewer capacity or pump station capacity
- All appurtenances clearly shown and labeled
- All cross connection devices clearly shown and labeled with appropriate model based on degree of hazard
- All manholes clearly shown and labeled
- All water and sewer services clearly shown outside of driveways / paved surfaces
- All required public utility easements clearly shown and labeled with proper width per Town of Apex Standard Specifications and Standard Details
- All required public utility easements are free and clear of impoundments, structures, retaining walls, concrete or paved surfaces (unless approved by Director of Water Resources), private utilities, plantings, landscape/hardscape,
- All sewer extensions up each natural draw clearly shown
- All sewer lines in or within 50 feet of a wetland have been designed to water line pressure standards
- All water and sewer extensions are designed to reach entire frontage of development
- Riparian buffers measured from top of bank with all zones properly labeled.
- All retaining walls clearly shown and labeled
- All SCMs clearly shown and labeled including exterior slopes
- All footprints of stock piles or borrow pits clearly shown and labeled
- All required notes are clearly shown

UTILITY PROFILE SHEET

- Sheets are to be plan view on top portion of sheet and matching profile below
- Utility Profiles (Water/Sewer/Storm Drain) and other known conflicting utilities clearly shown and labeled
- 100 Year Flood Plain Elevation clearly shown and labeled (if applicable)

- Aerial Crossings with structural design clearly shown and labeled (if applicable)
- Stream Crossings to be field surveyed and accurately shown on profile with structural design (if applicable)
- Clearly label all manholes with proper diameter, invert information, rim elevation, cone or flattop, any special wraps or coatings, drop inlets
- Clearly label all sewer mains with proper size, slope, and material information
- Clearly label sewer material as: SDR35, C900/C905-DR18, DIP, RJDIP
- Clearly label any special bedding if applicable
- Any sewer line less than 3 feet deep is DIP
- Clearly label all water lines with proper size and material
- Clearly identify bore casings (if applicable)

SEWER PUMP STATIONS AND FORCE MAINS

- Has been previously approved by the Director of Water Resources
- All shop drawings, design calculations, and site layout have been submitted for review
- Meets Master Facilities plan and /or is designed to meet basin requirements for 2030 land use plan
- Meets all Federal, State, and Local requirements
- Has dedicated parcel of land for site including buffer requirements
- Has dedicated driveway from public ROW with appropriate sized access road or easement to station
- Identify all new or existing manholes within 1,200 feet of a force main discharge to be coated per Town of Apex Standard Specifications and Standard Details
- Identify any required ARV(s) and identify ARV manhole to be coated per Town of Apex Standard Specifications and Standard Details

BUILDING INSPECTIONS ITEMS

- Schematic Floor Plans (for Site Plans only)

FLOODPLAIN ITEMS

- For proposed developments that encroach Special Flood Hazard Areas, a Floodplain Development Permit must be issued by the Town of Apex prior to Construction Plan Approval. Please contact Adam Stephenson, P.E. at adam.stephenson@apexnc.org or (919) 249-3417 for more information.

TRANSPORTATION ITEMS

- Road Plan/Profiles
- Roadway Typical Sections including pavement design
- Include roadway stationing and cross sections at 50-foot intervals along existing and proposed thoroughfares and collector streets
- Include this note on the Site Layout Sheets: **All entrances with irrigation systems shall require a trench drain directly behind the curb and gutter. The trench shall be a minimum of 12 inches wide and 18 inches deep. A 4- inch perforated pipe shall be laid at the bottom of the ditch in the center. The ditch shall then be backfilled with washed stone wrapped in the appropriate geotextile fabric. The perforated pipe shall drain to a catch basin.**
- Transportation Facility (TF) Permit approved by NCDENR Division of Air Quality for large parking lots (1500+ surface parking spaces, 750+ structured parking spaces, or 1000+ combination surface/ structured

parking spaces). **Construction plans will not be approved without this permit being approved by the Division of Air Quality.**

STORMWATER CONTROL MEASURE (SCM) ITEMS

- Include the following note as shown below on all Stormwater Control Measure (SCM) Plans:

The design and construction of SCMs shall comply with all Town standards, including those for final acceptance. **All SCMs must be constructed per the approved plan in a timely manner. No exceptions will be granted.**

- Include the following notes on all Stormwater Control Measure (SCM) Plans:
The following must occur prior to Final Plat and/or Certificate of Occupancy (CO):
 1. All Stormwater Control Measures (SCMs) must be installed in accordance with the approved construction drawings.
 2. Town Soil Erosion & Sedimentation Control staff shall be notified at least 10 days prior to the dewatering of a sediment basin as required by the NCG01 permit.
 3. During the SCM conversion process, all efforts shall be made to protect downstream waters. The drain valve shall not be left open at any time during SCM conversion. A skimmer drawdown system shall be installed and utilized until the SCM is fully converted.
 4. The design engineer must submit an as-built package which meets all requirements presented in the Town Spec Book including a signed and sealed certification statement.
 5. For subdivisions only, a 25% maintenance guarantee is required to be submitted to Jean Weatherman in Development Services at (919) 249-3394.
 6. The appropriate executed SCM O&M Agreement must be eRecorded with Development Services.
 7. A final inspection by the Stormwater & Utility Engineering staff shall be conducted once the as-built submittal has been received. Once approved, staff will send an official SCM approval letter to the owner.
 8. In lieu of SCM completion and final approval by staff, the Town may accept a 125% performance guarantee in accordance with UDO Section 6.1.12(G). This guarantee will be collected by Jean Weatherman in Development Services at (919) 249-3394.
 9. All SCMs are required to be completed final CO (for a site plan) or by final plat (for a subdivision).
 10. If an SCM counts towards RCA, the required landscaping shall be installed during the appropriate growing season and coordinated with the Town Zoning Compliance Officer at (919) 249-3426.
- All SCMs have been designed in accordance with the Town’s UDO storm water control requirements, Town Standard Specifications and Standard Details Manual, NC Stormwater Design Manual
- All SCM water quality/quantity calculations have been submitted
- SCM contributing drainage area maps have been submitted
- NCDEQ SCM supplements have been submitted
- SHWT evaluation has been conducted with summary report included in calculations
- SCM details provided (including plan view, cross-section, riser/barrel, dam embankment, high-flow bypass, etc.)
- SCM landscaping plan is included

PARKS AND RECREATION CHECKLIST & FEES

Construction Plans will not be accepted at first submittal without required plan and profile sheet(s) for all public greenways, to be consistent with the Town of Apex Standard Specifications and Construction Details for paved and non-paved greenways.

Greenway Construction Cost Estimate must be reviewed and approved by Town Staff prior to submittal of the Final Signature Set of the Construction Drawings.

PARKS AND RECREATION CHECKLIST & FEES - continued

- Include the following information on the Site Data Table on the Cover Sheet. Please fill in known information below at the time of 1st Submittal for Construction Drawings

Fee-in-lieu of dedication

of single-family detached units _____ x \$ _____ * / unit = _____

of single-family attached units _____ x \$ _____ * / unit = _____

of multi-family units _____ x \$ _____ * / unit = _____

Total Fee-in-lieu of dedication _____

**Use current fee schedule*

And/or

Acres of Land Dedication

of single-family detached units _____ x 1/30 (.03329) acre / unit = _____

of single-family attached units _____ x 1/45 (0.0223) acre / unit = _____

of multi-family units _____ x 1/51 (.01964) acre / unit = _____

Total Land Dedication _____

Greenway Construction Yes No

Greenway Construction Cost Estimate \$ _____ x 125% of estimate = Greenway Performance Guarantee \$ _____ (payable by cash, certified check, surety bond, or letter of credit). Please contact Jean Weatherman, Development Services Manager at (919) 249-3394 prior to submitting the Performance Guarantee.

CONSTRUCTION PLAN PROCESS INFORMATION

TIMING OF APPROVALS:

1. Applicant shall submit Construction Plans to Development Services after the Site or Subdivision Plan has been through the Site or Subdivision Plan review process and has been approved by the Planning Department, Technical Review Committee, and/or Town Council as required.
2. Construction Plans must go through the Construction Plan review process and be approved by the Technical Review Committee prior to the issuance of any permits, including grading, sedimentation and erosion control, and building permits.
 - Staff member reviews electronic construction plan submittals and items submitted to Development Services.
 - If plan is incomplete, applicant is notified and must re-submit complete plans by the submittal deadline of the following month for review.
 - If plan is complete, staff releases electronic plans to TRC members for review.
 - TRC comments are e-mailed to applicant prior to the TRC meeting date with applicant. Applicant must notify the Planning Department (as stated in the TRC Comment memo) if they request a meeting with the TRC to discuss the project.
 - Applicant submits revised electronic plans on the re-submittal date indicated on the application schedule and per TRC member instructions.
 - Once plan is signed, Development Services staff will notify the engineer to download the signed plans from GeoCivix. **Engineer shall upload final CAD design file for review and approval. Construction Plans shall not be deemed approved until CAD design file is received and accepted by review staff.**
 - Applicant shall return two (2) hard copies of the signed construction plans to Development Services.
3. For properties in Apex's ETJ (Extraterritorial Jurisdiction): If a development plan application is submitted and the property or portion thereof is within Apex's ETJ, the Annexation must be approved by Town Council prior to approval of the Construction Plans.

REVIEW FOR SUFFICIENCY: Development Services staff checks plans for sufficiency. Incomplete plans will not be forwarded to the Technical Review Committee for review.

TECHNICAL REVIEW COMMITTEE (TRC): Sufficiently complete plans are forwarded to the Technical Review Committee (TRC) for review. Members of the TRC include staff from the following Town departments: Building Inspections and Permitting, Development Services, Electric, Fire, Parks & Recreation, Planning, Police, Transportation & Infrastructure Development, and Water Resources. Preliminary comments will be forwarded to the applicant and owner prior to the TRC meeting. The applicant should attend the meeting prepared to discuss and/or receive clarification on the comments provided. The TRC first meets in closed session to discuss the submitted plans. The TRC and the applicant will then meet by appointment for approximately 10 to 15 minutes. The appointments will be scheduled by the date indicated on the Applicant Schedule. After the TRC meeting the applicant may wish to hold more detailed meetings with individual TRC members to discuss complex issues.

REQUIRED CHANGES TO PLANS: Final comments based on the TRC meeting will be entered in GeoCivix. The applicant shall answer/reply to **all** TRC comments through GeoCivix and resubmit plans electronically through GeoCivix by the date indicated during the TRC meeting.

Please note: Projects with 70+ comments aren't allowed to resubmit the following month after comments are received. They have to resubmit on the 1st business day of the 2nd month.

- Ex: A January new submittal that receives 70+ comments in February can resubmit on the 1st business day of April and will receive TRC comments in April.
- Ex: A January resubmittal that receives 70+ comments in January can resubmit on the 1st business day of March and will receive TRC comments in March.

Projects with 100+ comments may resubmit on the normal resubmittal day the following month, but the TRC comments will be issued the month after resubmittal.

- Ex: A January new submittal that receives 100+ comments in February can resubmit in March, but won't get TRC comments until April.
- Ex: A resubmittal that receives 100+ comments in February can resubmit in March, but won't get TRC comments until April.

REVIEW OF RESUBMITTED PLANS: TRC reviews resubmitted/revised plans. Comments are sent via e-mail to the applicant and owner, and another appointment is made with the applicant to meet with the TRC. If there are no further comments, the final upload set will be signed electronically. If there are issues that still need to be addressed, the applicant must begin the Construction Plan review process during the following month's review cycle by the appropriate date listed in the Applicant Schedule.

SIGNED CONSTRUCTION PLANS: **Please note: Construction Plans will not be signed until all DOT, State, Local, and any other permits required for the project are issued.** After the TRC signs the Construction Plans and the owner has paid the required inspection fees, the engineer will be contacted to download the signed plans. The applicant must deliver two (2) hard copies of the TRC signed plans (24" x 36") to Development Services.