Schedule Rezoning Pre-Application Meeting with Planning

Conduct Neighborhood Meeting and include meeting notes with Rezoning Petition Application

Rezoning Petition Application submitted to Planning (see Meeting & Submittal Date calendar)

Planning Board and Town Council Meetings

Approved?

YES?- proceed to Major Site Plan stage
NO?- Resubmit Rezoning Petition Application to Planning

Town of Apex Major Site Plan Process Flow Chart

Rezoning Stage
(if needed)
May run concurrently with the Site Plan Stage

May require 2045 Land Use Map Amendment
Town of Apex Major Site Plan Process Flow Chart

Site Plan Stage

Contact Planning to Schedule Pre-Application Meeting

→

Conduct Neighborhood Meeting and include notes with Major Site Plan Application

→

Major Site Plan Application submitted to Planning (See Meeting & Submittal Date calendar)

→

Technical Review Committee (TRC) comments generated and sent to applicant

→

TRC Meeting

→

Plans Correct?

YES?

→

Proceed to Town Council Meeting

NO?

→

Resubmit*

→

Town Council Meeting

→

Approved?

→

YES proceed to Construction Plan Stage

* If plans are not correct or approved by TRC, resubmit the Major Site Plan to the Planning Department. See the Meeting & Submittal Date calendar for the resubmittal date.
Submit Site/Civil Construction Plans to Development Services → Technical Review Committee (TRC) comments generated and sent to applicant → TRC Meeting → Plans correct?

YES? - Proceed to next step
NO? - Resubmit*

Submit Water and Sewer Permit Applications and DOT Applications to Development Services → Plans signed → Proceed to Building Permit Stage and Site Work Stage

Include S&E Request for Plan Approval, if required

* Permits must be issued prior to Construction Plan signatures
Building Permit Stage
May also run concurrently with Site Work Stage

1. Submit Building Permit Application to Building Inspections
2. Approved?
   - YES? - Building Permit issued only after Construction Plan approval
     - NO? - Resubmit
3. Building construction commences

4. Proceed to Plat Stage when site work and building construction are nearing completion
5. Building construction complete
6. Certificate of Occupancy issued (once Site Work Stage and Plat Stage are complete)
The Stormwater Control Measure (SCM) conversion must occur prior to Final Plat and/or Certificate of Occupancy (CO). Please follow the SCM Construction Sequence found here: [http://www.apexnc.org/516/Stormwater-Control-Measures](http://www.apexnc.org/516/Stormwater-Control-Measures). Other related SCM information can also be found on that page.
Submit draft plat to Planning for review → Approved?

YES?: Submit 3 mylar plats to Planning
NO?: Resubmit

Platting requirements met from all departments?

YES?: Plat signed
NO?: satisfy outstanding items

Developer picks up plat, records at Wake County and returns 1 original and 1 copy to Planning

Warranty Stage begins
One year warranty period begins upon issuance of a permanent Certificate of Occupancy

Start of warranty letter sent to developer

After warranty period ends, call Water Resources Infrastructural Inspections for final inspection

Final Inspection passed?

YES? - Acceptance letter sent to developer

NO? - Fix outstanding items and call for reinspection

Bonds released