**Town of Apex Residential Master Subdivision Plan Process Flow Chart**

**Rezoning Stage**
May run concurrently with Residential Master Subdivision Plan Stage

1. **Schedule Rezoning Pre-Application Meeting with Planning**
2. **Conduct Neighborhood Meeting and include meeting notes with Rezoning Petition Application**
3. **Rezoning Petition Application submitted to Planning (see Meeting & Submittal Date calendar)**

- **Planning Board and Town Council Meeting**
- **Approved?**
  - YES? - proceed to Residential Master Subdivision Plan stage
  - NO? - Resubmit Rezoning Petition Application to Planning

May require 2045 Land Use Map Amendment
**Contact Planning to schedule Pre-Application Meeting**

**Conduct Neighborhood Meeting and include meeting notes with Residential Master Subdivision Plan Application***

**Residential Master Subdivision 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? - Approved and proceed to Construction Plan Stage**

**NO? - Resubmit**

* Unless already held in conjunction with the neighborhood meeting for the rezoning

** If project includes residential uses: Attend Parks, Recreation, and Cultural Resources Advisory Meeting prior to Residential Master Subdivision Plan approval if not done at the Rezoning. Once approved, MSP approval will be granted.
Town of Apex Residential Master Subdivision Plan Process Flow Chart

Construction Plan Stage

- Submit Site/Civil Construction Plans to Development Services
  - Include S&E Request for Plan Approval, if required

  - Submit Water and Sewer Permit Applications and DOT Applications 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 hard copy signature set to Development Services

    - Plans signed** Proceed to Site Work Stage

* Permits must be issued prior to Construction Plan signatures
** Property must be annexed prior to signature of Construction Plans
Call Water Resources Infrastructure Inspections to schedule Pre-Construction Meeting → Submit Tree Protection Fencing Permit Application to Planning → Approved? → YES? - Proceed to next step NO? - Resubmit → Contractor flags tree protection fencing locations and calls Planning for inspection →

Contractor installs tree protection fencing → Call the Planning Department for Final Planning Inspection → Submit S&E Performance Guarantee to Development Services → Obtain Letter of Plan Approval from Water Resources → Contractor installs S&E measures and calls Water Resources for inspection →

Obtain Certificate of Compliance from Water Resources → Submit Grading Permit Application to Building Inspections → Grading Permit issued → After Pre-Construction Meeting with Water Resources, utility and roadway construction begins → Call Water Resources for required inspections during construction →

*Proceed to Plat Stage when site work and building construction are nearing completion.

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 and Building Permit Stage begin*

* Warranty Stage is on Page 7
Submit Building Permit Application to Building Inspections → Approved? → YES? Building Permit issued
NO? Resubmit

Building construction commences → Building construction complete → Certificate of Occupancy issued

Schedule required building inspections through the Building Permit Desk.
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 Infrastructure Inspections for final inspection

Final Inspection passed?

YES? - Acceptance letter sent to developer
NO? - Fix outstanding items and call for reinspection

Bonds released