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

- 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 Minor Site Plan stage
- NO? - Resubmit Rezoning Petition Application to Planning
Contact Planning to Schedule Pre-Application Meeting → Minor 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 next step NO?- Resubmit* → Approved? YES proceed to Construction Plan Stage

* If plans are not correct or approved by TRC, resubmit the Minor 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 hard copy Signature Set to Development Services

Plans signed

Proceed to Building Permit Stage and Site Work Stage

* Permits must be issued prior to Construction Plan signatures

** Property must be annexed prior to signature of Construction Plans
Submit Building Permit Application to Building Inspections ➔ Approved? ➔ YES? - Building Permit issued only after Construction Plan approval
NO? - Resubmit

Building construction commences

Proceed to Plat Stage when site work and building construction are nearing completion ➔ Building construction complete ➔ Certificate of Occupancy issued (once Site Work Stage and Plat Stage are complete)

Schedule required building inspections through the Building Permit Desk

Town of Apex Minor Site Plan Process Flow Chart

Building Permit Stage
May also run concurrently with Site Work Stage
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 Infrastructure Inspections for final inspection

Final Inspection passed?

YES? - Acceptance letter sent to developer

NO? - Fix outstanding items and call for reinspection

Bonds released