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 Meeting

Approved?

YES? - proceed to Non-Residential Master Subdivision Plan stage
NO? - Resubmit Rezoning Petition Application to Planning

Town of Apex Non-Residential Master Subdivision Plan Process Flow Chart

Rezoning Stage
May run concurrently with Non-Residential Master Subdivision Plan Stage

May require 2045 Land Use Map Amendment
Town of Apex Non-Residential Master Subdivision Plan Process Flow Chart

Non-Residential Master Subdivision Plan Stage

Contact Planning to Schedule Pre-Application Meeting → Non-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? - Proceed to next step
NO? - Resubmit*

Approved?

YES proceed to Construction Plan Stage

*If plans are not correct or approved by TRC, resubmit the Non-Residential MSP plan to the Planning Department. See the Meeting & Submittal Date calendar for the resubmittal date.
Town of Apex Non-Residential Master Subdivision Plan
Process Flow Chart

Construction Plan Stage

1. Submit Site/Civil Construction Plans to Development Services
2. Technical Review Committee (TRC) comments generated and sent to applicant
3. TRC Meeting
4. Plans correct?
   - YES? - Proceed to next step
   - NO? - Resubmit*
5. Plans signed
6. Proceed to Site Work Stage

* Permits must be issued prior to Construction Plan signatures
** Property must be annexed prior to signature of Construction Plans
Site Work Stage

1. Call Water Resources Infrastructure Inspections to schedule Pre-Construction Meeting
2. Submit Tree Protection Fencing Permit Application to Planning
3. Approved?
   - YES? - Proceed to next step
   - NO? - Resubmit
4. Contractor flags tree protection fencing locations and calls Planning for inspection
5. Contractor installs tree protection fencing
6. Call the Planning Department for Final Planning Inspection
7. Submit S&E Performance Guarantee to Development Services
8. Obtain Letter of Plan Approval from Water Resources
9. Contractor installs S&E measures and calls Water Resources for inspection
10. Obtain Certificate of Compliance from Water Resources
11. Submit Grading Permit Application to Building Inspections
12. Grading Permit issued
13. After Pre-Construction Meeting with Water Resources, utility and roadway construction begins
14. 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 during final stage of construction

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*

* For Non-Residential Master Subdivision Plans, proceed to Major or Minor Site Plan process
** Warranty Stage is on Page 7
Town of Apex Non-Residential Master Subdivision Plan
Process Flow Chart

Building Permit Stage

Submit Building Permit Application to Building Inspections → Approved?

YES? - Building Permit issued

NO? - Resubmit

Building construction commences

Building construction complete → After Plat is recorded → 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