



Updated: May 21, 2020

Town of Apex Planning Department and Development Services Department Updated IDT and Other Application Submittal Requirements During COVID-19 Event

As of May 12, 2020 Town Hall is open to the public. During the COVID-19 event, we encourage you to do business with the Town online or through the mail to reduce exposure to employees and customers. The following changes have been implemented for Planning and Development Services applications:

1. All IDT application submittals must include all applications, plan sheets, calculations, supporting documents, etc.
 - Hard copies of plans are not required. For annexation and rezoning applications, please mail hard copy sheets containing original signatures to the address below.

Town of Apex
Planning Department
ATTN: Signature sheet
PO Box 250
Apex, NC 27502

For applications requiring the submittal of self-addressed, stamped envelopes, the envelopes may be delivered to the Planning Department or mailed with fees and/or signature sheets to the address above with the Attention line (ATTN:) indicating the types of enclosures (e.g. Signature Sheet, Fees, and/or Notice Envelopes).

2. For Planning Department applications not submitted through IDT, instead of submitting the application in person, you may email the application to Lead Planning Technician Brenda Johnson at Brenda.johnson@apexnc.org or mail the application to:

Town of Apex
Planning Department
ATTN: Lead Planning Technician
PO Box 250
Apex, NC 27502

3. Fee payments may be made by one of the following methods instead of coming to the office:
 - To pay by credit card for Planning Department payments, call the Planning Department main phone line at 919-249-3426.
 - For Development Services payments and all other payments by check, please place the check in the silver utility payment drop box in Town Hall Parking lot or mail the check to:

Town of Apex

Department Name (Indicate Planning or Development Services)

ATTN: Fees

PO Box 250

Apex, NC 27502

4. Hard copies of mylars of plats requested to be submitted by staff should be delivered or mailed to the Planning Department. Signed mylars should be picked up from the Planning Department.
5. For all applications that have a Neighborhood Meeting requirement, you must send the letter as required in the Electronic Neighborhood Meeting packet, including all handouts that would normally be provided at the in-person meeting, and hold an electronic meeting prior to application submittal. The letter should state that an in-person meeting will be scheduled prior to public hearings being held by the Planning Board and Town Council for Rezoning (including Conditional Zoning and PUDs), Major Site Plans, and Special Use Permits or prior to Technical Review Committee approval for Residential Master Subdivision Plans. Detailed instructions should be given for how to participate in the electronic meeting. Please contact the Planning Department for further guidance on this process.