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

While Town Hall is closed to the public during the COVID-19 event, 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 except for Construction Plan signature sets. 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, you may place them in the large bin to the right of the front door of Town Hall and close the lid or mail them 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, please 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 must be made by one of the following methods:
   o To pay by credit card for Planning Department payments, call the Planning Department main phone line at 919-249-3426.
   o For Development Services payments and all other payments by check, place the check in the Utility Billing drop box at Town Hall with the Department name on the envelope or mail the check to:

   Town of Apex
   Department Name (Indicate Planning or Development Services)
   ATTN: Fees
   PO Box 250
   Apex, NC 27502

4. To drop off hard copies of plans for signature or mylars of plats requested to be submitted by staff, place the plans or mylars in the large bin to the right of the front door of Town Hall and close the lid. Please be sure to inform the Project Planner that the mylars have been delivered. Signed plans or mylars may only be picked up by appointment only outside the building. To pick up plats or plans, please call or e-mail the appropriate department to make specific arrangements for pick up.

   Planning Department: (919) 249-3426
   Development Services: Please e-mail: jean.weatherman@apexnc.org.

5. For all applications that have a Neighborhood Meeting requirement, you must send the letter as required in the Neighborhood Meeting packet, including all handouts that would normally be provided at the in-person meeting, and hold a virtual 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 Rezonings (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 virtual meeting. Please contact the Planning Department for further guidance on this process.