

**ADMINISTRATIVE APPROVAL/REVIEW NON-RESIDENTIAL
SMALL TOWN CHARACTER OVERLAY DISTRICT**
Town of Apex, North Carolina



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Submittal Date: _____

PRE-APPLICATION MEETING: A pre-application meeting with Planner II Liz Loftin is required to be scheduled prior to the submittal of an Administrative Approval application for the Small Town Character Overlay District. To schedule a meeting, applicants must e-mail a pdf map, drawing, model, site or sketch plan to liz.loftin@apexnc.org no later than five (5) working days prior to the desired meeting day.

Project Information

Project Address: _____

Applicant Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Hard Copy Submittal Requirements – Submit to Planning Department

- Existing site layout/conditions
- General site layout including proposed revisions or expansion
- Building elevations (all affected sides)
- Materials list
- Other requirements set by Town Departments (grading plan, tree survey, utility plan, landscape plan, etc.)

Yes No Non-Residential Checklist Items

1			Current Zoning of Property: _____
2	<input type="checkbox"/>	<input type="checkbox"/>	Is the property located within the Central Business District?
3	<input type="checkbox"/>	<input type="checkbox"/>	Change of use? If yes, indicate proposed use: _____ _____
			A change of use may require site plan approval or approval of a Certificate of Zoning Compliance.
4	<input type="checkbox"/>	<input type="checkbox"/>	Addition of minor site elements? (i.e. awnings, HVAC units, dumpsters, etc.) _____ _____ _____ _____

If any of the items below apply, an Exempt Site Plan Application is required and must meet all applicable provisions of the Unified Development Ordinance (UDO). Such applications are subject to review and approval by the Technical Review Committee.

#	Yes	No	Non-Residential Checklist Items
1	<input type="checkbox"/>	<input type="checkbox"/>	Expansion, repair or re-use of an existing structure or for non-residential use?
	<input type="checkbox"/>	<input type="checkbox"/>	Addition of new building/structure
	<input type="checkbox"/>	<input type="checkbox"/>	Enlargement of building by 25% or less
	<input type="checkbox"/>	<input type="checkbox"/>	Expansion of the number of parking spaces by 10 or less
	<input type="checkbox"/>	<input type="checkbox"/>	Enlargement of the land area used by 25% or less
	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____ _____
2	<input type="checkbox"/>	<input type="checkbox"/>	Utilities and public works projects
	<input type="checkbox"/>	<input type="checkbox"/>	Road improvements
	<input type="checkbox"/>	<input type="checkbox"/>	Utility improvements
	<input type="checkbox"/>	<input type="checkbox"/>	Above ground utility boxes
	<input type="checkbox"/>	<input type="checkbox"/>	Other: _____ _____
3	<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Testing (soil testing, soil borings, land surveying, etc.) Please specify types of testing: _____ _____ _____

Building Permits and/or Electrical, Mechanical, and Plumbing Permits maybe required. Contact Building Inspections at 919-249-3418 after this application is approved to file the required applications.

_____ Date

_____ Signature of Applicant

PLANNING APPROVAL	
<p>This plan has been reviewed by Town of Apex staff and to the best of our knowledge and belief, meets the Town of Apex Unified Development Ordinance and does not increase any existing non-conformity. This signature does not constitute a variance from any requirements of an originally approved subdivision or site plan, or any federal, state or local code, law, specification, rule, guideline, or ordinance, such as but not limited to grading and building permits. It is the sole responsibility of the owner/developer, or any of his agents or contract professionals to ensure that this plan meets all the aforementioned requirements.</p>	
_____ Planning Staff Signature	_____ Date
Comments or Conditions: _____ _____ _____	