

EXEMPT SITE PLAN APPLICATION

Town of Apex, North Carolina



This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

Date Submitted: _____	Payment Method: _____
Application #: _____	Amount Paid: \$ _____

Exempt Site Plan Submission:

Applications may be submitted at any time. Allow up to 10 business days for the Town's Technical Review Committee (TRC) to complete the 1st review cycle. A TRC comment letter will be emailed to the applicant. Please note that there is typically more than 1 review cycle and each subsequent cycle is 5 business days.

Exempt Site Plan Fee:

- \$200.00 (Enlargement of structure)
- \$100.00 (All other exempt site plans)

Optional Electronic Submittal Requirements (Submit in IDT):

- Exempt Site Plan Application
- Agent Authorization Form (if applicable)
- Colored Rendering of Building Elevations - 11" x 17" (if applicable)
- Need to register? Use the link below to obtain more information, register, or upload your submittal.
<http://www.apexnc.org/195/Electronic-Plan-Review>

Please note: If you are unable to submit electronically, but have a PDF of the plans, please email it to brenda.johnson@apexnc.org.

Hard Copy Submittal Requirements: Submit to Planning Department

- Exempt Site Plan Application and associated documents (including the Agent Authorization Form)
- One hard copy, 11"x17" or 24"x36" of the plans
- Backflow Prevention Service Application
- <http://www.apexnc.org/DocumentCenter/View/2995/Backflow-Service-Application>
- Link to more information from the Water Resources Department: Backflow Prevention / Cross-Connection
- Application Submittal Fee
- Forms of payment: Pay in person with Visa/Master Card, Cash (exact amount only) or Check payable to 'Town of Apex'
- Or mail check to:
Town of Apex Planning Dept.
PO Box 250
Apex, NC 27502

Plan Submittal Requirements:

- Overall site vicinity map showing nearby roads, streams, adjacent properties, etc.
- Existing site layout/conditions
- General site layout including proposed revisions or expansion
- Other requirements set by Town Departments (grading plan, tree survey, building elevation, utility plan, landscaping)

EXEMPT SITE PLAN APPLICATION

APPLICATION INFORMATION:

Project Name: _____

Project Address: _____

Property PIN: _____ Acreage/Square Feet: _____

Zoning: _____ Subdivision/Development: _____

Owner/Developer: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

I/we hereby certify that the following information is true and correct and that the building or land will not be used for any other purpose than indicated in this application.

Applicant Signature: _____ Date: _____

Print Name: _____

Describe the nature of the work:

EXEMPT SITE PLAN APPLICATION

Project Name: _____

Address: _____

Please check all that apply:

- Utilities and public works projects: _____
- Preliminary testing: _____
- Minor site elements and features: _____
- Disturbance of more than 20,000 sq. ft. of land (Soil & Erosion Plan Required)
- Disturbance of 1 acre or greater (Stormwater Plan Required)
- Work in riparian buffers as shown on the Town's Watershed Protection Overlay District Map
- Enlargement of building by 25% or less
- Expansion of the number of parking spaces by 10 or less
- Enlargement of the land area used by 25% or less
- Other: _____

PLANNING DEPARTMENT DETERMINATION

This plan has been reviewed by the Town of Apex Technical Review Committee and to the best of our knowledge and belief, meets the Town of Apex Unified Development Ordinance and does not increase any existing nonconformity. 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.

Planning Departmental Approval: _____ Date: _____

Print Name: _____

Conditions/Comments/Restrictions: _____

Applicant Signature

I/we hereby certify that I/we have read and fully understand the comments listed above:

Applicant Signature _____ Date

Print Name: _____

AGENT AUTHORIZATION FORM

Application #: _____

Submittal Date: _____

_____ is the owner of the property for which the attached application is being submitted:

- Land Use Amendment
- Rezoning
- Site Plan
- Subdivision
- Variance
- Other: _____

The property is located at: _____

The agent for this project is: _____

I am the owner of the property and will be acting as my own agent

Agent Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

E-Mail Address: _____

Signature(s) of Owner(s)

Type or print name

_____ Date

Type or print name

_____ Date

Type or print name

_____ Date

Attach additional sheets if there are additional owners.

***Owner of record as shown on the latest equalized assessment rolls of Wake County. (An option to purchase does not constitute ownership). If ownership has been recently transferred, a copy of the deed must accompany this authorization.**