Town of Apex
Pre-Construction Process Flow Chart

Construction Plan Approval

Construction Plans Approved and Six (6) Signed Copies Returned to Development Services for Distribution

Tree Protection Fencing

Fill Out Tree/Protection Fencing Installation Permit Application (Obtain from Planning Department)

Have a surveyor flag the property line adjacent to buffers and other protection areas and flag the protection limits.

Contact Planning Department at 249-3426 at least 24 hours in advance to schedule an on-site meeting between Planning staff and owner or representative. Staff inspects flagging and recommends field changes, if necessary.

Once limits are approved by Planning staff, install approved protection fencing and/or any other protection measures that may be required.

Contact Planning staff for a final inspection of protection measures. Planning will forward their approval to Water Resources staff.

Submit the applicable S&E performance guarantee to the Development Services Supervisor at 249-3394 in Development Services.

S & E Measures

Request Letter of Plan Approval from Water Resources.

Through the Infrastructure Inspections Supervisor at 249-3510, schedule a pre-construction meeting with inspectors and other Town staff.

Install gravel construction entrance, temporary diversions, silt fencing, sediment basins, bypass channels and/or other measures as shown on the approved plans. <u>Clear only as necessary to install these devices.</u>

Call Water Resources at 249-1166 for an on-site inspection and to request a Certificate of Compliance.

Grading Permit

Complete Grading Permit Application (Obtain from Building Inspections & Permitting Department)

Grading Permit reviewed and issued by Building Inspections & Permitting Department.

Contact Building Inspections & Permitting Department to arrange a pre-construction meeting <u>prior</u> to any grading activities.

**This meeting is separate from a pre-construction meeting prior to building construction activities.*

Begin Site Construction

Last updated: 9/8/2016