

**ADMINISTRATIVE APPROVAL/REVIEW  
SMALL TOWN CHARACTER OVERLAY DISTRICT**

**NO REVIEW FEE**

Submittal Date: \_\_\_\_\_

*Location/address* of property in the Small Town Character Overlay District:

\_\_\_\_\_

**Applicant Information:**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_

E-mail address: \_\_\_\_\_

**RESIDENTIAL PLAN REVIEW CHECKLIST**

**Residential Plan Review:**

*Please indicate with a check mark (✓) on any of the line item(s) that apply below. If any item(s) do not apply, please indicate with "N/A".*

\_\_\_ New home within the Small Town Character Overlay District?

\_\_\_ Remodel/changes to an existing home?

If *yes*, please check the appropriate item(s) below. If any item(s) do not apply, indicate with "N/A"

\_\_\_ Expansion of existing home

\_\_\_ Interior changes

\_\_\_ Exterior changes to existing structure

\_\_\_ Repair (Please explain) \_\_\_\_\_

\_\_\_ Attached or detached garage addition

\_\_\_ Structures proposed to be demolished? If *yes*, Planning Staff must approve a demolition permit.

\_\_\_ Other (please specify) \_\_\_\_\_

\_\_\_ Does the new or existing structure meet setbacks?

List the measurement next to the standard.

\_\_\_ Front (20')

\_\_\_ Rear (15')

\_\_\_ Side w/o driveway (10')

\_\_\_ Side w/ driveway (15')

\_\_\_ Impervious area (40%) square feet \_\_\_\_\_

\_\_\_ Height<sup>1</sup> (36')

<sup>1</sup> Building Height measured to the highest point of the roof from existing average grade at the footprint of the building. The proposed height shall not exceed the average height of the nearest adjacent buildings and may not exceed the max/min height allowed. In addition, the sidewall height shall not exceed 2 times the side yard setback. Gabled areas are excluded from sidewall height calculation.

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**NON RESIDENTIAL PLAN REVIEW CHECKLIST**

**Non-Residential Plan Review**

*Please indicate with a check mark (✓) on any of the line item(s) that apply below. If any item(s) do not apply, please indicate with "N/A".*

\_\_\_ Current zoning of property \_\_\_\_\_

\_\_\_ Is the property located within the **Central Business District**?

\_\_\_ Change of use? (i.e. office building to a restaurant)

    If **yes**, please indicate the proposed use \_\_\_\_\_

*(A change of use may require site plan approval or approval of a Certificate of Zoning Compliance)*

\_\_\_ Signs Proposed?

    If **yes**, applicant must obtain approval of a sign permit application before installation of signs.

\_\_\_ Addition of minor site elements:

    \_\_\_ Playground equipment

    \_\_\_ HVAC unit(s)

    \_\_\_ Dumpsters (Dumpsters are required to be enclosed)

    \_\_\_ Awnings

    \_\_\_ Storage area/building

    \_\_\_ Other \_\_\_\_\_

**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):**

\_\_\_ Expansion of an existing structure or non-residential use?

*(Applications are subject to review and approval by the Technical Review Committee)*

    \_\_\_ Addition of new building/structure

    \_\_\_ 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 (please specify): \_\_\_\_\_

\_\_\_ Utilities and public works projects

    \_\_\_ Road improvements

    \_\_\_ Utility improvements

    \_\_\_ Above ground utility boxes

    \_\_\_ Other (please specify): \_\_\_\_\_

\_\_\_ Preliminary Testing (soil testing, soil borings, land surveying, etc.)

    Please specify type(s) of testing: \_\_\_\_\_

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**REQUIREMENTS:**

(Please verify that the following requirements are included on a site plan submitted with this application).

- Existing site layout/conditions (Show easements, buffers, accessory structures, etc. if applicable)
- General site layout including proposed revisions or expansion
- Building elevations (all affected sides: front, rear, sides)
- Other requirements set by Town Departments (grading plan, tree survey, utility plan, landscape plan, etc.)

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

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Planning Approval**

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.

\_\_\_\_\_  
Planning Staff Signature

\_\_\_\_\_  
Date

\*Non-Residential applications are subject to review and approval by the Technical Review Committee. The Planner's signature indicates that the TRC has approved the STC application.

**Comments or Conditions:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_