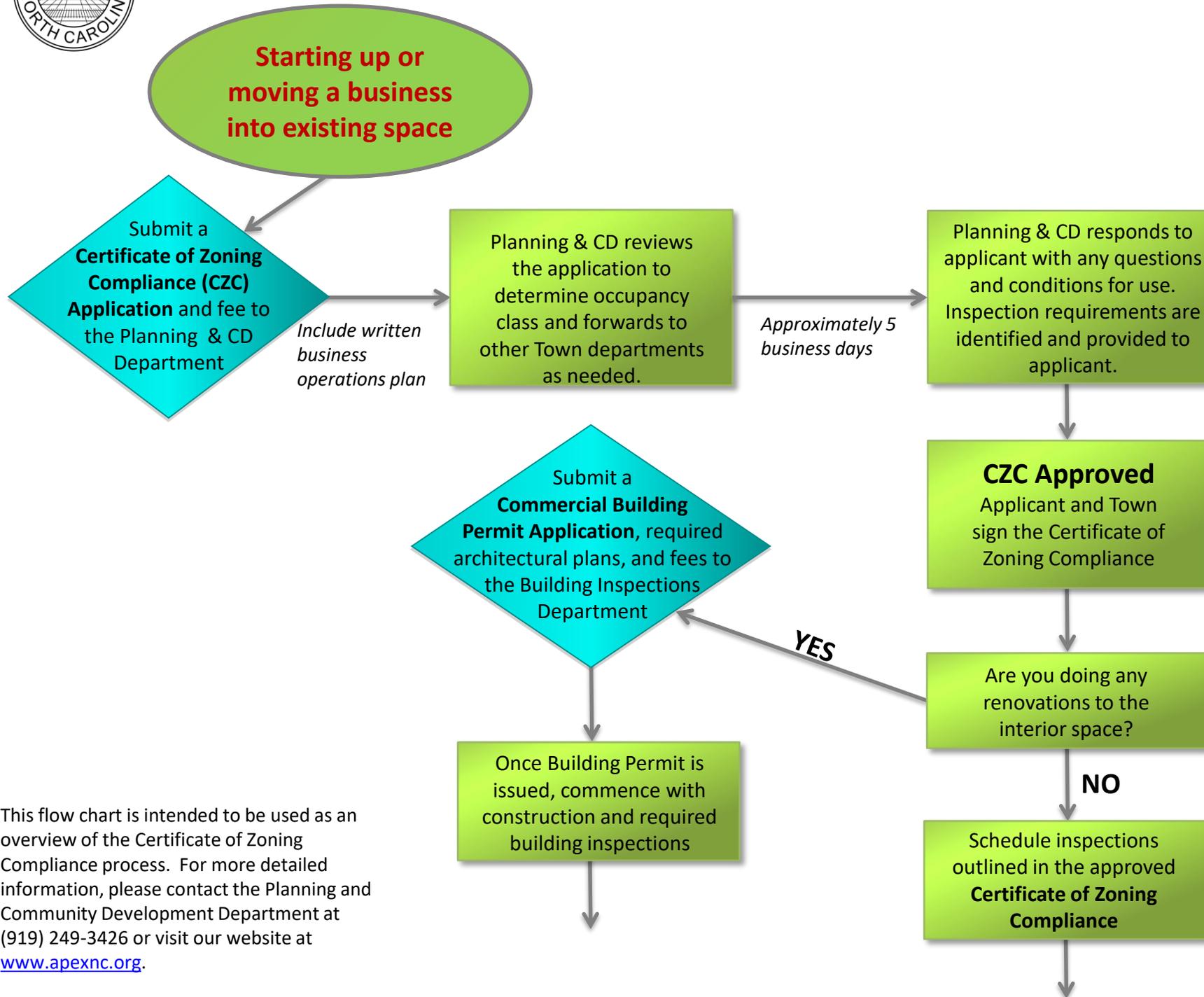
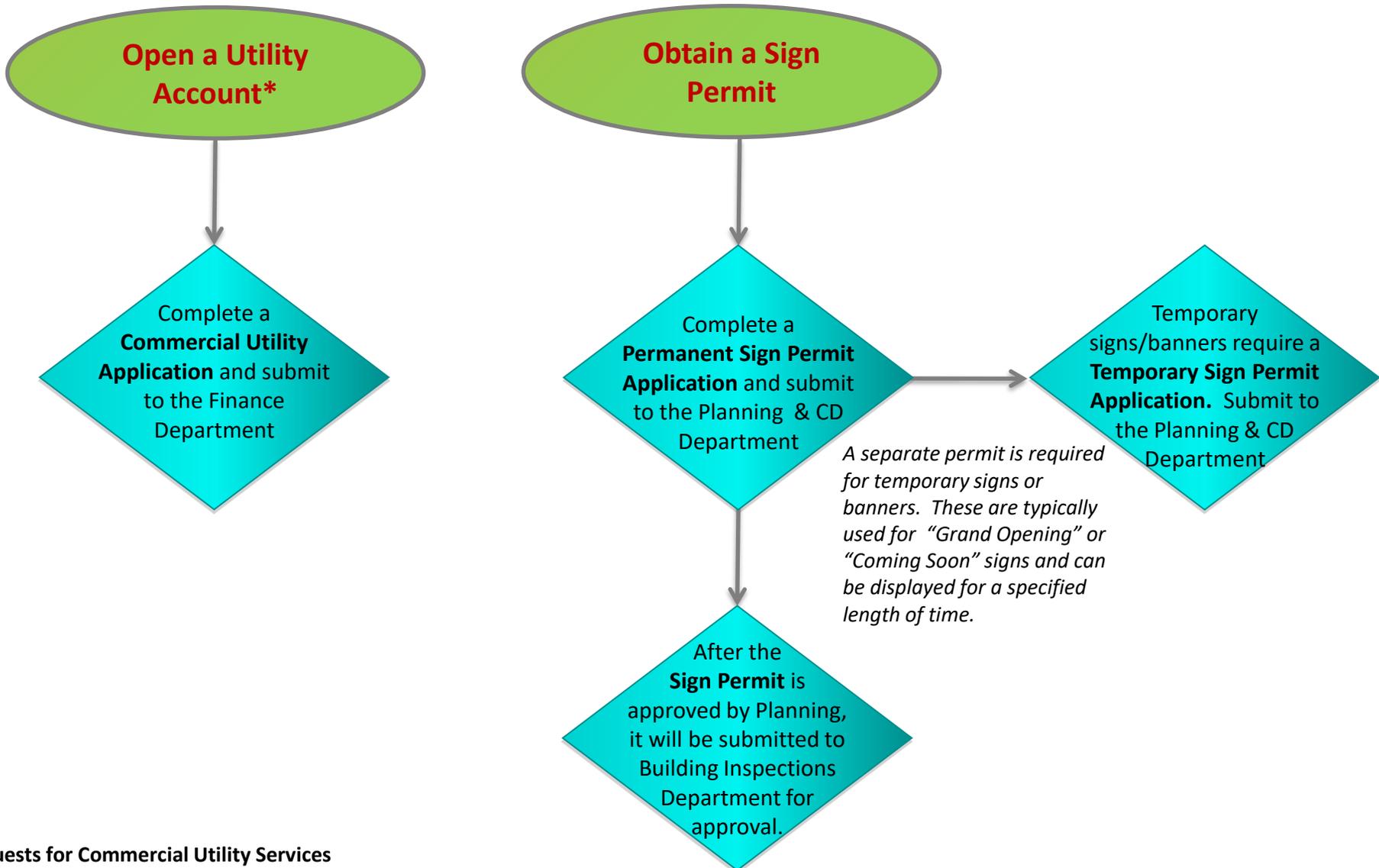




# Town of Apex Business Development Process Flow Chart (Existing Buildings)



This flow chart is intended to be used as an overview of the Certificate of Zoning Compliance process. For more detailed information, please contact the Planning and Community Development Department at (919) 249-3426 or visit our website at [www.apexnc.org](http://www.apexnc.org).



**\* Requests for Commercial Utility Services**  
 Accounts established for commercial service will require a Federal Tax ID number and the signature of an authorized representative. Accounts established for non-incorporated business' will require the Social Security number and signature of the individual operating the business. Deposits for commercial accounts are based on two month's average bill for the location.



## Town of Apex Business Development Contacts

**Our seasoned municipal professionals can assist you in site selection, zoning compliance, permitting, engineering, building codes, and inspections. Talk to us - we're here to help!**

### **Rezoning and Site Plans**

*(for new building locations)*

Amanda Bunce, Current Planning Manager

[amanda.bunce@apexnc.org](mailto:amanda.bunce@apexnc.org)

Liz Loftin, Senior Planner

[liz.loftin@apexnc.org](mailto:liz.loftin@apexnc.org)

Sarah Van Every, Senior Planner

[sarah.vanevery@apexnc.org](mailto:sarah.vanevery@apexnc.org)

### **Special Use Permits**

Sarah Van Every, Senior Planner

[sarah.vanevery@apexnc.org](mailto:sarah.vanevery@apexnc.org)

### **Small Town Character Overlay District**

*(for businesses located in downtown Apex)*

Liz Loftin, Senior Planner

[liz.loftin@apexnc.org](mailto:liz.loftin@apexnc.org)

### **Certificates of Zoning Compliance and Sign Permits**

*(for existing building locations, existing shopping centers, etc.)*

Jeri Pederson, Planning Technician

Para Smith, Planning Technician

[planninginfo@apexnc.org](mailto:planninginfo@apexnc.org)

### **Zoning Compliance**

Joe Curtin, Zoning Compliance Supervisor

[joe.curtin@apexnc.org](mailto:joe.curtin@apexnc.org)

### **GIS and Addressing**

Will Brown, Senior GIS Analyst

[will.brown@apexnc.org](mailto:will.brown@apexnc.org)

Taylor Jarrell, GIS Technician

[taylor.jarrell@apexnc.org](mailto:taylor.jarrell@apexnc.org)

### **Public Works & Transportation - Engineering**

Russell Dalton, Traffic Engineering Manager

[russell.dalton@apexnc.org](mailto:russell.dalton@apexnc.org)

Serge Grebenschikov, Traffic Engineer

[serge.Grebenschikov@apexnc.org](mailto:serge.Grebenschikov@apexnc.org)

### **Development Plans/Site Civil Construction Plans, Water and Sewer Permitting, Infrastructure Bonding**

Jean Weatherman, Development Services Manager

[jean.weatherman@apexnc.org](mailto:jean.weatherman@apexnc.org)

Lora Stephenson, Development Services Specialist

[lora.stephenson@apexnc.org](mailto:lora.stephenson@apexnc.org)

Neisha Maynard, Senior Program Support Specialist

[neisha.maynard@apexnc.org](mailto:neisha.maynard@apexnc.org)

### **Standard Specifications and Standard Details**

Adam Stephenson, Transportation Engineering Manager

[adam.stephenson@apexnc.org](mailto:adam.stephenson@apexnc.org)

### **Infrastructure Inspections Manager**

Dewayne Carlyle

[dewayne.carlyle@apexnc.org](mailto:dewayne.carlyle@apexnc.org)

### **Building Permits and Fees**

Anne Brock, Permit Specialist

[anne.brock@apexnc.org](mailto:anne.brock@apexnc.org)

### **Building Plan Review**

Samantha Ewens, Building Plans Supervisor

[samantha.ewens@apexnc.org](mailto:samantha.ewens@apexnc.org)

### **Building Inspections**

Rudy Baker, Director and Chief Building Official

[rudy.baker@apexnc.org](mailto:rudy.baker@apexnc.org)