



TOWN OF APEX MAJOR AND MINOR SITE PLAN DEVELOPMENT PROCESS

This document is intended to give developers, project owners, applicants, contractors, engineers, surveyors, etc. a comprehensive list of the site plan development process of the Town of Apex. While we have made every effort to detail this process, each project or site may have special conditions that may change the sequencing and/or requirements listed below. Please refer to the most recently updated Town of Apex Unified Development Ordinance (<http://www.apexnc.org/services/planning/unified-development-ordinance-udo>), zoning conditions applicable to the subject property, comments from the Technical Review Committee, Town of Apex Standard Specifications & Standard Details (<http://www.apexnc.org/services/construction-management/engineering/engineering-specifications>), as well as local, state, and federal laws. Also refer to the most recently published development fee schedule posted on the Town of Apex web site at: http://files.www.apexnc.org/docs/plan/dev_fees.pdf. Links provided to web sites outside the Town of Apex web site are provided for convenience only. We are not responsible for the accuracy or validity of off site documents. This document and Town policies may be updated at any time without notice.

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SECTION 1: Major and Minor Site Plan Definitions

- **Major Site Plan:** A Major Site Plan has 40,000 square feet or greater of nonresidential floor area or 50 multi-family units or more. Public hearings are required prior to the approval of a Major Site Plan.
- **Minor Site Plan:** A Minor Site Plan has less than 40,000 square feet of nonresidential floor area or less than 50 multi-family units. No public hearings are required for a Minor Site Plan.

SECTION 2: Technical Review Committee (TRC)

The TRC consists of Town Employees from the Planning, Engineering, Building Inspections, Public Works, Parks and Recreation, Fire, and Police Departments. The TRC reviews, considers, and makes recommendations to approve, approve with conditions, or disapprove applications for Site Plans, Construction Plans, and Final Plats.

SECTION 3: Annexation Petition (Outside of Corporate Limits and ETJ)

Property located outside of the Town of Apex’s corporate limits and Extraterritorial Jurisdiction (ETJ) must be annexed prior to rezoning approval. The Corporate Limits and ETJ map can be found at: <http://files.www.apexnc.org/docs/plan/CorpLimitsmap.pdf>. The Annexation Petition can be found at: <http://files.www.apexnc.org/docs/plan/annex.pdf>.

SECTION 4: Rezoning Process (Except for Planned Unit Developments)

If the property you wish to develop is not correctly zoned for your project, a Rezoning Petition must be submitted. **Rezoning Petitions may run concurrently with the Site Plan Application and approval process.** The Official Zoning District Map can be found at:
<http://files.www.apexnc.org/docs/plan/Zoningmap.pdf>

- **Pre-Application Meeting:** Prior to submitting an application for a rezoning or conditional zoning, applicants are **required** to meet with a Planner to discuss the rezoning proposal. The pre-application meeting is scheduled with Lauren Simmons in the Planning Department. Staff will complete a preliminary review of your application for general compliance with the Unified Development Ordinance (UDO), 2025 Land Use Plan, Design & Development Manual, Neighborhood Meeting Report, etc. (*this is not an official act of approval*) and discuss the requirements during this meeting.
- **Neighborhood Meeting:** Neighborhood meetings are **required** for rezoning and conditional zoning proposals. The applicant is required to notify landowners a minimum of ten (10) days in advance of the meeting via first class mail to all landowners within 300 feet of the land subject to the application. **The applicant must use their return address on the envelopes addressed to the landowners - not the Town of Apex return address for Neighborhood Meeting Notices.** At the time of the initial submittal of the rezoning application, the applicant must submit to the Planning Department, a written report of at least one (1) neighborhood meeting held by the applicant. The written report shall contain a listing of the persons contacted about the meeting, the date, time and location of the meeting, a roster of those in attendance, summary of issues discussed and a description of any changes made by the applicant as a result of the meeting (the form to be used in the neighborhood meeting report can be found in the Rezoning Petition:
<http://files.apextown.gethifi.com/docs/plan/rezone.pdf>).
- **Rezoning Petition Application and Schedule:** Rezoning Petitions are submitted to Planning Technician Brenda Culbertson in the Planning Department based on the following schedule:
<http://files.www.apexnc.org/docs/plan/2013rezone.pdf>. Please use the following application:
<http://files.apextown.gethifi.com/docs/plan/rezone.pdf>.
- **2030 Land Use Plan:** If the proposed rezoning request is not consistent with the current 2030 Land Use Plan, a request to amend the 2030 Land Use Plan must be made within the rezoning petition application. A link to the 2030 Land Use Plan Map can be found at:
<http://files.www.apexnc.org/peakplan/2030LUM.pdf>
- **Review for Sufficiency:** Planning staff checks application for sufficiency. Incomplete applications will be returned to the applicant (typically within the week the application is submitted). Sufficiently complete applications are forwarded to the planning staff for review.
- **Review by Staff:** Planning staff reviews the rezoning application to determine compliance with the Unified Development Ordinance (UDO), 2030 Land Use Plan, Design & Development Manual, Neighborhood Meeting Report, etc. If the application is determined not to be compliant with the UDO, comments will be sent to the applicant. The applicant must address all staff comments before any public hearings are scheduled. Applications will be forwarded to the Planning Board for a public hearing. A Staff Report will then be prepared with recommendations to the Planning Board/Town Council.

- **Public Hearing Notification:** Notification of the public hearing will take place by three different methods. A written notice will be sent to nearby property owners not more than 25 days or less than 14 days prior to the public hearings, as required by the UDO. The Planning Department will prepare written notifications for all property owners of the land subject to the application and all property owners within 300 feet of the land subject to the application. A notice will be published on the Town's web site no less than 10 days, but not more than 25 days prior to the public hearings, and a notice will be posted at the land subject to the application at least 14 days prior to the public hearings.
- **Planning Board Meeting:** The Planning Board will consider the application, relevant support materials, the Staff Report and public testimony given at the public hearing. After the public hearing the Planning Board will make a recommendation to the Town Council. The Planning Board may recommend approval, approval with conditions or disapproval. The application is then forwarded to the Town Council. The Planning Board meets at 4:30 P.M. in the Town Hall Council Chambers on the date indicated on the Rezoning Schedule (typically the second Monday of each month).
- **Town Council Meeting:** The Town Council will consider the application, relevant support materials, the Staff Report, the Planning Board recommendation and public testimony given at the public hearing. After the public hearing the Town Council will vote to approve, approve with conditions, or disapprove the rezoning. The Town Council meets at 7:00 P.M. in the Town Hall Council Chambers on the date indicated on the Rezoning Schedule (typically the first or third Tuesday of each month).

SECTION 5: Site-Civil Plan Approval Process

- **Sketch Plan Submittal and Pre-Application Meeting:** All applicants proposing to develop in the Town of Apex must submit a sketch plan of their project and attend a pre-application meeting with the TRC. Sketch plans should be submitted to Lauren Simmons in the Planning Department at least five (5) days prior to the pre-application meeting.

The pre-application meeting is also scheduled with Planner Lauren Simmons. TRC Members will complete a preliminary review of the plan for general compliance with the UDO (*this is not an official act of approval*) and discuss the requirements during this meeting.

- **Subdivision/Development Name Approval:** A Subdivision/Development Name Approval Application shall be submitted to the Planning Department along with (or no later than) the Sketch Plan Submittal. The application can be found at <http://files.www.apexnc.org/docs/plan/devName.pdf>. Projects must have their final name approved prior to the first official submittal of a site plan application. Any name changes after the first submittal require re-approval of the development name and a \$500 name change fee.
- **Neighborhood Meeting:** Neighborhood meetings are required for **Major** Site Plan proposals and strongly recommended for **Minor** Site Plans. The applicant is required to notify landowners a minimum of ten (10) days in advance of the meeting via mail to all landowners within 300 feet of the land subject to the application. *The applicant must use their return address on the envelopes addressed to the landowners - not the Town of Apex return address.* At the time of initial submittal of a Major Site Plan, the applicant must submit to the Planning Department a

written report of at least one (1) neighborhood meeting held by the applicant. The written report shall contain a listing of the persons contacted about the meeting, the date, time and location of the meeting, a roster of those in attendance, summary of issues discussed, and a description of any changes made by the applicant as a result of the meeting (the form to be used in the neighborhood meeting report can be found in the Major Site Plan Application at <http://files.www.apexnc.org/docs/plan/majorsite.pdf>).

- **Site Plan Submittal Schedules:** The application submittal schedules can be found at the following links:

Major Site Plan: <http://files.www.apexnc.org/docs/plan/2013major.pdf>

Minor Site Plan: <http://files.www.apexnc.org/docs/plan/2013minor.pdf>

- **Site Plan Application and Plan Submittal:** The Town of Apex uses a web-based electronic plan submittal, review, and commenting system called IDT Plans. There is no charge to use the system. The link to IDT Plans can be found at <http://www.apexnc.org/services/construction-management/engineering/electronic-plan-review>. Please visit the site and register to begin the application and plan review process. **All plans must be signed and sealed by a design professional licensed in the State of North Carolina for the initial and subsequent submittals.**

Please see the links below for the application, plan checklist, and submittal fees.

Major Site Plan Application: <http://files.www.apexnc.org/docs/plan/majorsite.pdf>

Minor Site Plan Application: <http://files.www.apexnc.org/docs/plan/minorsite.pdf>

Applicants shall submit their Site Plan through IDT Plans according to the Application Submittal Schedule (typically the first Monday of the month). Please review the applications and comply with the checklists for all submittal requirements. Site Plans are processed through the Planning Department. Contact Planning Technician Brenda Culbertson if you have questions on this process.

The Planning Department reviews the electronic plan submittals and items submitted to the Planning Department for completeness. If the plan submittal is incomplete, the Applicant is notified and must re-submit complete plans by the submittal deadline of the following month for review. If the plan submittal is complete, staff releases electronic plans to TRC members for review, and a development notice is posted on property.

- **Road Name Application:** A road name application must be submitted sometime after the submittal of the Site Plan but before submittal of the Construction Plans (site civil). The application can be found at: <http://files.www.apexnc.org/docs/plan/roadname.pdf>.

Road names must be approved and placed on the Construction Plans prior to Town signatures.

- **Parks, Recreation, and Cultural Resources Advisory Commission Meeting (Residential Site Plans Only):** The Parks, Recreation, and Cultural Resources Advisory Commission reviews the Residential Site Plan to determine whether land dedication or a fee-in-lieu is more appropriate

for the proposed subdivision based on the Town's Parks and Recreation Master Plan. The Commission's recommendation should be included in the revised Residential Site Plan. Recommendations on Residential Site Plans will be forwarded to the Planning Board and the Town Council. Please contact John Brown, Director of Parks, Recreation and Cultural Resources, with the Parks, Recreation, to request placement on the Meeting Agenda. Meeting Agenda are mailed out one week prior to the meetings, so plan accordingly. **Projects are not automatically placed on this agenda.**

The Parks, Recreation, and Cultural Resources Advisory Commission meets at 7:00 P.M. in the Town Council Chambers the last Wednesday of the month. The applicant should be prepared to address the Board, answer any questions they may have, and be prepared to explain how the proposed development relates to the currently adopted Parks, Recreation, Greenways, and Open Space Master Plan. For more information on the Parks, Recreation, and Cultural Resources Advisory Commission, please visit our web page at <http://www.apexnc.org/services/parks-recreation-cultural-resources/advisory-commission>.

- **TRC Comments:** Preliminary or draft comments on the Site Plan from TRC Members are forwarded to the engineer, applicant, and developer no later than the Tuesday prior to the TRC meeting. A meeting time is given to the Applicants for the TRC Meeting. Applicants are encouraged to review the comments prior to the TRC Meeting and come prepared to discuss only those comments they need clarification on. After the TRC meeting, final comments based on that month's review will be forwarded to the engineer, applicant, and developer.
- **TRC Meeting:** TRC Members typically meet the last Thursday of each month to review Site Plans, Master Subdivision Plans, and Construction Plans (*see the Application Submittal Schedule above for dates*). During the TRC Meeting, the Project Planner determines if the plans are sufficient to move forward to the Construction Plan (site civil) stage (Minor Site Plans) or to appear before the Planning Board and Town Council (Major Site Plans). If the plans are not sufficient to move forward, the Applicant must resubmit the plans electronically through IDT Plans the following month according to the Application Submittal Schedule. Applicants will receive additional TRC comments and attend another TRC meeting as stated above. This process will continue until the plans are approved to move forward to the Construction Plan (site civil) stage or to the Planning Board and Town Council.
- **Planning Board Meeting (Major Site Plans only):** The Town of Apex Planning Board is comprised of eight volunteer citizens of the Town of Apex and its extraterritorial jurisdiction (ETJ). The Apex resident members are recommended by the Mayor and appointed by the Town Council, while the ETJ member is appointed by the Wake County Commissioners. Planning Board members often have special training or experience in planning, real estate and development, architecture, landscape architecture, or law. Members are not paid for their services and are not employees of the Town of Apex. The Planning Board spends several hours each month reviewing agenda items, conducting public meetings, and discussing development proposals. The Planning Board reviews the Major Site Plan and formulates a recommendation to the Town Council.

The Planning Board typically meets the second Monday of each month as per the schedule at the following link: http://files.www.apexnc.org/news/meetings-boards/planning-board/2013_Calendar_Meetings.pdf

- **Town Council Meeting (Major Site Plans only):** The Town Council meets in regularly scheduled sessions on the first and third Tuesday of each month. The Town Council will review and approve, approve with conditions, or disapprove the Major Site Plan. If approved, a Major Site Plan approval letter is generated by the Planning Department and forwarded to the applicant and engineer. The plan is now ready for construction plan review. **No site work (e.g. soil and erosion control measures, grading, clearing) can commence until the site Construction Plans have been signed by TRC Members. The construction sequence must be followed.**
- **Prepayment of Water and Sewer Capacity Fees:** Effective August 7, 2007, prepayment of sewer capacity fees is limited to a maximum of 30,000 gallons per day (GPD) of sewer capacity in any 12 month period for any given subdivision or development. The 12 month period shall renew on the anniversary date of Town Council Approval (or TRC approval for Minor Site Plans) of the Site Plan. If the Site Plan is approved by the Town Council (or TRC approval for Minor Site Plans), and if the proposed development requires municipal water and/or sewer utility service, the project owner may pre-pay fees in order to get preference to another owner who has not reserved the capacity. Water and sewer treatment (and collection capacity) is not guaranteed; prepayment is only a preference for treatment capacity and not a guarantee. The developer assumes the risk of whether actual capacity will be available when needed.
- **Annexation Petition (Inside ETJ)**
If the project is extending either Town of Apex public water or public sanitary sewer, and if the property is located in the Town of Apex's Extraterritorial Jurisdiction (ETJ), then the property must be annexed. The Corporate Limits and Extraterritorial Jurisdiction map can be found at: <http://files.www.apexnc.org/docs/plan/CorpLimitsmap.pdf>. The Annexation Petition can be found at: <http://files.www.apexnc.org/docs/plan/annex.pdf>. The Petition must be submitted to and reviewed by the Planning Department prior to Construction Plan approval.
- **Construction Plan Submittal and Review (Site Civil Plans):** Applicants shall submit their Construction Plans electronically through IDT Plans according to the Construction Plan Submittal Schedule at the following link: http://files.www.apexnc.org/docs/const/2013_Construction_Plan_Schedule.pdf. The Construction Plan Application can be found at the following link: <http://files.www.apexnc.org/docs/const/ConPlanApplication.pdf>. Construction Plans will not be accepted for review unless all submittal fees are included (plan review fee, soil & erosion control fee, and stormwater review fee) along with associated paperwork. Use the following link to access the electronic plan review system: <http://www.apexnc.org/services/construction-management/engineering/electronic-plan-review>.

Construction Plans are processed through the Engineering Division. Contact Development Projects Coordinator Jean Weatherman if you have questions about this process.

The Engineering Division reviews the electronic Construction Plan submittals and items submitted to the Engineering Division for completeness. If the plan submittal is incomplete, the Applicant is notified and must re-submit complete plans by the submittal deadline of the following month for review. If the plan submittal is complete, staff releases electronic plans to TRC members for review.

- **Floodplain Development Permit:** For proposed commercial developments encroaching Special Flood Hazard Areas, the engineer shall submit a floodplain development permit application in

conjunction with construction plan submittal. Use the following links to view and print the permit application: <http://files.www.apexnc.org/docs/const/floodplaindevpermapp.pdf>.

In areas outside of a FEMA delineated floodplain, adjacent to streams delineated by the Watershed Protection Overlay District Map, proposed developments that exceed 5 acres or 50 lots must establish the floodplain boundary. Refer to Section 6.2 of the Unified Development Ordinance. **Floodplain development permits must be issued by the Town prior to Construction Plan approval.**

- **Water and Sewer Permits:** The engineer should submit water and sewer permit applications as early in the Construction Plan approval process as possible. Use the following links to view and print the water and sewer permit applications:

<http://files.www.apexnc.org/docs/const/waterperm.pdf>

<http://files.www.apexnc.org/docs/const/sewerperm.pdf>

All sewer permit applications must analyze and document sufficient sewer capacity in all downstream sewer conveyances along the route from your project (including downstream pumping stations) to the receiving wastewater treatment facility.

Fire flow calculations should be submitted with the first construction plan submittal so that we can determine whether the waterline is sized properly and that there is adequate flow available to the area. Refer to the Water Permit Application at the link provided in this section for requirements on fire flows. **All water and sewer permits must be issued by the Town prior to Construction Plan approval.**

- **North Carolina Department of Transportation (NCDOT) Encroachment Agreements and Driveway Permits:** The engineer should submit any NCDOT Encroachment Agreement applications and/or Driveway Permit applications to the NCDOT as early in the Construction Plan approval process as possible. The Engineering Division signs all DOT Three Party Encroachment Agreements and Driveway Permit Applications prior to submitting the NCDOT. **All Encroachment Agreements and Driveway Permits must be issued by the NCDOT prior to Construction Plan approval.**
- **Environmental Permits:** All North Carolina Division of Water Quality (DWQ) 401 Water Quality Certifications, 404 Permits, and applicable State-regulated Riparian Buffer Authorizations (e.g. Neuse River Basin Buffer Rules) must be approved and issued by the appropriate State and Federal agencies prior to Construction Plan approval.
- **Pump Station/Force Main Permits:** The Town does not issue permits for new pump stations/force mains or for modifications to existing pump stations/force mains. All new pump stations/force mains as well as modifications to existing pump stations/force mains must be permitted by the North Carolina Division of Water Quality (DWQ) prior to Construction Plan approval. The Town reviews these applications for compliance with our Standard Specifications and Standard Details.
- **Road Name Approval and Addressing:** Road names are approved jointly by Apex Planning Department and Wake County GIS prior to Construction Plan approval. Addresses are assigned by GIS Specialist Will Brown during the Construction Plan review process. The application can be found at: <http://files.www.apexnc.org/docs/plan/roadname.pdf>.

- **Technical Review Committee (TRC):** The TRC consists of Town Employees from the Planning, Engineering, Building Inspections, Public Works, Parks and Recreation, Fire, and Police Departments. The TRC reviews, considers, and makes recommendations to approve, approve with conditions, or disapprove applications for Major Site Plans. The TRC approves Minor Site Plans, Construction Plans, and Final Plats.
- **TRC Comments:** Preliminary or draft comments from TRC Members are forwarded to the engineer, applicant, and developer no later than the Tuesday prior to the TRC meeting. A meeting time is given to the Applicants for the TRC Meeting. Applicants are encouraged to review the comments prior to the TRC Meeting and come prepared to discuss only those comments they need clarification on. After the TRC meeting, final comments based on that month's review will be posted on IDT.
- **TRC Meeting:** TRC Members typically meet the last Thursday of each month to review Site Plans and Construction Plans (*see the Application Submittal Schedule for dates http://files.www.apexnc.org/docs/const/2013_Construction_Plan_Schedule.pdf*). During the TRC Meeting, the TRC determines if the plans are sufficient to move forward. If the plans need further review, the Applicant must resubmit the plans electronically through IDT Plans the following month according to the Application Submittal Schedule at http://files.www.apexnc.org/docs/const/2013_Construction_Plan_Schedule.pdf. Applicants will receive additional TRC comments and attend another TRC meeting as stated above. This process will continue until the plans are approved to move forward to the signature set.
- **Electronic Signature Set:** Once the Construction Plans are sufficiently complete, the applicant will be asked make final corrections and upload one electronic set through IDT Plans at their convenience. The TRC Members will review the final set outside of the TRC Cycle and close out any remaining comments.
- **Hard Copy Signature Set:** Once all comments are closed out of the IDT Plans review system, the applicant will be asked to bring one (1) hard copy (bond paper) of the complete plans to the Engineering Division for signature. It takes approximately one to two weeks for the plans to be signed by the TRC Members.
- **Distribution of Signed Construction Plans:** Once the Construction Plans have been signed, the applicant will be called to pick up the plans and return seven (7) hard copies of the signed Construction Plans to the Engineering Division. It is the responsibility of the applicant to distribute the approved Construction Plans to the contractors.
- **Construction Plan Revisions:** Any Construction Plan revisions must be signed off by the TRC Members. Please submit one hard copy of any revised plan sheets (24"x 36") to the Engineering Division for review and approval. All revisions should be clouded and noted on the plans. Once the revisions are approved, the applicant will be asked to pick up the plans and return seven (7) hard copies of the revised sheets to the Engineering Division.

Section 6 Building Permit Application and Review can run concurrently with Section 7 Site Construction – Site and Earth Work and Section 8 Utilities and Roadway.

*Please note: All road improvements required per the Town of Apex Thoroughfare and Collector Street Plan, all proposed roadways to be constructed within existing or proposed public right-of-way as part of the approved development plan and all additional offsite road improvements required to mitigate development traffic impacts to existing facilities must be completed **prior to the Certificate of Occupancy** in the development, except in cases where the Town Council approves a phasing plan with different completion milestones. Follow the steps in Sections 7 and 8 to complete the required improvements prior to receiving a building permit.*

SECTION 6: Building Permit Application and Review

- Construction of a new commercial building begins by submitting the Commercial plan review application package that consists of:
 - Commercial permit application
http://files.www.apexnc.org/docs/const/2013_App_-_Commercial.pdf
 - Commercial Plan Checklist
http://files.www.apexnc.org/docs/const/2013_Checklist_-_Commercial.pdf
 - Affidavit of Workers' Compensation Coverage
http://files.www.apexnc.org/docs/const/2013_Form_-_Affidavit_of_Workers_Compensation.pdf
 - Building plans –
 - Three copies if the power provider is Progress Energy and one additional copy if Wake County Environmental Services is required to review the project.
 - Four copies if the power provider is the Town of Apex and one additional copy if Wake County Environmental Services is required to review the project.
 - Approved site construction drawings.
 - Plan Review fee based on the Town's current commercial building permit fee schedule.
<http://www.apexnc.org/services/construction-management/building-code-enforcement/building-permit-fees>
 - A Certificate of Zoning Compliance (CZC) from the Planning Department is required if the building is multi-tenant with one or more of the tenant spacing being fully completed for occupancy at the time of review.
 - During the plan review process, a comparison is made between the submitted plans and any previously approved Site Plan, Construction Plan (site civil), or Planned Unit Development. If differences are noted then they will have to be addressed prior to the building construction plans being approved.
- Reviews are typically completed within 10 business days.
- Applicants are contacted by a Permit Specialist upon review completion.

- Denied plans are picked up along with review comments. One set must remain with the permitting office.
 - Re-reviews may be submitted to the Building Inspections Permit Desk when all corrections have been addressed.
 - The re-review plan review package will consist of full sets of corrected plans and any missing documentation noted on the previous review.
- Approved plans are processed by the Permit Specialists to calculate fees.
- Water and Sewer capacity fees will be based on the occupancy type of use calculation. A notarized letter on business letterhead will be required at the time of permitting to allow proper calculation of these fees. The Water and Sewer Capacity Fee Schedule can be found at the following link: http://files.www.apexnc.org/docs/plan/dev_fees.pdf
- The Building Permit issued will include all trades.
 - Building Plans that are modified after the approval of the original submitted plan will require a review by submitting a Plan Modification Application (http://files.www.apexnc.org/docs/const/2013_App_-_Plan_Modification.pdf) and the supporting documents. A fee will be collected at the time of application.
- Inspections are scheduled throughout the different phases of construction by calling the permit center at 919-249-3388 for all Building and Planning Department inspections. Public Works inspections must be called into the Public Works Department at 919-249-3427. Inspections are scheduled for the next business day if called in prior to 3:00 P.M.
 - Conditional electrical and mechanical approval allows the building to be energized and the electrical circuits to be utilized for convenience to help complete the building for final inspection. Application is made by coming to the Building Inspection Division and filling out the request form http://files.www.apexnc.org/docs/const/2013_App_-_Conditional_Utility_Commercial.pdf. There is no fee associated with the request. The applicant can schedule the inspection at that time or call in using the normal scheduling process at a later time.
- All outstanding fees, including re-inspection fees and water and sewer capacity fees, are due prior to scheduling the final inspection. The applicant will be notified if there are any outstanding fees at the time they call in for the final inspection.
- Once the final inspection is completed and approved by the Planning, Public Works and Building Inspection Departments, a Certificate of Occupancy is issued at the Permit Desk. The Certificate of Occupancy will be left at the jobsite by the building inspector.

SECTION 7: Site Construction – Site and Earth Work

- **Performance Guarantee Prior to Letter of Plan Approval:** Prior to the Town's issuing a letter of soil erosion and sedimentation control plan approval for an approved soil erosion and sedimentation control plan, the Applicant/Owner shall provide a performance guarantee in the form of a certified check, cash, or irrevocable letter of credit from any commercial bank doing business in the State of North Carolina in terms and form approved by the Town. The amount of the performance guarantee shall be \$2,500.00 per disturbed acre as defined in the Request for Plan Approval and approved by the Public Works Director or designee. The performance

guarantee shall remain in full force and effect until 100% of the buildings (residential and commercial) in the area(s) covered under the performance guarantee have received a permanent Certificate of Occupancy and until a Certificate of Completion has been issued by the Public Works Department. Failure to extend an irrevocable letter of credit until a Certificate of Completion has been issued by the Town will result in collection of the performance guarantee. Please contact Jean Weatherman, Development Projects Coordinator at (919) 249-3394 prior to submitting the Performance Guarantee.

- **Site Work Prior to Development:** Any work performed on a site prior to being granted an appropriate approval by the Town of Apex shall be in violation of the UDO and other applicable rules and regulations and may be subject to civil penalties.
- **Tree Protection Fencing Permit:** Fill out Tree Protection Fencing Installation Permit Application. Tree Protection Fencing applications may be picked up in the Planning Department or downloaded from our website: <http://files.www.apexnc.org/docs/plan/TreeProt.pdf>
- In accordance with the approved grading and soil erosion and sedimentation (S&E) control plans, have a surveyor flag property lines, easements, buffers, tree protection areas, and flag the protection limits for review prior to the installation of the barriers.
- Contact Brenda Culbertson in the Planning Department to be notified which Zoning Compliance Officer will inspect the tree protection fencing locations.
- Install approved tree protection fencing, signs, and/or any other protection measures that may be required. Call the assigned Zoning Compliance Officer for a final inspection of protection measures. Planning will forward approval to Environmental Programs Manager Michael Deaton.
- **Letter of Plan Approval:** Obtain a Letter of Plan Approval for S&E control measures from the Environmental Programs Manager.
- Through the Engineering Field Services Supervisor Eric Battle, schedule a pre-construction meeting with engineering inspectors and other Town staff.
- Install gravel construction entrance, temporary diversions, silt fencing, sediment basins, bypass channels, and/or other S&E measures as shown on the approved S&E control plans. **Clear only as necessary to install these devices.**
- **Certificate of Compliance:** Call the Environmental Programs Manager for on-site inspection and to obtain a Certificate of Compliance.
- **Grading Permit Application:** Complete a **Grading Permit Application** and submit to the Building Inspections Division. Use the following link to access a **Grading Permit Application:** http://files.www.apexnc.org/docs/const/2013_App_-_Grading.pdf
- Once the Grading Permit application is reviewed and the permit issued by Building Inspections, arrange a pre-construction meeting with Building Inspections by calling Rudy Baker **prior** to

any grading activities. This meeting is separate from any other pre-construction meetings required in the construction sequence.

- Post the Grading Permit prominently on site at all times.
- Begin clearing, grubbing, and rough grading of the site.
- Stockpile sufficient amount of topsoil to cover three inches over landscaped areas at the end of the project.
- Install storm sewer, if shown, and protect inlets with inlet protection devices and/or other approved measures as shown on plans. Maintain devices as needed. Once curb and gutter and first lift of asphalt are completed, use inlet protection in the low areas. Use products acceptable to the Environmental Programs Manager.
- After completion of any phase of grading, establish adequate groundcover on graded slopes and fill areas within 15 calendar days.
- Stabilize site as areas are brought up to finished grade with vegetation or paving.
- Flush and clean all stormwater system pipes. Clean and remove sediment from temporary sediment holding devices. Follow the **Best Management Practice (BMP) Construction Sequence** found on the Grading and/or BMP Detail sheets on the approved Construction Plan set.
- Remove temporary diversions, silt fencing, sediment basins, etc., and provide adequate cover or pave any resulting bare areas. All permanent erosion control devices, such as velocity dissipaters, should be installed at this point.
- When vegetation has been established, call the Environmental Programs Manager for final site inspection.
- **Certificate of Completion:** Obtain a Certificate of Completion from the Environmental Programs Manager after passing final site inspection.

SECTION 8: Site Construction – Utilities and Roadway

- **Utility and Infrastructure Construction:** Contact your Engineering Inspector to schedule inspections as required below. The Engineering Inspector will be assigned to your job at the Pre-Construction Meeting.
- **Utility and Roadway Inspection Scheduling Requirements for Contractors:**
Note: All construction to comply with *Town of Apex Standard Specifications and Construction Details*, *NCDOT Standard Specifications for Roads and Structures*, and *NCDOT Roadway Standard Drawings*, but in no way should the aforementioned list exclude *ASTM Standards*, *ASCE Standards*, *AASHTO Standards*, *ACI Standards* or other standards as deemed fit by the Town Engineer.

Prior to the commencement of construction a pre-construction meeting is required. This meeting is to inform contractors of the Engineering, Inspection, Planning, and Public Works Department requirements for construction and to assure that the correct approved plan sets are being used by all parties.

This inspections list is to provide clarity for contractors working within the Town's jurisdiction. This list shall not be construed as to over-ride the aforementioned standards and is subject to periodic revision.

Inspections Requiring Scheduling:

Sewer:

1. Sewer pressure testing of all lines and vacuum testing of all sewer manholes is required. Inspectors will schedule 30-minute blocks of time with the contractor to perform the inspection. It is the contractor's responsibility to have the lines or manholes pressurized upon the arrival of the inspector.
2. Penetrations into a manhole require inspection prior to backfill.
3. Mandrel testing of PVC sewer lines. The contractor is to have all strings in place prior to the arrival of the inspector.
4. All sewer services and taps will be inspected prior to backfill.
5. Taps into existing mains. Patching and backfill of open-street cut.
6. All road-boring activities require a two-day advance notice to the inspector prior to boring and jacking steel casing. NCDOT encroachment agreements are required on site all times during boring and jacking activities.
7. Stream crossings require inspection prior to placing concrete.
8. Sewer lines will be plugged at the start of construction, continuing throughout the duration of the project, to prevent debris from entering the Town's system. The installation and removal of plugs will only be permitted in the presence of an inspector. Prior to removing the plugs and starting the Warranty period, the Town will inspect all lines with a T.V. camera.
9. All Town maintained utility bores with an 8-inch main carrier pipe or greater shall be field surveyed in from known (recorded) bench mark(s) before the intended carrier pipe is threaded. Bore casing shall also be visually inspected for curvature or misalignment before intended carrier pipe is threaded.
10. All grade percentages set for 0.65% or less and grade percentages set for 9.0% or more shall be inspected at downstream point for correct grade setting. Field survey may be used to confirm approved construction drawing design.

Water:

1. All water lines will be pressure tested. All valves will be pressure tested to one side of the valve. The inspector will determine the location of the pressurization point and the order in which valves will be isolated.
2. All water lines will receive a total coliform analysis provided by the contractor and witnessed by the inspector. The inspector will identify the locations for which water samples are to be taken.
3. All water services will be inspected prior to backfill.

4. Waterline blocking and 'rodding' shall be inspected prior to backfill.
5. All road-boring activities require a two-day advance notice to the inspector prior to boring and jacking steel casing. NCDOT encroachment agreements are required onsite all times during boring and jacking activities.
6. Taps into existing mains. Tapping sleeves to be inspected prior to making the tap. Air pressure testing and bolt torque inspection of the tapping sleeve are required prior to making the tap. Patching of the open-street cut requires inspection prior to placing backfill and asphalt.
7. All Town maintained utility bores with an 8-inch main carrier pipe or greater shall be field surveyed in from known (recorded) bench mark(s) before the intended carrier pipe is threaded. Bore casing shall also be visually inspected for curvature or misalignment before intended carrier pipe is threaded.
8. All grade percentages set for 0.65% or less and grade percentages set for 9.0% or more shall be inspected at downstream point for correct grade setting. Field survey may be used to confirm approved construction drawing design.

Storm Drainage:

1. Masonry boxes will be inspected prior to backfill.
2. Precast boxes will be inspected prior to backfill.
3. Headwall forms and re-bar are to be inspected prior to placing concrete.
4. All cast slabs with re-bar reinforcement are to be inspected prior to placing concrete.
5. Storm Drainage lines and structures will be flushed and cleaned of all debris prior to the beginning of the Warranty Period.
6. All Town maintained utility bores with an 8-inch main carrier pipe or greater shall be field surveyed in from known (recorded) bench mark(s) before the intended carrier pipe is threaded. Bore casing shall also be visually inspected for curvature or misalignment before intended carrier pipe is threaded.
7. All grade percentages set for 0.65% or less and grade percentages set for 9.0% or more shall be inspected at downstream point for correct grade setting. Field survey may be used to confirm approved construction drawing design.

Roadways:

1. Proof-roll of subgrade prior to placement of ABC. Gradation reports will be provided for ABC as indicated by the inspector.
2. Proof-roll of subgrade prior to placement of curbing.
3. Proof-roll of ABC prior to paving.
4. Road-widening lap-joints prior to final lift.
5. Asphalt repairs, curb repairs, subgrade repairs, valve box /manholes repairs, and all other related right-of-way appurtenances will be approved prior to final lift.
6. Asphalt tack coating will be inspected prior to final lift.
7. Compaction reports will be provided, as directed by the inspector, for fill material placed in the right-of-way.

Final Inspection:

1. Final Inspections will be scheduled two-days in advance.

2. All punchlist generated items will be completed prior to the Town's acceptance.

SECTION 9: Electrical Installation

- **Underground Electric:** Once the applicant has selected the Town of Apex to be their electric utilities provider, they should turn in the signed Town of Apex Utilities Offer & Agreement Letter with the Site Plan Application. The applicant should then contact Rodney Smith in the Electric Utilities Division to arrange for installation of underground electric. The Electric Utilities Division will start underground electric installation after the curbing and first lift of pavement have been set and the underground electric fee has been paid to the Public Works Department. The invoice for the installation of electric utilities will be provided by the Electric Utilities Division. Service laterals to individual lots/point of delivery are charged at the time of building permit and payable at the Building Inspections Permit Desk when the building permit is picked up. Please see the Development Fee Schedule for current rates at: http://files.www.apexnc.org/docs/plan/dev_fees.pdf.
- **Street Lights:** Standard street lights are added at no cost to the developer. Upgraded street lighting is available through the Town for a fee. Contact Rodney Smith in the Electric Utilities Division for additional information.

SECTION 10: Plats – Recording Site

- **Plat Submittal:** Prior to the first Certificate of Occupancy (CO) for the Site Plan, the applicant must submit a plat for recording. Use the following link to the Site Plan Plat Application and Checklist: <http://files.www.apexnc.org/docs/plan/siteplanplat.pdf>

Plats are submitted electronically through IDT Plans:

<http://www.apexnc.org/services/construction-management/engineering/electronic-plan-review>.

Plats are processed through the Planning Department. Contact Development Specialist Bonnie Brock if you have questions on this process. Fees associated with plats are calculated and collected by the Planning Department. Plats are reviewed by multiple departments and must be signed by the Public Works Director and the project planner, in addition to the surveyor, property owner, and notary.

- **Requirements Prior to Platting:** The following items must be completed prior to Plat Approval:

Engineering Items

- Surety funds to be held in the Town's favor must be in place***

The Town requires a bond (enforceable at the sole discretion of the Town) guaranteeing utility taps, curbs, gutters, street pavement, sidewalks, drainage facilities, water and sewer lines and other improvements against defects for one year. All guarantees must remain in force in the Town's favor for a period of no less than the longer of 1) one year from the satisfactory completion of the performance inspection, or 2) until 60% of the lots or units in the bonded phase have been issued a Certificate of Occupancy.

This may include all or any of the following types of bonds depending on the scope of the project:

This table is intended as an overview of the Town's bonding requirements. Please refer to the corresponding ordinances for additional details.

Guarantee Type	Ordinance Number	Amount	Acceptable Forms of Guarantee	Due	Release Time*
Soil & Erosion Performance	Code of Ordinances Sec. 5-162	\$2,500 per Disturbed Acre	Certified Check, Cash, Irrevocable Letter of Credit	Prior to Letter of Plan Approval	After 100% C/Os and Upon Certificate of Completion
Structural BMP Performance (for uncompleted BMPs at time of C/O)	Unified Development Ordinance Sec. 6.1.12 H	125% of Construction Cost	Surety Bond, Certified Check, Cash, Irrevocable Letter of Credit	Prior to C/O for Site Plans; Prior to Plat Approval for Subdivisions	Upon Final Approval of Structural BMP
Parks, Recreation & Cultural Resources Performance	Unified Development Ordinance Sec. 7.3.4 C 2	125% of Construction Cost	Surety Bond, Certified Check, Cash, Irrevocable Letter of Credit	Prior to First Plat Approval	Install prior to 50% of Building Permits -- Release Upon Final Approval of Installed Improvements
Parks, Recreation & Cultural Resources Maintenance	Unified Development Ordinance Sec. 7.5.14	25% of Construction Cost	Surety Bond, Certified Check, Cash, Irrevocable Letter of Credit	Prior to Plat Recording Dedication of Public Greenway	One Year After Acceptance of Improvements
Infrastructure Performance	Unified Development Ordinance Sec. 7.5.13	125% of Construction Cost	Surety Bond, Certified Check, Cash, Irrevocable Letter of Credit	Prior to Plat Approval for Subdivisions, Prior to C/O for Site Plans	Upon Final Approval of Installed Improvements
Infrastructure Maintenance	Unified Development Ordinance Sec. 7.5.14	25% of Construction Cost	Surety Bond, Certified Check, Cash, Irrevocable Letter of Credit	Prior to C/O for Site Plans; Prior to Plat Approval for Subdivisions	One Year After Permanent C/O for Site Plans; One Year After Start of Warranty and at Least 60% C/O's for Subdivision

*** All guarantees must be held in the Town's favor for the prescribed timeframe and until all improvements have been installed and inspected to the satisfaction of the Town.**

All surety fund amounts must be approved by the Engineering Division and/or other appropriate Town departments before issuance. A signed and sealed estimate from the Engineer of Record or copies of contractor invoices should be submitted to Development Projects Coordinator Jean Weatherman for distribution and approval by the Engineering Division and/or other appropriate Town departments.

All surety funds (unless otherwise noted above) may be in the form of cash, check, bond issued by a surety authorized to do business in North Carolina, or letter of credit as outlined in the table above. All letters of credit submitted as surety funds must have the issuing bank's place of collection in the State of North Carolina.

Refer to the Town of Apex Code of Ordinances Section 5-162 and Unified Development Ordinance Sections 7.3, 7.5, and 6.1.12 for requirements on bonding.

<http://www.apexnc.org/services/administration/code-of-ordinances>

<http://files.www.apexnc.org/docs/plan/udo/udo.pdf>

Paving Completed

This would include all required paving (up to the final 1.5 inches of asphalt) in the phase receiving a plat or non-residential certificate of occupancy.

As-Built Drawings received and approved by Engineering

Submit two (2) copies of the As-Built Drawings to Development Projects Coordinator Jean Weatherman. Please allow three (3) to five (5) working days for review and approval of As-Built. Refer to Section 106 of the Town of Apex Standard for requirements.

<http://www.apexnc.org/services/development-services/as-built-drawings-engineering-division>.

Engineering Inspection Fees Paid

Refer to the Town of Apex Development Fee Schedule at

http://files.www.apexnc.org/docs/plan/dev_fees.pdf

Water and/or Sewer Certifications received from the Engineer of Record

Certifications are required whenever water and/or sewer permits are issued by the Town of Apex. The required certification form can be found on the last page of the issued permits.

Waterline Purity Test Results Received and Approved

Warranty Inspection Passed

The project phase must pass a warranty inspection. Contact your Engineering Inspector or the Engineering Field Services Supervisor to schedule the final inspection.

Planning Items

Planning Department Fees

These include Plat Review Fee, Water/Sewer Acreage Fee (projects utilizing public water/sewer), and Recreation Fee (residential projects only). The Town's Fee Schedule is available on the Town's website at http://files.www.apexnc.org/docs/plan/dev_fees.pdf.

Please contact Development Specialist Bonnie Brock in the Planning Department for assistance in calculating the four fees listed above.

Zoning Compliance Inspections

Zoning compliance inspections completed as applicable:

Non-Residential Site Plan Plat (required prior to CO)

Please contact the zoning compliance officer assigned to your project or the Planning Department at (919) 249-3426 for the Zoning Compliance Final Site Inspection. Items that must be completed prior to approval:

- Landscaping complete or bonded (bonding can only be done if approved by the zoning compliance officer).
- Appropriate lighting certification letter received and accepted.
- All other approved plan requirements and applicable Town standards have been met. Typical items include – dumpster enclosures & gates installed; outdoor storage fenced and screened; HVAC and similar mechanical units screened; electrical boxes & conduit, plumbing pipes and mechanical devices (vents etc.) are screened or painted to match building finishes; parking spaces striped and drives appropriately marked (stop bars, signs, arrows, etc.); bicycle racks, benches and similar site furnishings installed; building elevations and finishes completed according to approved site plan (colors, materials, etc.); and landscape, accent, or other building mounted lights not shown on approved site plan either brought into compliance or removed.
- Any additional zoning conditions and/or site plan conditions are met.
- General site clean-up.
- No Outstanding Zoning Violations.

Please contact Zoning Compliance Supervisor Steve Yates in the Planning Department at (919) 249-3333 if you have any questions.

Public Works Items

- Stormwater Best Management Practices (BMP) Operation & Maintenance Agreement(s) Received, Recorded at Wake County Register of Deeds, and Returned to the Environmental Programs Manager***
Contact Environmental Programs Manager Mike Deaton for information pertaining to BMP O&M Agreements. <http://www.apexnc.org/services/public-works/environmental-programs-division/stormwater/stormwater-bmps>
- Stormwater BMP Inspection Passed***
Contact Mike Deaton, Environmental Programs Manager to schedule this inspection.
- As-Built Drawings of Structural BMP received and approved by Public Works***
Refer to Section 106 and Section 506 of the Town of Apex Standard for requirements. Submit two copies of the As-Built Drawings to Jean Weatherman in the Engineering Division.
- Backflow Prevention Documentation Received and Accepted***
All domestic, fire, and irrigation connections to the Town of Apex water supply must have proper backflow protection per Town regulations. All documentation must be received and accepted by the Public Works Environmental Programs Division before Certificate of

Occupancy approval. Contact the Public Works Department for questions pertaining to backflow protection and acceptance.

- Once the plat has been signed, the applicant must record the plat with the Wake County Register of Deeds <https://rod.wakegov.com/>. Their office is located at:

One Bank of America Plaza,
421 Fayetteville Street Suite 300 – 3rd Floor
Raleigh, NC 27601

- **Return Recorded Plats:** One original recorded copy and five paper copies must be returned to the Planning Department. Failure to return recorded plats will prohibit the applicant's ability to obtain a Certificate of Occupancy.

SECTION 11: Warranty Period for Public Infrastructure

- The Developer shall provide a guarantee as per Town of Apex Unified Development Ordinance (Article 7 Sec. 7) on workmanship and materials for a period of one year after the date of acceptance by the Town of Apex (see *Surety funds to be held in the Town's favor* under Plats). Any defects observed within the one year guarantee period shall be repaired and/or replaced to the Town's satisfaction and the cost of such repairs shall be borne by the developer. The guarantee shall apply to street construction, sidewalks, water lines and appurtenances, sanitary sewers, storm sewers (including ditches, drainage channels, and appurtenances, etc.), pumping stations, force mains and appurtenances.

SECTION 12: Completion and Inspections for Structural BMPs

- **Performance Guarantee:** No performance guarantee is required for site plans requesting a certificate of occupancy that have already satisfied all the requirements set forth in Section 6.1.12(F).

A performance guarantee will be required for site plans requesting temporary or conditional certificates of occupancy and will be released once the requirements in Section 6.1.12(F) have been satisfied and the Environmental Programs Manager has given final approval of the required structural BMP(s). In such cases prior to approval of a certificate of occupancy, a performance guarantee shall be provided by the owner in the amount equal to one hundred twenty-five (125) percent of the total construction cost of the required structural BMP(s). The total cost of the structural BMP(s) shall include all construction costs, including but not limited to, the cost of materials, landscaping, seeding and soil stabilization, grading, excavation and fill.

The performance guarantee shall be in effect until the requirements set forth in Section 6.1.12(F) have been satisfied and the Environmental Programs Manager has given final approval of the required structural BMP(s).

- **Inspect Once a Year:** On an annual basis after completion of construction of a structural BMP, the owner shall submit to the Environmental Programs Manager an inspection report for that structure from a qualified registered North Carolina professional engineer, surveyor, or

landscape architect performing services only in their area of competence. The inspection report shall be on a form provided by the Environmental Programs Manager (see <http://www.apexnc.org/services/public-works/environmental-programs-division/stormwater/stormwater-bmps>). An initial inspection report shall be provided to the Environmental Programs Manager beginning one year from the date of submittal of the certified as-built plans to the Town and each year thereafter on or before the date of the as-built certification.

- **Inspection by Town of Apex:** All property within the Primary Watershed Protection District and/or the Secondary Watershed Protection District shall also be subject to inspection by the Environmental Programs Manager or his designee. Such inspections may include, but are not limited to, reviewing maintenance and repair records, sampling discharges, surface water, groundwater, and material or water in structural BMPs, and evaluating the condition of structural BMPs.
- **Corrective Action:** If at any time the Town of Apex determines that corrective actions or improvements to a structural BMP are required, the Town of Apex shall notify the owner of the needed corrections and of the date by which the work is to be completed. All corrective work shall be consistent with the approved operation and maintenance agreement.
- **Authorization Prior to Repair or Reconstruction of Structure:** With the exception of general landscaping and grounds maintenance, the owner of the structural BMP shall obtain authorization from the Town prior to any repair or reconstruction of the structure. All improvements and repairs shall be consistent with the approved maintenance and operation agreement. In a bona fide emergency, necessary measures may be taken immediately in order to minimize damage to the structure and ensure its continued operation. Such measures must be promptly reported to the Environmental Programs Manager.

SECTION 13: End of Warranty Period for Public Infrastructure

- Once the site (or bonded phase) has passed the One Year Warranty Period, the developer shall request a final inspection from the Engineering Division. Please call your Engineering Inspector or the Engineering Field Services Supervisor at (919) 249-3510 to arrange this final inspection. During this inspection, all public infrastructure items will be inspected and marked for repair or replacement. **If your site contains public right of way, do not place the final lift of asphalt until directed to do so by your Engineering Inspector. Failure to comply will automatically result in a minimum six (6) month extension of the warranty period and financial guarantee(s) posted with the Town.**
- After all items have passed inspection and the final lift of asphalt has been installed to the satisfaction of the Town, the surety funds for these items will be returned to the developer or contractor, and the public infrastructure will be accepted for maintenance by the Town.

List of Web Links

Applications

Annexation Petition Application:

<http://files.www.apexnc.org/docs/plan/annex.pdf>

Commercial Building Permit Application:

http://files.www.apexnc.org/docs/const/2013_App_-_Commercial.pdf

Conditional Power Application:

http://files.www.apexnc.org/docs/const/2013_App_-_Conditional_UTILITY_Commercial.pdf

Construction Plan Application:

<http://files.www.apexnc.org/docs/const/ConPlanApplication.pdf>

Floodplain Development Permit Application:

<http://files.www.apexnc.org/docs/const/floodplaindevpermapp.pdf>

Grading Permit Application:

http://files.www.apexnc.org/docs/const/2013_App_-_Grading.pdf

Major Site Plan Application:

<http://files.www.apexnc.org/docs/plan/majorsite.pdf>

Minor Site Plan Application:

<http://files.www.apexnc.org/docs/plan/minorsite.pdf>

Plan Modification Application:

http://files.www.apexnc.org/docs/const/2013_App_-_Plan_Modification.pdf

Rezoning Petition Application:

<http://files.apextown.gethifi.com/docs/plan/rezone.pdf>

Road Name Application:

<http://files.www.apexnc.org/docs/plan/roadname.pdf>

Sewer Permit Application:

<http://files.www.apexnc.org/docs/const/sewerperm.pdf>

Site Plan Plat Application and Checklist:

<http://files.www.apexnc.org/docs/plan/siteplanplat.pdf>

Subdivision/Development Name Approval Application:

<http://files.www.apexnc.org/docs/plan/devName.pdf>

Tree Protection Fencing Permit Application:

<http://files.www.apexnc.org/docs/plan/TreeProt.pdf>

Water Permit Application:

<http://files.www.apexnc.org/docs/const/waterperm.pdf>

Checklists

Commercial Building Permit Checklist:

http://files.www.apexnc.org/docs/const/2013_Checklist_-_Commercial.pdf

Site Plan Plat Application and Checklist:

<http://files.www.apexnc.org/docs/plan/siteplanplat.pdf>

Fees

Commercial Building Permit Fee Schedule:

<http://www.apexnc.org/services/construction-management/building-code-enforcement/building-permit-fees>

Development Fee Schedule:

http://files.www.apexnc.org/docs/plan/dev_fees.pdf

Water and Sewer Capacity Fee Schedule:

http://files.www.apexnc.org/docs/plan/dev_fees.pdf

Submittal & Meeting Schedules

Construction Plan Application Submittal Schedule and TRC Meeting Schedule:

http://files.www.apexnc.org/docs/const/2013_Construction_Plan_Schedule.pdf

Major Site Plan Application Submittal Schedule:

<http://files.www.apexnc.org/docs/plan/2013major.pdf>

Minor Site Plan Application Submittal Schedule:

<http://files.www.apexnc.org/docs/plan/2013minor.pdf>

Planning Board Meeting Schedule:

http://files.www.apexnc.org/news/meetings-boards/planning-board/2013_Calendar_Meetings.pdf

Town Council Meeting Schedule:

http://files.www.apexnc.org/news/meetings-boards/planning-board/2013_Calendar_Meetings.pdf

Rezoning Petition Submittal Schedule:

<http://files.www.apexnc.org/docs/plan/2013rezon.pdf>

Maps

2030 Land Use Plan:

<http://files.www.apexnc.org/docs/plan/2030LUM.pdf>

Corporate Limits and Extraterritorial Jurisdiction Map:

<http://files.www.apexnc.org/docs/plan/CorpLimitsmap.pdf>

Zoning District Map:

<http://files.www.apexnc.org/docs/plan/Zoningmap.pdf>

Other Documents & Web Sites

Affidavit of Workers' Compensation Coverage:

http://files.www.apexnc.org/docs/const/2013_Form_-_Affidavit_of_Workers_Compensation.pdf

Code of Ordinances (Town of Apex):

<http://www.apexnc.org/services/administration/code-of-ordinances>

IDT Plans:

<http://www.apexnc.org/services/construction-management/engineering/electronic-plan-review>

Parks, Recreation, and Cultural Resources Advisory Commission:

<http://www.apexnc.org/services/parks-recreation-cultural-resources/advisory-commission>

Standard Specifications & Standard Details:

<http://www.apexnc.org/services/construction-management/engineering/engineering-specifications>

Stormwater BMPs:

<http://www.apexnc.org/services/public-works/environmental-programs-division/stormwater/stormwater-bmps>

Town of Apex:

<http://www.apexnc.org/>

Unified Development Ordinance:

<http://www.apexnc.org/services/planning/unified-development-ordinance-udo>

Wake County Register of Deeds:

<https://rod.wakegov.com/>

List of Acronyms

AASHTO – American Association of State Highway and Transportation Officials

ABC – Aggregate Base Course

ACI – American Concrete Institute

ASCE – American Society of Civil Engineers

ASTM – American Society for Testing and Materials

BMP – Best Management Practices

CO – Certificate of Occupancy

CZC – Certificate of Zoning Compliance

DWQ – North Carolina Division of Water Quality

ETJ – Extraterritorial Jurisdiction

FDC – Fire Department Connection

GIS – Geographical Information Systems

GPD – Gallons Per Day

HVAC – Heating, Ventilation, and Air Conditioning

IDT Plans – Integrated Digital Technologies

NC DOT – North Carolina Department of Transportation

NCSBC – North Carolina State Building Code

O&M – Operations & Maintenance

PUD – Planned Unit Development

PVC – Polyvinyl Chloride

PWS – Public Water Supply

S&E – Sedimentation & Erosion

TIA – Traffic Impact Analysis

TPF – Tree Protection Fencing

TRC – Technical Review Committee

UDO – Unified Development Ordinance

Technical Review Committee (TRC) Areas of Review

BUILDING INSPECTIONS DIVISION

Donald Irwin, Plans and Permits Supervisor; Donald.irwin@apexnc.org; 919-249-3379

1. Confirm location of all existing and new buildings for separation requirements per NCSBC
2. Confirm allowed area of proposed new building per NCSBC
3. Confirm allowed height and number of stories of proposed new buildings per NCSBC
4. Confirm location of any existing utilities on the property to include underground storage tanks
5. Confirm all site utilities, existing or new, do not go under the building foot print
6. Confirm number of overall parking spaces and confirm calculated needed accessible spaces shown
7. Confirm site access is accessible from sidewalks along street fronts to include curb cut and slope details (spot elevations required to confirm slope)
8. Confirm any earth retaining systems on site and their relationship to the bearing plane of the proposed new building or existing buildings
9. Confirm any site amenities such as gazebos, benches, walking trails, bike paths, etc... for accessibility and NCSBC
10. Confirm building elevations for entrance and egress accessibility
11. Confirm, if multi-family, which units will be accessible
12. Confirm if parking lot lighting is being provided and confirm details of footings and pole bases
13. Confirm that setbacks for front, rear, and sides have been met
14. Confirm if flood plain exists on property
15. Confirm if site contains Historic structures that are on the Historical Registry
16. Note any buildings to be demolished
17. Confirm any dumpster locations and that pads meet 6 inch thickness
18. Confirm any signs shown on plan and include note that signs will be reviewed separately and must meet any sign master plan that is in place
19. Confirm what method is being used to convey storm water from the building
20. Confirm if grading permit will be required
21. Confirm any exits that will require roof covering
22. Confirm number of water meters and sewer taps to include size of each
23. Confirm if building is being sprinkled
24. Confirm if the project will most likely qualify for special inspections

ELECTRIC UTILITIES DIVISION

Rodney Smith, Electric Technical Services Supervisor; rodney.smith@apexnc.org; 249-3342

1. Electric utility easement locations and widths (new and existing)
2. Locations of service corridors, transformers, and meters
3. Grades around transformers
4. Slopes where underground utility lines are located
5. Co-location or separation of utilities, as appropriate
6. Public street lighting
7. Lighting plans
8. Existing utility locations

ENGINEERING DIVISION

Rich Harrison, Engineering Projects Coordinator; rich.harrison@apexnc.org; 919-249-3393

1. Sewer (material, depth, slope)
2. Water (material, depth, slope)
3. Storm drainage (public rights-of-way; public drainage easements)
4. Curb & gutter
5. Sidewalk (structural aspects, widths, fit in cross section, other spec book compliance)
6. Roads (streets, spec book compliance)
7. Floodplain development restrictions

Russell Dalton, Transportation Engineer; russell.dalton@apexnc.org; 919-249-3358

1. Proposed access is acceptable
2. Signs and striping on roadways and in parking areas are acceptable
3. Minimum road widening requirement is met
4. Plan conforms to the Town of Apex Transportation Plan
5. Plan agrees with the recommendations in the Traffic Impact Analysis (TIA)
6. Additional roadway, pedestrian, or traffic signal improvements are recommended
7. Public street(s) conform to standard specifications and details
8. Public parking areas provide proper storage and traffic circulation
9. Sight triangles

Jean Weatherman, Development Projects Coordinator; jean.weatherman@apexnc.org; 919-249-3394

1. Electronic plan review system administrator
2. Review construction plan submittal package for completeness
3. Review requirement for water and sewer permit applications, NCDOT Driveway permits, and NCDOT Encroachment agreements
4. Issue water and sewer permits
5. Oversee process for getting Construction Plans routed through TRC and signed off

FIRE DEPARTMENT

Karl Huegerich, Fire Marshal; karl.huegerich@apexnc.org; 919-367-4055

David Dillon, Fire Inspector; david.dillon@apexnc.org; 919-367-4062

1. Fire Hydrant spacing and distribution
2. Water main sizes for fire flow reasons
3. Street width and turning radius
4. Accessibility for emergency vehicles to the buildings
5. Multiple points of access
6. Fire Department Connection (FDC) locations
7. Fire Hydrant locations in relation to FDC locations
8. Enforce the appendixes of the IFC with exception of appendix D

PARKS, RECREATION, AND CULTURAL RESOURCES DEPARTMENT (PRCR)

John Brown, Director; john.brown@apexnc.org; 919-249-3344

1. Number and type of residential units
2. How the development fits into the adopted PRCR Master Plan
3. Calculate the fee-in-lieu / park acreage requirements based on the number and type of units and then make a recommendation to the PRCR Advisory Commission based on that information

PLANNING DEPARTMENT

Brendie Vega, Principal Planner; brendie.vega@apexnc.org; 249-3339

June Cowles, Senior Planner; june.cowles@apexnc.org; 919-249-3331

Lauren Simmons, Planner II; lauren.simmons@apexnc.org; 919-249-3422

1. Zoning
2. 2025 Land Use Plan compliance
3. Annexation (if public utilities provided)
4. General site layout and aesthetics
5. General plan information (cover sheet items and standard notes)
6. Setbacks
7. Height limitations
8. Built upon area
9. Parking (location, arrangement, number, and dimensions of parking spaces and aisles)
10. Sight triangle locations and dimensions
11. Buffers (width, type, grading, retaining wall tiebacks)
12. Landscaping plans (plant selection, sizes, planting details)
13. Resource Conservation Area (size, location, type)
14. Arborist reports and tree surveys
15. Tree protection fencing location
16. Floodplain restrictions (residential)
17. Lighting plans (fixture and pole aesthetics; footcandle averages and spillover at property lines)
18. Architecture (elevations)
19. Building material and colors
20. Historic structures
21. Small Town Character Overlay District
22. On-site community amenities
23. Fencing materials and colors
24. Dumpster screening
25. Location and screening of HVAC units/generators
26. Location and aesthetics of accessory structures such as mail kiosks, cart returns, etc.
27. Location, dimensions, and screening of outside storage yards, display, and sales areas
28. Retaining wall location and aesthetics (material and color, height)
29. Plat review and approval

Reed Huegerich, Transportation Planner; reed.huegerich@apexnc.org; 919-249-3505

1. Compliance with Transportation Plan
 - Thoroughfare and Collector Street Plan map
 - Bicycle, Pedestrian, and Equestrian Plan map
2. Street connectivity
3. Sidewalk connectivity
4. Bike racks
5. Handicap ramp orientation
6. Parking
7. Pedestrian amenities
8. Block length
9. Site orientation

Bonnie Brock, Development Specialist; bonnie.brock@apexnc.org; 919-249-3334

1. Development fee calculations
2. Plat coordinator through IDT site

Brenda Culbertson, Planning Technician; brenda.culbertson@apexnc.org; 919-249-3437

1. Signs (master sign plan, permanent signs, temporary signs) – separate process from site plan
2. Review rezoning, Planned Unit Development (PUD), and site plan submittal package for completeness
3. Back-up plat coordinator through IDT site

Will Brown, GIS Specialist; will.brown@apexnc.org; 919-249-3336

1. Addressing

POLICE DEPARTMENT

Greg Towell, Support Services Sergeant; greg.towell@apexnc.org; 919-249-3450

1. Look at entrances and exits to subdivisions and businesses to ensure the traffic can flow and not cause safety concerns
2. Crosswalks, lighting, etc. for safety concerns
3. Location of generators or any loud noise making equipment which can result in complaints on loud noises

PUBLIC WORKS DEPARTMENT – ENVIRONMENTAL PROGRAMS

Mike Deaton, Environmental Programs Manager; michael.deaton@apexnc.org; 919-249-3413

1. Existing Conditions:
 - Review natural drainage features such as streams, ponds/lakes, wetlands, etc.
 - Look for off-site drainage patterns to protect adjacent property owners
 - Coordinate 401/404 permitting with DWQ
2. Watershed Protection Overlay District (Primary or Secondary)
3. Riparian Buffers:
 - Review development plans for compliance with Town of Apex and Neuse buffer rules
 - Perform stream buffer determination for Apex jurisdictional riparian buffers

- Diffuse flow
 - Coordinate buffer authorizations with DWQ (Neuse)
4. Stormwater Management Plans (non-public areas):
 - Review structural BMP to ensure compliance with DWQ BMP Manual
 - Review structural BMP stormwater calculations for compliance with Town UDO requirements (peak flow attenuation)
 5. Wastewater:
 - Review pump station design and sewer flow calculations
 - Coordinate pump station permitting with DWQ
 6. Solid Waste and Recycling:
 - Review site plan layout to ensure minimum requirements are met for proper access by solid waste and recycling contractor

Stan Fortier, Environmental Specialist; stan.fortier@apexnc.org; 919-249-1166

1. Site location, natural topography, and size of project
2. Request and Plan Approval Form and land disturbing fee
3. Disturbed and drainage areas (limits of disturbance; site phasing)
4. Off-site areas that drain through project
5. Stockpile areas
6. Construction sequence
7. Natural topography and proposed grades, cut and fill of site
8. Borrow or waste areas for site
9. Soils information
10. Buffer and riparian areas
11. Drainage features
12. Road profiles and road widening
13. Offsite utilities and outfalls
14. Sediment basin/skimmer basin/custom basin design.
15. Location of S & E measures (silt fencing, diversion ditches, construction entrance)-protect site perimeter
16. S & E details (coir baffles and skimmer in temporary riser basins)
17. Stream crossings (show separate construction sequence)
18. Seeding schedule and seedbed prep

Jessica Bolin, Stormwater/Utility Engineer; Jessica.bolin@apexnc.org; 919-249-3537

Steve Miller, Public Works Engineering Projects Coordinator; steve.miller@apexnc.org; 919-249-3357

1. Water:
 - Design
 - Location
 - Easements
 - Separation (Sewer, Storm)
 - Size of Mains
 - Material
 - Depth of Cover
 - Looping
 - Valves/Fittings

- Services/Meters
 - Irrigation Systems
 - Tapping Sleeves/Saddles
 - Blow-Off Assemblies
 - Air Release Valves
 - Pipe Bedding
 - Soils/Backfilling
 - Bore & Jack
 - Abandonment of Existing Lines
 - Fire Flow Requirements
 - Fire Hydrant Location
2. Cross Connection/Backflow:
- Design
 - Manufacturer
 - Size
 - Level of Protection
 - Operation & Maintenance Manual
 - Town Ordinance
3. Sewer:
- Design
 - Location
 - Easements
 - Separation (Water, Storm)
 - Size of Mains
 - Material
 - Depth of Cover
 - Pipe Slope
 - Manholes/Drop Manholes
 - Service Laterals
 - Stubbing Out for Future Development
 - Soils/Backfilling
 - 100-yr Floodplain
 - Bore & Jack
 - Abandonment of Existing Lines
4. Pump Stations:
- Design
 - Location
 - Standby Power
 - Site Work
 - Odor Control
 - Piping/Valves
 - Structural Consideration
 - Wet Well Features
 - Electrical Controls
 - Water Service Lines

- Easements
 - Calculations (Pump Curves, etc.)
 - Standby Generator System
 - Force Main Material
 - Air Release Valves
5. Storm Drainage:
- Pipe Materials
 - Easements
 - Separation (Water, Sewer)
6. State Regulations:
1. "2T" Requirements
 2. "PWS" Manual
 3. *"Minimum Design Criteria for Fast Track Permitting of Pump Stations and Force Mains"*
 4. Gravity Sewer Minimum Design Criteria

Town Contact List

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