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Date Submitted: _____

Application #: _____

Prior to submittal, refer to [UDO Section Ordinance 6.3 Small Town Character Overlay District](#)

PLAN SUBMISSION

Applications may be submitted at any time. Allow up to 10 business days for Town staff to complete the 1st review cycle. A 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.

Plans may be submitted either electronically or via hard copy.

Electronic Submittals:

Please upload documents as PDFs.

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 planninginfo@apexnc.org.

Hard Copy Submittals:

By USPS mail:

Town of Apex Planning Dept.
 PO Box 250
 Apex, NC 27502

By hand or other carrier:

Town of Apex Planning Dept.
 73 Hunter St.
 Apex, NC 27502

Submittal Requirements:

• Small Town Character Residential Application	• Agent Authorization Form (if applicable)
• Building Elevations (all affected sides) 11" x 17"	• Existing site layout/conditions
• General site layout including proposed revisions or expansion	• Building elevations (all affected sides)
• Materials list	• Other requirements set by Town Departments (grading plan, tree survey, utility plan, landscape plan, etc.)

REQUIRED SUBMITTAL INFORMATION:

Please provide the information listed below on the proposed Building Elevations and Plot Plan, as indicated. See [UDO Sec. 5.1.5](#) for permitted dimensional standards.

Building Elevations:

- Height of all structures (if proposed detached accessory structure, provide principal structure height)
- Proposed building materials (i.e. siding, trim, window trim, roofing)
- Proposed material colors (i.e. siding, trim, window trim, roofing)

Plot Plan:

- Front, side, and rear setbacks existing
- Front, side, and rear setbacks proposed
- Location of existing and proposed structures (i.e. driveways, sidewalks, patios, etc.)
- Provide the total existing built-upon area (impervious surface) percentage
- Provide the total proposed built-upon area (impervious surface) percentage

SMALL TOWN CHARACTER – NON-RESIDENTIAL APPLICATION

Date Submitted: _____

Application #: _____

PROJECT INFORMATION

Owner Name: _____

Project Address: _____

City: _____

State: _____

Zip: _____

Telephone: _____

Email: _____

APPLICANT INFORMATION

Applicant (if different from owner): _____

Mailing Address: _____

City: _____

State: _____

Zip: _____

Telephone: _____

Email: _____

CONTRACTOR INFORMATION

Contractor/Builder: _____

Contact Name: _____

Mailing Address: _____

City: _____

State: _____

Zip: _____

Telephone: _____

Email: _____

Yes No Non-Residential Checklist Items

Zoning District: _____

- | # | Yes | No | Non-Residential Checklist Items |
|---|--------------------------|--------------------------|--|
| 1 | <input type="checkbox"/> | <input type="checkbox"/> | Is this property located within the Central Business District? |
| 2 | <input type="checkbox"/> | <input type="checkbox"/> | Is this structure located within the National Register Historic District? |
| 3 | <input type="checkbox"/> | <input type="checkbox"/> | Is this an addition of minor site elements? (i.e. awnings, HVAC units, dumpsters, etc.) |
| 4 | <input type="checkbox"/> | <input type="checkbox"/> | Is this a repair? Please explain: _____
_____ |
| 5 | <input type="checkbox"/> | <input type="checkbox"/> | Are you proposing to demolish structure(s)?

If yes, Planning Staff must approve a demolition permit . |
| 6 | <input type="checkbox"/> | <input type="checkbox"/> | Is this an expansion, repair, or re-use of an existing structure or for non-residential use? If yes, please specify which one(s):

a <input type="checkbox"/> Addition of new building/structure

b <input type="checkbox"/> Enlargement of building by 25% or less

c <input type="checkbox"/> Expansion of the number of parking spaces by 10 or less

d <input type="checkbox"/> Enlargement of the land area used by 25% or less |

SMALL TOWN CHARACTER – NON-RESIDENTIAL APPLICATION

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e Other expansion, repair or re-use of existing structure. Please explain: _____

7 Is this a utilities and public works project? If yes, please specify which one(s):

a Road improvements

b Utility improvements

c Above ground utility boxes

d Other utility or public works project. Please explain: _____

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

If yes, please specify types of testing: _____

Does this property have a historic preservation easement and/or a rehabilitation agreement (with Capital Area Preservation or other historic preservation group)?

Yes No

If yes, the qualified holder of historic preservation agreements as defined by NCGS Chapter 121, Article 4 will need to sign below:

Qualified Holder Signature _____ Date: _____

Print Name: _____

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: _____

I/we understand that Building Permits and/or Electrical, Mechanical, and Plumbing Permits may be required. Contact Building Inspections at 919-249-3418 after this application is approved to file the required applications.

Applicant Signature: _____ Date: _____

Print Name: _____

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

Owner Signature: _____ Date: _____

Print Name: _____

