



# Town of Apex

## Requirements Prior to Subdivision Plat or Non-Residential Certificate of Occupancy

Below is a list of requirements by Development Services, Water Resources, Fire, Planning, and Public Works & Transportation Departments prior to signing a subdivision plat or receiving a non-residential certificate of occupancy (temporary or permanent). **This list is intended to be used as a general guide. Additional requirements may be imposed on a per project basis** according to the following: Unified Development Ordinance, Zoning Conditions, Standard Specifications and Standard Details, Design and Development Manual, Building Code, Town Code of Ordinances, and other regulatory documents. Contacts for Town departments are shown following this list.

### **Development Services**

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

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

- Public infrastructure warranty surety funds – 25% of construction cost
- Public infrastructure performance surety funds (typically final lift of asphalt, utility adjustments, and sidewalk) – 125% of construction cost
- Stormwater maintenance surety funds – 25% of construction cost
- Stormwater performance surety funds – 125% of remaining items

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

All surety funds may be in the form of cash, check, bond issued by a surety authorized to do business in North Carolina, or letter of credit. All letters of credit submitted as surety funds must have the issuing bank's place of collection in the triangle area of the State of North Carolina or be presentable for collection via fax or overnight courier.

Refer to the Town of Apex Unified Development Ordinance Section 7.5 and Section 6.1.12 for requirements on bonding.

- ***Paving Completed***

This would include all required paving (up to the final lift of asphalt) in the phase receiving a plat or nonresidential certificate of occupancy.

- ***Record Drawings received and approved by Water Resources***

Refer to Section 106 of the Town of Apex Standard Specifications for requirements.

- ***Infrastructure Inspection Fees Paid***

An invoice will be sent to the developer prior to the Town of Apex signing the construction drawings. At least one half of the fees must be paid prior to construction drawing approval. The balance of fees is due prior to first plat signing or certificate of occupancy.

- ***Fee-in-Lieu Payments Made***

If your development requires a fee-in-lieu payment to be made, it is required prior to our approving a subdivision plat or non-residential certificate of occupancy.

- ***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, approved, and invoice(s) paid.**

- **Warranty Inspection Passed**

The project phase must pass a warranty inspection. Contact your Construction Inspector or Eric Battle, Water Resources Infrastructure Inspections Manager at (919) 249-3510 to schedule the final inspection.

## **Fire Department**

- **Obtain Fire Final**

For non-residential C/O's, Contact Karl Huegerich, Fire Marshal (919) 362-4055.

## **Planning**

- **Plat Signed and Recorded**

For commercial projects requiring a plat, the plat must be approved and signed by the Town of Apex and recorded with Wake County Register of Deeds prior to obtaining a certificate of occupancy. The requirements for the plat can be found in the "[Site Plan Final Plat](#)" application available in the Planning Department offices or on the Town's website. Please contact the planner assigned to your project or the Planning Department at (919) 249-3426 for additional information.

- **Planning Department Fees**

These include Plat Review Fee, Capital Reimbursement Fee, Recreation Fee (residential projects only), Transportation Impact Fee (site plans only). The Town's [Fee Schedule](#) is available in the Planning Department offices or on the Town's website. Please contact Development Specialist Bonnie Brock in the Planning Department at (919) 249-3334 for assistance in calculation the four fees listed above.

- **Zoning Compliance Inspections**

Zoning compliance inspections completed as applicable:

### Subdivision Plats

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

- Perimeter landscape buffers installed or bonded. Bonding may only be done if approved by the ZCO.
- Tree Protection Fencing Installed and Inspected
- No Outstanding Zoning Violations

### 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 the Zoning Compliance Supervisor in the Planning Department at (919) 249-3426 if you have any questions.

## Water Resources

- ***Stormwater BMP Operation & Maintenance Agreement(s) Received, Recorded at Wake County Register of Deeds, and Returned to the Stormwater Manager.***  
Contact Mike Deaton, Stormwater & Utility Engineering Manager at (919) 249-3413 for information pertaining to BMP O&M Agreements.
- ***Stormwater Pond Inspection Passed***  
Contact Mike Deaton, Stormwater & Utility Engineering Manager at (919) 249-3413 to schedule this inspection.
- ***As-Built Drawings of Structural BMP(s) received and approved by Public Works***  
Refer to Section 106 and Section 506 of the Town of Apex Standard Specifications for requirements.
- ***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 Utility Engineering / Stormwater Division before Certificate of Occupancy approval. Contact the Public Works Department at (919) 249-3427 for questions pertaining to backflow protection and acceptance.

## TOWN CONTACTS

### Planning Department, Platting & Fees

Physical Address: 73 Hunter St., Apex, NC 27502

**Bonnie Brock, Development Specialist**

Direct Phone: (919) 249-3334

E-Mail: [bonnie.brock@apexnc.org](mailto:bonnie.brock@apexnc.org)

### Planning Department, Zoning

Physical Address: 73 Hunter St., Apex, NC 27502

Direct Phone: (919) 249-3426

### Fire Department

Physical Address: 1615 E. Williams St., Apex, NC 27502

**Karl Huegerich, Fire Marshal**

Direct Phone: (919) 362-4055

E-Mail: [karl.huegerich@apexnc.org](mailto:karl.huegerich@apexnc.org)

### Water Resources Department, Stormwater

Physical Address: 105-B Upchurch St., Apex, NC 27502

**Mike Deaton, Stormwater & Utility Engineering Manager**

Direct Phone: (919) 249-3413

E-Mail: [michael.deaton@apexnc.org](mailto:michael.deaton@apexnc.org)

**Jessica Bolin, Stormwater/Utility Engineer**

Direct Phone: (919) 249-3537

E-Mail: [jessica.bolin@apexnc.org](mailto:jessica.bolin@apexnc.org)

### Water Resources Department, Utility Engineering

Physical Address: 105-B Upchurch St., Apex, NC 27502

**Steve Miller, ORC, Utilities Projects Coordinator**

Direct Phone: (919) 249-3357 (Steve Miller)

E-Mail: [steve.miller@apexnc.org](mailto:steve.miller@apexnc.org)

**Ricky Temple, Utilities Specialist**

Direct Phone: (919) 249-3524 (Ricky Temple)

E-Mail: [ricky.temple@apexnc.org](mailto:ricky.temple@apexnc.org)

### Water Resources Department, Infrastructure Inspections

Physical Address: 73 Hunter St., Apex, NC 27502

**Dewayne Carlyle, Infrastructure Inspections Manager**

Direct Phone: (919) 249-3386

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

### Water Resources Department, Water & Sewer

Physical Address: 105-A Upchurch St., Apex, NC 27502

**Jimmy Cornell, Water & Sewer Utilities Manager**

Direct Phone: (919) 249-3536

E-Mail: [jimmy.cornell@apexnc.org](mailto:jimmy.cornell@apexnc.org)

### Water Resources Department, Soil & Erosion

Physical Address: 105-B Upchurch St., Apex, NC 27502

**Stan Fortier, Utility Engineer**

Direct Phone: (919) 249-1166

Email: [stan.fortier@apexnc.org](mailto:stan.fortier@apexnc.org)

**James Misciagno, Soil & Erosion Specialist**

Direct Phone: (919) 372-7470

E-Mail: [james.misciagno@apexnc.org](mailto:james.misciagno@apexnc.org)

### Building Inspections & Permitting

Physical Address: 73 Hunter St., Apex, NC 27502

**Rudy Baker, Director**

Direct Phone: (919) 249-3381

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

**Samantha Ewens, Building Plans Supervisor**

Direct Phone: (919) 249-3383

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

### Development Services

Physical Address: 73 Hunter St., Apex, NC 27502

**Jean Weatherman, Development Services Supervisor**

Direct Phone: (919) 249-3394

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