

SUBDIVISION & SITE PLAN PRE-APPLICATION MEETING REQUEST FORM

Town of Apex, North Carolina



SUBDIVISION & SITE PLAN PRE-APPLICATION MEETING: A pre-application meeting with the Technical Review Committee (TRC) is required to be scheduled prior to sending notices for the required pre-application Neighborhood Meeting or Neighborhood Notification Letter and prior to submittal of a Residential or Non-Residential Master Subdivision Plan, Minor Site Plan, Major Site Plan, or Special Use Permit application. Pre-application meetings with the TRC are typically scheduled during regular business hours on the 1st, 2nd, and 5th Thursdays of the month. To schedule an appointment for a meeting, the applicant must contact Planner Joshua Killian (joshua.killian@apexnc.org). To finalize the appointment time, the applicant must upload the items listed below at least five (5) working days prior to the scheduled meeting. The invitation to the meeting will be sent to the applicant and staff once the required information is uploaded.

Electronic Submittal Requirements: [Submit via GeoCivix \(IDT\)](#)

- Upload an aerial and a proposed sketch, layout, or concept of the proposed project, and this completed form via [GeoCivix \(IDT\)](#). Please select "Pre-Application Submittal" as the Application Type in GeoCivix.

Project Information

Project Name: _____

Address(es): _____

PIN(s): _____

Acreage: _____ Zoning: _____

2045 LUM Designation: _____

Town Limits: Inside corporate limits In ETJ *Outside corporate limits and ETJ

Proposed use(s) and description of project: _____

For Non-residential Developments

Total number of buildings: _____ Number of floors: _____

Total area of all buildings (sf): _____

For Residential Developments

Approximate density: _____

Number of single-family lots: _____ Min lot width: _____ Avg lot size: _____

Number of townhome lots: _____ Min lot width: _____

Number of multi-family units: _____ Number of 1-2 bedroom units: _____

Number of floors: _____ Number of 3+ bedroom units: _____

SUBDIVISION & SITE PLAN PRE-APPLICATION MEETING REQUEST INFORMATION

Applicant Information

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ E-mail: _____

Owner Information

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ E-mail: _____

Engineer Information

Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ E-mail: _____

NEIGHBORHOOD NOTIFICATION LETTER OR NEIGHBORHOOD MEETING:

UDO Sec. 2.2.7 *Neighborhood Notice* may require the applicant to send a neighborhood notification letter or hold a neighborhood meeting prior to application submission.

Minor Site Plans:

Neighborhood Notification Letter: Applicants for Minor Site Plans not required to hold a neighborhood meeting that are located within 500 feet of a residential land use and have not had a rezoning approval in the previous two (2) years are required to send a neighborhood notification letter at least 14 days prior to the submittal of the Minor Site Plan and should follow the procedures outlined in the “Neighborhood Notification Letter Packet”.

Neighborhood Meeting: Applicants for Minor Site Plans for the uses Day care facility; Government service; School, public or private; Restaurant, drive-through; and Convenience store with gas sales are required to hold a neighborhood meeting and should follow the procedures outlined in the “Neighborhood Meetings Packet”. The meeting invitation must be mailed a minimum of 14 days in advance of the neighborhood meeting.

Who to Notice: The applicant is required to notify property owners, tenants, and any neighborhood association that represents citizens that are abutting or within 500 feet of the subject property via first class mail. The notification list must be obtained by emailing addressing.team@apexnc.org and will be provided within 5-10 business days of the initial request. For meeting invitation, the applicant shall use their own return address on the envelopes as the meeting is a private meeting between the developer and the neighbors. The applicant shall submit either the “Neighborhood Notification Letter Packet” or “Neighborhood Meeting Packet” forms included in the application packet, as appropriate, with the initial submittal.

Residential Master Subdivision Plans, Major Site Plans, and Special Use Permits:

Neighborhood meeting: The applicant is required to hold a neighborhood meeting per UDO Sec. 2.2.7 prior to application submission and should follow the procedures outlined in the “Neighborhood Meetings Packet”. The meeting invitation must be mailed a minimum of 14 days in advance of the neighborhood meeting.

Who to Notice: The applicant is required to notify property owners, tenants, and any neighborhood association that represents citizens that are abutting or within 500 feet of the subject property via first class mail. The notification list must be obtained by emailing addressing.team@apexnc.org and will be provided within 5-10 business days of the initial request. The applicant shall use their own return address on the envelopes as the meeting is a private meeting between the developer and the neighbors. The applicant shall submit either the “Neighborhood Meeting Packet” forms included in the application packet with the initial submittal.

Non-Residential Master Subdivision Plans: Neighborhood meetings are not required.

***Please note you cannot send the Neighborhood Notification Letter or Neighborhood Meeting Invitation until the pre-application meeting with TRC has been held. Staff also requests to not request your addressing notification list until you have scheduled your pre-application meeting with TRC.**