

SMALL TOWN CHARACTER OVERLAY DISTRICT
EXEMPT SITE PLAN REVIEW - RESIDENTIAL
 Town of Apex, North Carolina



This document is a public record under the North Carolina Public Records Act and may be published on the Town's website or disclosed to third parties.

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:

<input type="checkbox"/>	Height of all structures (if proposed detached accessory structure, provide principal structure height)
<input type="checkbox"/>	Proposed building materials (i.e. siding, trim, window trim, roofing)
<input type="checkbox"/>	Proposed material colors (i.e. siding, trim, window trim, roofing)

Plot Plan:

<input type="checkbox"/>	Front, side, and rear setbacks existing
<input type="checkbox"/>	Front, side, and rear setbacks proposed
<input type="checkbox"/>	Location of existing and proposed structures (i.e. driveways, sidewalks, patios, etc.)
<input type="checkbox"/>	Provide the total existing built-upon area (impervious surface) percentage
<input type="checkbox"/>	Provide the total proposed built-upon area (impervious surface) percentage

SMALL TOWN CHARACTER – RESIDENTIAL APPLICATION

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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 RESIDENTIAL CHECKLIST ITEMS

Zoning District: _____

- | | | | |
|---|--------------------------|--------------------------|---|
| 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 house or structure located within the National Register Historic District? |
| 3 | <input type="checkbox"/> | <input type="checkbox"/> | Is a new home being proposed? |
| 4 | <input type="checkbox"/> | <input type="checkbox"/> | Is this a remodel/change to an existing home? If yes, please check the appropriate item(s) below. |
| | | | a. <input type="checkbox"/> Addition of minor site elements (i.e. HVAC units) |
| | | | b. <input type="checkbox"/> Expansion of existing home (please explain): _____ |
| | | | c. <input type="checkbox"/> Exterior changes to existing structure (please explain): _____ |
| | | | d. <input type="checkbox"/> Repair (please explain): _____ |
| | | | e. <input type="checkbox"/> Attached or detached garage addition (please explain): _____ |

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Yes No RESIDENTIAL CHECKLIST ITEMS

f. Attached or detached accessory structure (please explain): _____

5 Are you proposing to demolish structures?

If yes, Planning Staff must approve a [demolition permit](#).

6 Other remodel or change to an existing house (please explain): _____

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: _____

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PLANNING DEPARTMENT DETERMINATION

This plan has been reviewed by the Town of Apex Technical Review Committee and to the best of our knowledge and belief, meets the Town of Apex Unified Development Ordinance and does not increase any existing nonconformity. This signature does not constitute a variance from any requirements of an originally approved subdivision or site plan, or any federal, state or local code, law, specification, rule, guideline, or ordinance, such as but not limited to grading and building permits. It is the sole responsibility of the owner/developer, or any of their agents or contract professionals to ensure that this plan meets all the aforementioned requirements.

Planning Department Approval: _____ Date: _____

Print Name: _____

Conditions/Comments/Restrictions: _____
