

**ADMINISTRATIVE APPROVAL/REVIEW
SMALL TOWN CHARACTER OVERLAY DISTRICT**

NO REVIEW FEE

Submittal Date: _____

Project Number: _____ - _____

Location/address of property in the Small Town Character Overlay District:

Applicant Information:

Name: _____

Mailing Address: _____

City _____ State _____ Zip _____

Telephone: () _____ Fax: () _____

E-mail address: _____

RESIDENTIAL PLAN REVIEW CHECKLIST

Residential Plan Review:

Please indicate with a check mark (✓) on any of the line item(s) that apply below. If any item(s) do not apply, please indicate with "N/A".

___ New home within the Small Town Character Overlay District?

___ Remodel/changes to an existing home?

If *yes*, please check the appropriate item(s) below. If any item(s) do not apply, indicate with "N/A"

___ Expansion of existing home

___ Interior changes

___ Exterior changes to existing structure

___ Repair (Please explain) _____

___ Attached or detached garage addition

___ Structures proposed to be demolished? If *yes*, Planning Staff must approve a demolition permit.

___ Other (please specify) _____

___ Does the new or existing structure meet setbacks?

List the measurement next to the standard.

___ Front (20')

___ Rear (15')

___ Side w/o driveway (10')

___ Side w/ driveway (15')

___ Impervious area (40%) square feet _____

___ Height¹ (36')

¹ Building Height measured to the highest point of the roof from existing average grade at the footprint of the building. The proposed height shall not exceed the average height of the nearest adjacent buildings and may not exceed the max/min height allowed. In addition, the sidewall height shall not exceed 2 times the side yard setback. Gabled areas are excluded from sidewall height calculation.

**ADMINISTRATIVE APPROVAL/REVIEW
SMALL TOWN CHARACTER OVERLAY DISTRICT**

NON RESIDENTIAL PLAN REVIEW CHECKLIST

Non-Residential Plan Review

Please indicate with a check mark (✓) on any of the line item(s) that apply below. If any item(s) do not apply, please indicate with "N/A".

___ Current zoning of property _____

___ Is the property located within the **Central Business District**?

___ Change of use? (i.e. office building to a restaurant)

 If **yes**, please indicate the proposed use _____

(A change of use may require site plan approval or approval of a Certificate of Zoning Compliance)

___ Signs Proposed?

 If **yes**, applicant must obtain approval of a sign permit application before installation of signs.

___ Addition of minor site elements:

 ___ Playground equipment

 ___ HVAC unit(s)

 ___ Dumpsters (Dumpsters are required to be enclosed)

 ___ Awnings

 ___ Storage area/building

 ___ Other _____

If any of the items below apply, an Exempt Site Plan Application is required and must meet all applicable provisions of the Unified Development Ordinance (UDO):

___ Expansion of an existing structure or non-residential use?

(Applications are subject to review and approval by the Technical Review Committee)

 ___ Addition of new building/structure

 ___ Enlargement of building by 25% or less

 ___ Expansion of the number of parking spaces by 10 or less

 ___ Enlargement of the land area used by 25% or less

 ___ Other (please specify): _____

___ Utilities and public works projects

 ___ Road improvements

 ___ Utility improvements

 ___ Above ground utility boxes

 ___ Other (please specify): _____

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

 Please specify type(s) of testing: _____

**ADMINISTRATIVE APPROVAL/REVIEW
SMALL TOWN CHARACTER OVERLAY DISTRICT**

REQUIREMENTS:

(Please verify that the following requirements are included on a site plan submitted with this application).

- ___ Existing site layout/conditions (Show easements, buffers, accessory structures, etc. if applicable)
- ___ General site layout including proposed revisions or expansion
- ___ Building elevations (all affected sides: front, rear, sides)
- ___ Other requirements set by Town Departments (grading plan, tree survey, utility plan, landscape plan, etc.)

Building Permits and/or Electrical, Mechanical, and Plumbing Permits are required. Contact Building Inspections at 249-3418 after this application is approved to file the required applications.

Applicant Signature

Date

Planning Approval

This plan has been reviewed by Town of Apex staff and to the best of our knowledge and belief, meets the Town of Apex Unified Development Ordinance and does not increase any existing non-conformity. 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 his agents or contract professionals to ensure that this plan meets all the aforementioned requirements.

Planning Staff Signature

Date

*Non-Residential applications are subject to review and approval by the Technical Review Committee. The Planner's signature indicates that the TRC has approved the STC application.

Comments or Conditions: _____

