

PD PLAN FOR PUD-CZ PROCESS

PRE-APPLICATION Prior to submitting an application for a planned unit development conditional zoning, applicants are **encouraged** to meet with the TRC members to discuss the proposed plan at a minimum of fourteen (14) days prior to the submittal date (see PUD schedule). Applicant should submit an electronic set of the Sketch Design Plan or e-mail pdf version to Lauren Simmons lauren.simmons@apexnc.org. Sketch Design Plans should be submitted within 5 working days prior to pre-application meeting date. Planning staff will complete a preliminary review for general compliance with the Ordinances. *(This is not an official act of approval)*. **Additionally, the applicant must submit a Development Name Approval Application (included).**

PETITION FOR REZONING FOR PUD-CZ SUBMISSION - Typically due on the First Monday of the month

Electronic site plan submittal through IDT Plans:	Items Due to Planning Department by 5:00 p.m. on due date:
PD Plan for PUD Application	Agent Authorization Form (if applicable)
Set of site plans – (24" x 36" at a scale of not less than: 1" = 50' horizontal, 1" = 5' vertical	Annexation Petition (if applicable)
Colored rendering of required elevations (11" x 17")	Certified List of Property Owners within 300 feet of subject property *
Click here to access IDT Plans Website	Development Submittal Fee - \$800.00 With 2025 Land Use Plan amendment add \$200.00
Note: Do not submit scanned plans. Send documents saved directly from AutoCad or equivalent software.	Envelopes (1 set) Addressed to Adjacent Property Owners within 300 feet of subject property**
<p><u>Electronic Sheet Submittals Naming Convention</u> All files for electronic upload must be named in consecutive order with Sheet name and title as follows:</p> <p>1 Coversheet.pdf 2 Site Plan.pdf 3 Erosion Control Plan.pdf</p>	Four (4) sets of site plan 24" x 36" with application and PD Plan Text attached to each set
	Legal Description of Property (written metes & bounds)
	Neighborhood Meeting Report
	Petition to Amend the Official Zoning District Map (1 with original signatures & 1 copy) ***
	Town of Apex Utilities Agreement
	Eight (8) CD's of the Transportation Impact Analysis (if applicable)
	Two printed copies of the Transportation Impact Analysis (if applicable)
Wake County Tax Map (2 copies) ****	

1. Staff member reviews electronic submittals and items submitted to the Planning Department for completeness.
2. If plan is incomplete, applicant is notified and must re-submit complete plans by the submittal deadline of the following month for review.
3. If plan is complete, staff releases electronic plans to TRC members for review.
4. TRC comments are sent to applicant prior to the TRC meeting date with applicant.
5. Applicant is notified of TRC meeting date and time.
6. Applicant submits revised electronic plans and the following paper copies: 4 sets 24" x 36", 1 set of 11" x 17" in size and written responses from TRC comments on the re-submittal date indicated on the application schedule.
7. Applicant notified if plan is not in compliance with the UDO (start again at #4 above).
8. Applicant notified if plan is in compliance with UDO.
9. Public Hearing Notification:
 - Written Notifications mailed to property owners within 300 feet of site plan.
 - Public Notice posted to Town's website.
 - Notice is posted on property.

PD PLAN FOR PUD-CZ PROCESS

10. 1st Public Hearing before Planning Board.
11. Final signed conditions submitted to Planning Department.
12. Protest Petition submitted to Town Clerk
13. 2nd Public Hearing before Town Council.
14. Applicant is notified of approval or disapproval.
15. Ordinance to Amend the Official Zoning District Map adopted by Town Council.

PD PLAN FOR PLANNED UNIT DEVELOPMENT CONDITIONAL ZONING PROCESS: The purpose of the PUD-CZ zoning district is to permit variations in order to allow flexibility for landowners to creatively plan for a site specific, higher quality overall development of their land in a way that is not possible through the strict application of the minimum standards of the Unified Development Ordinance. A Planned Unit Development Conditional Zoning (PUD-CZ) requires that land be under unified control and be designed and planned as a whole according to a PD Plan for PUD-CZ.

PRE-APPLICATION MEETING: Prior to submitting an application for a planned unit development conditional zoning, applicants are **encouraged** to meet with the TRC members to discuss the proposed plan at a minimum of fourteen (14) days prior to the submittal date (see PUD schedule). Applicant should submit an electronic set of the Sketch Design Plan or e-mail pdf version to Lauren Simmons lauren.simmons@apexnc.org. Sketch Design Plans should be submitted within 5 working days prior to pre-application meeting date.

NEIGHBORHOOD MEETING: Neighborhood meetings are **required** for planned unit development conditional zoning proposals. The applicant is required to notify landowners a minimum of ten (10) days in advance of the meeting via mail to all landowners within 300 feet of the land subject to the application. ***The applicant must use their return address on the envelopes addressed to the landowners – not the Town of Apex return address for Neighborhood Meetings.*** At the time of the initial submittal of the planned unit development application, the applicant must submit to the Planning Department, a written report of at least one (1) neighborhood meeting held by the applicant. The written report shall contain a listing of the persons contacted about the meeting, the date, time and location of the meeting, a roster of those in attendance, summary of issues discussed and a description of any changes made by the applicant as a result of the meeting. (Form attached to this application)

TIMING OF APPROVAL:

The PD Plan for PUD-CZ review and approval process can run concurrently with Site Plan and/or Master Subdivision Plan review and approval. Note that Site Plan/Master Subdivision Plan and Construction Plan review and approval is required prior to any land disturbing or construction activities.

COMPLETE APPLICATION: The applicant must submit the required items listed on the first page of this application by 5:00 P.M. on the submittal date listed on the Applicant Schedule (attached).

*A signed affidavit with a certified list of owners of land subject to the application, and owners of land within 300 feet of the land subject to the application. The addresses for property owners may be

PD PLAN FOR PUD-CZ PROCESS

obtained from the current [Wake County Tax Office, One Bank of America Plaza, 421 Fayetteville St., Suite 200, Raleigh, NC](#). A blank affidavit is included with the Rezoning Application.

1 set of envelopes addressed to each of the property owners of the land subject to the application, and all property owners within 300 feet of the land/parcel subject to the application. Each envelope must be affixed with a first class stamp (metered postage **will not be accepted) and contain the following return address:

The Town of Apex – Planning Department
P.O. Box 250
Apex, North Carolina 27502

*** One (1) copy (one with original signatures) of the PETITION TO AMEND THE OFFICIAL ZONING DISTRICT MAP. All items on this petition must be addressed completely and correctly for the petition to be sufficient. Attach additional sheets if necessary. If the applicant is not the owner of the property, a letter from the owner authorizing the applicant to apply for rezoning is required.

****Two (2) copies of the Wake County Tax Map(s) that show the property sought to be rezoned and all adjacent properties. The area sought to be rezoned should be outlined in **RED**. If more than one tax map is required and the maps are not to the same scale, please provide copies at the same scale (1"=100' or 1" = 200' as appropriate for the size property). Tax maps may be obtained at Geographic Information Systems, Wake County Office Building.

REQUIRED CONTENTS OF SUFFICIENTLY COMPLETE PD PLAN FOR PUD-CZ: The applicant must submit the required items listed on the first page of this application before 5:00 p.m. on the submittal date listed on the Applicant Schedule (attached). The following items are required in order for the PD Plan for PUD-CZ to be considered sufficiently complete. Set of site plans – (24" x 36" at a scale of not less than: 1" = 50' horizontal, 1" = 5' vertical

1. PD Plan Text (8.5" by 11" with 11" x 17 maps) attached to 24" by 36" Plans
2. Existing Conditions Plan (24" by 36")
3. Layout Plan (24" by 36")
4. Phasing Plan (24" by 36")
5. Preliminary Utility Plan (24" by 36")

REVIEW FOR SUFFICIENCY: Planning staff checks plans for sufficiency. Incomplete plans will be returned to the applicant as stated on the Applicant Schedule (typically within the week the plans are submitted). Sufficiently complete plans are forwarded to the Technical Review Committee (TRC).

Electronic Sheet Submittals Naming Convention

All files for electronic upload must be named in consecutive order with Sheet name and title as follows:

- 1 Coversheet.pdf
 - 2 Site Plan.pdf
 - 3 Erosion Control Plan.pdf
- Etc.

PD PLAN FOR PUD-CZ PROCESS

TECHNICAL REVIEW COMMITTEE (TRC): Sufficiently complete plans are forwarded to the Technical Review Committee (TRC) for review. Members of the TRC include staff from the following Town departments: Planning, Construction Management (Engineering and Building Inspections), Public Works, Fire, and Police. Preliminary comments will be forwarded to the applicant prior to the TRC meeting. The applicant should come to the meeting prepared to discuss these comments and/or receive clarification on what the comments mean. Due to space limitations, only two representatives of the applicant are allowed to meet with the TRC. The TRC first meets in closed session to discuss the submitted plans. The TRC and the applicant will then meet by appointment for approximately 15 to 20 minutes. The appointments are typically scheduled at least two days prior to the TRC meeting; please see the Applicant Schedule for exact dates. After the TRC meeting the applicant may wish to hold more detailed meetings with TRC members to discuss complex issues.

REQUIRED CHANGES TO PLANS: Final comments based on the TRC meeting will be faxed to the applicant per the schedule shown on the Applicant Schedule. The applicant must address **all** of the TRC comments and submit an electronic set of plans through IDT Plans. **Four (4) paper copies of the revised plans, with copies of written responses, and one (1) full set of reduced size (11" x 17") plans** must be submitted to the Planning Department by the date indicated on the Applicant Schedule (attached).

REVIEW OF REVISED PLANS: The TRC reviews the revised plans. If the plans meet the requirements of the Unified Development Ordinance and do not require further revision, the TRC members forward their recommendation to the TRC chairperson that the PD Plan for PUD-CZ be included on the next Planning Board agenda. A staff report will be provided to the Planning Board. If the PD Plan for PUD-CZ does not meet the requirements of the Ordinance, the TRC members will forward their recommendation to the TRC chairperson that the PD Plan for PUD-CZ be required to go through an additional TRC review process. If this is the case, the applicant will be placed in the next review cycle's rotation and will be required to re-submit a revised PD Plan for PUD-CZ and **a re-submittal fee equal to ½ the original submittal fee** by the appropriate date listed in the Applicant Schedule.

PARKS, RECREATION, AND CULTURAL RESOURCES BOARD MEETING: The Parks, Recreation, and Cultural Resources Board reviews the PD Plan for PUD if residential uses are proposed to determine whether land dedication or a fee-in-lieu is more appropriate for the plan. The Board's recommendation should be included in the revised PD Plan for PUD and will be forwarded to the Planning Board and Town Council. The Parks, Recreation, and Cultural Resources Board meets at 7:00 P.M. in the Town Hall Board Room (typically the last Wednesday of the month). The applicant should be prepared to address the Board and answer any questions they may have.

PUBLIC HEARING NOTIFICATION: Notification of the public hearing will take place by three different methods. A written notice will be sent to nearby property owners not more than 25 days nor less than 14 days prior to the public hearings, as required by the UDO. The Planning Department will prepare written notifications for all property owners of the land subject to the application and all

PD PLAN FOR PUD-CZ PROCESS

property owners within 300 feet of the land subject to the application. Two notices will be published in the newspaper published in the newspaper once a week for two successive weeks no less than 10 days, but not more than 25 days prior to the public hearings, and a notice will be posted at the land subject to the application at least 14 days prior to the public hearings.

1ST PUBLIC HEARING/PLANNING BOARD MEETING: The Planning Board will consider the application, relevant support materials, the Staff Report and public testimony given at the public hearing. After the public hearing the Planning Board will make a recommendation to the Town Council. The Planning Board may recommend approval, approval with conditions or disapproval. The application is then forwarded to the Town Council. The Planning Board meets at 4:30 P.M. in the Town Hall Council Chambers on the date indicated on the Applicant Schedule (typically the second Monday of each month).

2ND PUBLIC HEARING/TOWN COUNCIL MEETING: The Town Council will consider the application, relevant support materials, the Staff Report, the Planning Board recommendation and public testimony given at the public hearing. After the public hearing the Town Council will vote to approve, approve with conditions or disapprove the rezoning. The Town Council meets at 7:00 P.M. in the Town Hall Council Chambers on the date indicated on the Applicant Schedule (typically the first or third Tuesday of each month).

PREPAYMENT OF WATER AND SEWER FEES: . Effective August 7th, 2007, prepayment of sewer capacity fees is limited to a maximum of 30,000 gallons per day of sewer capacity in any 12 month period for any given subdivisions or development. The 12 month period shall renew on the anniversary date of Town Council Approval of the subdivision or site development plan. If the Major Site Plan is approved by the Town Council, and if the proposed development requires municipal water and/or sewer utility service, the project owner may pre-pay fees in order to get preference to another owner who has not reserved the capacity. Water and sewer treatment (and collection capacity) is not guaranteed; prepayment is only a preference for treatment capacity and not a guarantee. The developer assumes the risk of whether actual capacity will be available when needed.

DEVELOPMENT NAME APPROVAL APPLICATION

Fee for Initial Submittal: No Charge

Application Submittal Date: _____

Fee for Name Change after Approval: \$500*

Application Approval Date: _____

Purpose

To provide a consistent and clearly stated procedure for the naming of subdivisions and/or developments and entrance roadways (in conjunction with *Town of Apex Address Policy*) so as to allow developers to define and associate the theme or aesthetics of their project(s) while maintaining the Town’s commitment to preserving the quality of life and safety for all residents of Apex proper and extraterritorial jurisdiction.

Guidelines

- ✓ The subdivision/development name shall not duplicate, resemble, or present confusion with an existing subdivision/development within Apex corporate limits or extraterritorial jurisdiction except for the extension of an existing subdivision/development of similar or same name that shares a continuous roadway.
- ✓ The subdivision/development name shall not resemble an existing street name within Apex corporate limits or extraterritorial jurisdiction unless the roadway is a part of the subdivision/development or provides access to the main entrance.
- ✓ The name “Apex” shall be excluded from any new subdivision/development name.
- ✓ The entrance roadway of a proposed subdivision/development shall contain the name of the subdivision/development where this name does not conflict with the Town of Apex *Road Name Approval Application* and *Town of Apex Address Policy* guidelines.
- ✓ The proposed subdivision/development name must be requested, reviewed, and approved during preliminary review by the Town.
- ✓ A \$500.00 fee will be assessed to the developer if a subdivision/development name change is requested after official submittal of the project to the Town.*

*The imposed fee offsets the cost of administrative changes required to alleviate any confusion for the applicant, Planning staff, other Town departments, decision-making bodies, concerned utility companies, and other interested parties. There is no charge for the initial name submittal.

Existing Development Titles, Recurring

	Residential	Non-Residential
10 or more	Farm(s), Creek	Center/Centre
6 to 9	Park [†] , Village(s) [‡] , Wood(s), Hills	Park, Commons
3 to 5	Crossings(s), Estates, Green [•] , Ridge, Acres, Glen(s)	Plaza, Village(s), Crossing(s), Station

[†]excludes Parkside on the Creek

[‡]excludes Villagio

[•]excludes names with Green Level

DEVELOPMENT NAME APPROVAL APPLICATION

Proposed Subdivision/Development Information

Description of location: _____

Nearest intersecting roads: _____

Wake County PIN(s): _____

Township: _____

Contact information (as appropriate):

- Contact person: _____ Phone

number: _____ Fax number: _____

Address: _____

E-mail address: _____

- Owner: _____

Phone number: _____ Fax number: _____

Address: _____

E-mail address: _____

Proposed Subdivision/Development Name

1st Choice: _____

Optional

2nd Choice: _____

Town of Apex Staff Approval

Town of Apex Planning Department Staff

Date

CONDITIONAL ZONING SKETCH PLAN CHECKLIST

CONDITIONAL ZONING SKETCH PLAN CHECKLIST:

PURPOSE

The purpose of the conditional zoning sketch plan is to provide a general layout of the proposed development including building lots/footprints, proposed density, elevations, parking lots and streets and/or driveway connections.

COVER SHEET

1. Vicinity map showing the location of the property and adjacent streets within a maximum of ½ mile radius.
2. Project data in tabular form:
 - Name of project (include any phase numbers).
 - Preparer's name, address, phone number, fax number and e-mail address
 - Owner's name, address, phone number, fax number and e-mail address
 - Contract purchaser's name, address, phone number, fax number and e-mail address
 - 2025 Land Use Plan designation
 - Proposed 2025 Land Use Plan designation (if amendment is requested or required)
 - Area of tract (in acres)
 - Existing and proposed gross square footage of buildings
 - Proposed gross square footage of floor area by use (type of use and use classification)
 - Proposed height of the buildings and number of stories. Proposed building height measured as the vertical distance in feet between the finished floor (not to include finished grade of a basement) to the highest point of the roof at the front elevation.
 - Number of parking spaces required (indicate whether based on number of employees or square footage of building)
 - Total number of parking spaces provided
 - Required front, side and rear yard setbacks
 - Indicate if the site is in the Primary or Secondary Watershed Protection Overlay District
 - Indicate if the site contains an historic structure as defined by UDO Section 12.2 "Historic structure", if the property appears on the Wake County Inventory of Historic Structures map (produced by the Town of Apex) and/or if the property appears on the Town of Apex National Register Historic District map
3. Aerial photograph of site and 50' of adjoining property.

SKETCH PLAN

1. Provide boundaries of the site in metes and bounds.
2. Show location of all creeks, streams, ponds and dams.
3. Roads and driveways
4. Buildings
5. Provide a Final Rough Grading plan showing drainage of lots(s).
6. Indicate clearly on the plans the location of all existing and proposed utilities (water, sewer, natural gas, electric, telephone, cable, fiber optic, etc.) above and/or below ground. Co-location of utilities is encouraged. If the site is encumbered by existing utility easements then the applicant should provide a letter from the utility company indicating the acceptability of the improvements on the site.

BUILDING ELEVATIONS

1. Building elevations showing all sides of the structure(s). Indicate: height and number of stories.

PD PLAN FOR PUD APPLICATION

**TOWN OF APEX
DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT**

Submittal Date: _____

___ **PD Plan for PUD-CZ** ----- \$1000.00

___ **2025 Land Use Plan Amendment (if applicable)** ----- \$600.00

Project Name _____

Note: You must get prior approval for the name of the proposed development!

Location _____

Property PIN _____

Acreage _____

Current Land Use Designation _____

Requested Land Use Designation _____

Current Zoning _____

Zoning Requested _____

Town Limits: Inside/Outside (Circle One). If Outside, is property in ETJ? Yes/No (Circle One).

For non-residential components:

Total Number of Buildings _____

Total Square Footage of all Building(s) _____

For residential components:

Total Number of Residential units/lots: _____

Owner or Developer _____

Address _____

Phone Number _____ Fax # _____

E-mail Address _____

Neighborhood Meeting Date: _____

Plans Prepared by _____

Contact Person _____

Address _____

Phone Number _____ Fax # _____

E-mail Address _____

PD PLAN FOR PUD APPLICATION

NEIGHBORHOOD MEETING REPORT

Property owners subject to this application and all property owners within 300' of the land subject to this application contacted:

(See Certified List of Property Owners from PUD Conditional Zoning Application)

Method of contact: _____ **Date of contact/ mailing:** _____

Date of Meeting: _____ **Time of Meeting:** _____

Location of Meeting: _____

Summary of issues:

Description of changes made by applicant as a result of the neighborhood meeting:

Attach additional sheets as needed.

PD PLAN FOR PUD APPLICATION

APEX NEIGHBORHOOD MEETING ROSTER

(ATTENDEES TO SIGN)

DATE: _____

	NAME	ADDRESS
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____

I, _____ certify that this is the original roster of attendees for the Neighborhood meeting subject to this application.

Date

By: _____

STATE OF NORTH CAROLINA
COUNTY OF WAKE

Sworn and subscribed before me, _____, a Notary Public for the above State and County, this the _____ day of _____, 20____.

Notary Public

SEAL

Print Name

My Commission Expires: _____

PD PLAN FOR PUD APPLICATION

TOWN OF APEX UTILITIES OFFER & AGREEMENT

**Town of Apex
73 Hunter Street
P.O. Box 250 Apex, NC 27502
919-249-3400**

NORTH CAROLINA
WAKE COUNTY

CUSTOMER SELECTION AGREEMENT

(the "Premises")

The Town of Apex offers to provide you with electric utilities on the terms described in this Offer & Agreement. If you accept the Town's offer, please fill in the blanks on this form and sign and we will have an Agreement once signed by the Town.

_____, the undersigned customer ("Customer") hereby irrevocably chooses and selects the Town of Apex (the "Town") as the permanent electric supplier for the Premises. Permanent service to the Premises will be preceded by temporary service if needed.

The sale, delivery, and use of electric power by Customer at the Premises shall be subject to, and in accordance with, all the terms and conditions of the Town's service regulations, policies, procedures and the Code of Ordinances of the Town.

Customer understands that the Town, based upon this Agreement, will take action and expend funds to provide the requested service. By signing this Agreement the undersigned signifies that he or she has the authority to select the electric service provider, for both permanent and temporary power, for the Premises identified above.

Any additional terms and conditions to this Agreement are attached as Appendix 1. If no appendix is attached this Agreement constitutes the entire agreement of the parties.

Acceptance of this Agreement by the Town constitutes a binding contract to purchase and sell electric power.

Please note that under North Carolina General Statute §160A-332, you may be entitled to choose another electric supplier for the Premises.

Upon acceptance of this Agreement, the Town of Apex Electric Utilities Division will be pleased to provide electric service to the Premises and looks forward to working with you and the owner(s).

ACCEPTED:

CUSTOMER: _____

TOWN OF APEX

BY: _____
Authorized Agent

BY: _____
Authorized Agent

DATE: _____

DATE: _____

PD PLAN FOR PUD APPLICATION

**TOWN OF APEX
AGENT AUTHORIZATION FORM**

_____ is the owner of the property for which the attached application is being submitted:

- _____ Land Use Amendment
- _____ Rezone/Conditional Zoning
- _____ Site Plan
- _____ Subdivision Map
- _____ Variance
- _____ Other: _____

The property is located at: _____

The agent for this project is:

Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

E-Mail Address: _____

Signature(s) of Owner(s)

Type or print name

Type or print name

***Owner of record as shown on the latest equalized assessment rolls of Wake County. (An option to purchase does not constitute ownership). If ownership has been recently transferred, a copy of the deed must accompany this authorization.**

PD PLAN FOR PUD APPLICATION

**Wake County Public School System
New Residential Development Notification**

Date of Application _____
Developer _____ Phone number _____
Developer's Representative _____ Phone Number _____
Fax Number _____ E-mail address _____
Name of residential development _____
Location address _____
If no address, located on _____ between _____ and _____
REID(s) _____
PIN(s) _____ Total acres _____

Lot-by-lot developments

Number of single family lots proposed _____
Number of two family lots proposed _____
Number of three family lots proposed _____

There is a correlation between the size of housing and the number of school children added to the system. Could you estimate the range of how large the dwelling units in your subdivision will be, either in square feet or in number of bedrooms?

Sq. ft. _____ Bedrooms _____

Phasing - How many dwelling units do you anticipate will be constructed each year? _____

Attached and multi-family dwelling units

Number of 2 bedroom dwelling units expected to be completed for occupancy.
2011 _____ 2012 _____ 2013 _____ Future years _____

Number of 3 bedroom dwelling units expected to be completed for occupancy.
2011 _____ 2012 _____ 2013 _____ Future years _____

Number of 4 or more bedroom dwelling units expected to be completed for occupancy.
2011 _____ 2012 _____ 2013 _____ Future years _____

What is your target market?

Empty nesters or senior housing Move-up buyers with young children
First-time homebuyers Move-up buyers with older children

THIS SECTION TO BE COMPLETED BY LOCAL GOVERNMENT STAFF

PLEASE FAX TO: Laura Evans or Judy Stafford of Wake County PUBLIC SCHOOL SYSTEM AT (919) 850-1671

- AND -

FAX or EMAIL TO: Mike Ping of Wake County PLANNING DEPARTMENT AT (919) 856-6184 or mike.ping@wakegov.com

Contacts: WCPSS Laura Evans (919) 713-0652 or Judy Stafford (919) 850-1636 and WCPD Mike Ping (919) 856-6386.

Date faxed _____ By _____

PETITION TO AMEND THE OFFICIAL ZONING DISTRICT MAP

Petition No. _____
Date Submitted: _____
Page One of Seven

**BEFORE THE TOWN COUNCIL, APEX, NORTH CAROLINA
PETITION TO AMEND THE OFFICIAL ZONING DISTRICT MAP**

Applicant: _____
Address: _____

Telephone No. _____ Fax No. _____
E-Mail: _____

Interest in property (if any):

Owner, part owner, interested citizen, etc.

2025 LAND USE PLAN AMENDMENT

The applicant does hereby respectfully request the Town Council to amend the 2025 Land Use Plan of the Town of Apex as hereinafter and in support of this request, the following facts are shown (if applicable):

The area sought to be amended on the 2025 Land Use Plan is located _____

Current 2025 Land Use Classification _____

Proposed 2025 Land Use Classification _____

What condition(s) justifies the passage of the amendment to the 2025 Land Use Plan? (Discuss the existing use classifications of the subject area in addition to the adjacent land use classifications).

PETITION TO AMEND THE OFFICIAL ZONING DISTRICT MAP

Town of Apex (Rezoning Petition/Application)

Petition No. _____
Page Two of Seven

The applicant does hereby respectfully make application and does petition the Town Council to amend the Unified Development Ordinance and to change the Official Zoning District Map of the Town of Apex as hereinafter requested and in support of this application, the following facts are shown:

The property sought to be rezoned is located on/at _____
between _____ (street/road) and _____
_____ (street/road) and is known by Parcel Identification No.
(PIN) _____ according to Wake County Tax Maps. It has frontage of
_____ feet and depth of _____ feet.

Area of subject property _____ square feet or _____ acres and is in
_____ Subdivision (if applicable).

Present Zoning District _____ Proposed Zoning District _____

Township _____

Name and/or number of public thoroughfare(s) the property fronts upon or has access to:

PETITION TO AMEND THE OFFICIAL ZONING DISTRICT MAP

Town of Apex (Rezoning Petition/Application)

Petition No. _____
Page Three of Seven

The owners of the property sought to be rezoned are:

1.	_____	_____	_____
	Print owner name(s)	Print address of property to be rezoned	PIN #

	Signature of owner(s)	Date	
2.	_____	_____	_____
	Print owner name(s)	Print address of property to be rezoned	PIN #

	Signature of owner(s)	Date	
3.	_____	_____	_____
	Print owner name(s)	Print address of property to be rezoned	PIN #

	Signature of owner(s)	Date	
4.	_____	_____	_____
	Print owner name(s)	Print address of property to be rezoned	PIN #

	Signature of owner(s)	Date	
5.	_____	_____	_____
	Print owner name(s)	Print address of property to be rezoned	PIN #

	Signature of owner(s)	Date	

PETITION TO AMEND THE OFFICIAL ZONING DISTRICT MAP

Town of Apex (Rezoning Petition/Application)

Petition No. _____
Page Four of Seven

Certified list of property owners subject to this application and all property owners within 300' of the land subject to this application.

	Owners Names	PIN#
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____

I, _____ certify that this is an accurate listing of all property owners and owners within 300' of the land subject to this application.

Date

By: _____

STATE OF NORTH CAROLINA
COUNTY OF WAKE

Sworn and subscribed before me, _____, a Notary Public for the above State and County, this the _____ day of _____, 20____.

Notary Public

SEAL

My Commission Expires: _____

PETITION TO AMEND THE OFFICIAL ZONING DISTRICT MAP

Town of Apex (Rezoning Petition/Application)

Petition No. _____
Page Five of Seven

An application has been duly filed requesting that the property described in this application be rezoned from _____ to _____. It is understood and acknowledged that if the property is rezoned as requested, and the Conditional Zoning Permit authorized, the property described in this request will be perpetually bound to the use(s) authorized and subject to such conditions as imposed, unless subsequently changed or amended as provided for in the Unified Development Ordinance. It is further understood and acknowledged that final plans for any specific development to be made pursuant to any such Conditional Zoning permit so authorized shall be submitted for site plan approval (where applicable) in the same manner as other developments are so required.

The undersign hereby request that the Town Council of the Town of Apex , pursuant to the Unified Development Ordinance, authorize a Conditional Zoning Permit for the following use(s) subject to the following condition(s):

Use(s): (list all specific uses for this request)

Condition(s):

PETITION TO AMEND THE OFFICIAL ZONING DISTRICT MAP

Town of Apex (Rezoning Petition/Application)

Petition No. _____
Page Six of Seven

What changed or changing condition(s) justifies the passage of the amendment? (Discuss how circumstances have so changed since the property was last zoned and how its current zoning classification could not properly be applied to it now were it being zoned for the first time).

Describe briefly whether all the uses permitted by the proposed amendment would be appropriate in the area sought to be rezoned.

Explain briefly the expected effect on the neighborhood of all of the uses allowed in the proposed amendment.

PETITION TO AMEND THE OFFICIAL ZONING DISTRICT MAP

Town of Apex (Rezoning Petition/Application)

Petition No. _____
Page Seven of Seven

Describe whether other areas designated for similar development in the vicinity of the subject property are likely to be so developed if the proposed amendment is adopted.

Other circumstances which tend to justify the amendment in the public interest.

What is your current proposed time schedule for development, if any?

I, the undersigned, certify that all statements furnished in this application are true to the best of my knowledge.

Name

Address

City

State

Zip

Phone

PD PLAN TEXT (Provided on 8.5" by 11" paper)

Each numbered item should be the heading of a section

1. Table of Contents
2. Vicinity Map: show the location of the property and adjacent streets within a maximum of a ½ mile radius.
3. Project Data:
 - Name of the project
 - Preparer's name, address, phone number, fax number and e-mail address
 - Owner's name, address, phone number, fax number and e-mail address
 - Contract purchaser's name, address, phone number, fax number and e-mail address(if applicable)
 - Current and proposed zoning of the property
 - Current and proposed land use designation
 - Area of tract (in square feet or acres)
4. Purpose Statement (explain how this project meets the Development Parameters found in UDO Sec. 2.3.4(F)(1)(iv)-(vi).)
5. Permitted Uses: List the proposed uses (must be permitted in UDO Sec. 4.2.2 Use Table). Please split residential and non-residential uses and alphabetize the uses within each category.
6. Design Controls:
 - Maximum square footage per non-residential use (Note that this number is a maximum—there is no guarantee that once all applicable UDO sections are met during site or subdivision plan approval that this maximum number will be able to be reached).
 - Maximum densities per residential use (du/acre) (Note that this number is a maximum—there is no guarantee that once all applicable UDO sections are met during site or subdivision plan approval that this maximum number will be able to be reached).
 - Proposed lot sizes for residential use
 - Proposed maximum height of the building(s) and number of stories
 - Proposed front, side, and rear yard setbacks
 - Amount and percentage of built upon area allowed
 - Amount and percentage of built upon area proposed
7. Architectural Standards: Can include, but not limited to the following:
 - Proposed materials
 - Proposed structural elements, such as roof pitch, inclusion of porches, inclusion of crawl space, etc.
8. Parking and Loading: Either state that the requirements of UDO Sec. 8.3 will be met or provide comprehensive parking on site layout sheet.
9. Signs: Provide statement that signage will comply with UDO Sec. 8.7 *Signs*.
10. Natural Resource and Environmental Data:
 - Indicate if the site is in the Primary or Secondary Watershed Protection Overlay District
 - Indicate if the site contains a FEMA designated 100 year floodplain
 - Gross square footage and percent of RCA required
 - Gross square footage and percent of RCA provided
 - Indicate if the site contains an historic structure as defined by UDO Section 12.2 "Historic structure", if the property appears on the Wake County Inventory of Historic Structures map (produced by the Town of Apex), and/or if the property appears on the Town of Apex National Register Historic District map
11. Stormwater Management: Explain how this project meets the stormwater management requirements found in UDO Sec. 2.3.4(F)(1)(h) and Sec. 6.1.7.

12. Parks and Recreation (if residential uses are proposed): project must be reviewed by the Parks, Recreation and Cultural Resources Advisory Commission for recommendation on land dedication and/or fee in lieu.
13. Public Facilities: Explain how this project meets the Public Facilities requirements found in UDO Sec. 2.3.4(F)(1)(f).
14. Phasing: Provide a phasing plan for the project.
15. Consistency with Land Use Plan: Provide statement regarding how this project is consistent with the Land Use Plan's map, intent, and/or goals.
16. Compliance with the UDO: Provide statement regarding compliance with all other relevant portions of the UDO.

EXISTING CONDITIONS PLAN

Show existing site features on the proposed site and the area within a 50' perimeter of the site.

1. Location of existing vegetation 18-inch caliper and larger.
2. Location of any underground storage tanks, hazardous waste and debris, abandoned wells, septic tanks or similar structures. Other permits from local, state, or federal authorities may be necessary for the demolition or removal of these items from the property.
3. Identify open fields, existing vegetation (show outline), wetlands, steep slopes, creeks, streams, ponds, dams, rock outcroppings, fencing, roads, structures and other pertinent site features.
4. Location of the 100 year floodplain and 100 year floodway based upon the FIRM maps, the FEMA detailed study and field measurements.
5. Location of wetlands.

LAYOUT SHEET

1. Base Items
 - Roads and Driveways
 - General Vehicular Use Areas (provide comprehensive parking and loading plan if variation from standard UDO requirements is proposed)
 - General Building Locations
 - Recreation Facilities
 - Detention, Retention or Natural Ponds
 - Creeks
 - Easements
 - Fences
 - Mail kiosks
 - Location of the 100 year floodplain and 100 year floodway based upon the FIRM maps, the FEMA detailed study and field measurements.
2. Zoning **and** present use (i.e. residential, vacant, etc.) of all adjacent tracts (including opposite side of adjoining streets).
3. Boundary of entire tract by metes and bounds.
4. Location of existing and proposed driveways or curb cuts on site and adjoining properties (include properties on opposite side of adjoining streets).
5. Indicate entrances/exits and general internal circulation (lane striping).
6. Location of existing and proposed sidewalks and other pedestrian areas such as trails and greenways showing widths.

7. Streets and rights-of-way showing existing and proposed dimensions in accordance with the Apex Transportation Plan. Connections must be made to existing stubouts on adjacent property.
8. Location and dimensions of buffers.
9. Location and dimensions of setbacks.
10. Location and dimensions of RCA area.
11. Check the PD Plan PUD-CZ for conformity with the thoroughfare plan, land use plan, parks and recreation master plan and any other of the Town's adopted plans and policies.
12. Add the following notes to the Layout Plan:
 - 1) Protection fencing must be placed away from any saved tree one foot for each inch of tree caliper. Protection fencing must be placed at least 10 feet away from any other designated resource conservation area, such as but not limited to historic buildings and structures, wetlands, and ponds. Protection fencing must be placed along the outside line of the 100-year floodplain, and the outside edge of any riparian buffer. Additional protection fencing may be required in other locations close to construction activity where it is deemed necessary by the zoning enforcement officer; such areas may include but are not limited to common property lines or near public areas (sidewalks, etc.).
 - 2) Site elements required to satisfy recreational requirements such as but not limited to play fields and greenway trails and items typically associated with them (benches, trash containers, signs, etc.) must meet any applicable standards found in the Town of Apex Standard Specifications and Construction Details and the requirements of the Town of Apex Parks and Recreation Department.
 - 3) All required site elements shown within a particular phase must be installed before a final certificate of occupancy may be issued for any building within that phase.
 - 4) No signs are approved as part of PUD-CZ plan approval. A separate sign permit must be obtained. Multiple use lots, non-residential subdivisions, and multiple tenant lots must submit a Master Sign Plan for approval.

PHASING PLAN

1. Base Items (See list under Site Layout Sheet)
2. Phase lines.
3. If development is proposed to occur in more than one phase, then guarantees shall be provided that project improvements and amenities that are necessary and desirable for residents of the project, or that are of benefit to the Town, are constructed with the first phase of the project, or, if this is not possible, then as early as is technically feasible.

PRELIMINARY UTILITY PLAN

1. Base Items (See list under Site Layout Sheet)
2. Indicate whether or not requesting full town services – water, sewer and electricity.
3. If electric utilities are provided by the Town of Apex, a consultation with the Electric Utilities Division (249-3427) is required.
4. Indicate location and dimension the width of easements required for utilities. Include permanent and temporary construction easements.
5. Location of buffers.
6. Location of RCA area.
7. Location of existing trees to be saved.

PRELIMINARY STORMWATER MANAGEMENT PLAN

1. Base Items (See list under Site Layout Sheet)
2. Demonstrate that the post-development rate of on-site storm water discharge from the entire site will not exceed pre-development levels in accordance with Sec. 6.1.7 of the UDO.

TRANSPORTATION IMPACT ANALYSIS (required for developments generating 1000 or more vehicular trips per day; or 100 a.m. or p.m. peak hour trips)

1. Site Plan or at a minimum, a land use plan indicating conceptual access points to the external roadway system.
2. Vicinity map showing the location of the property and adjacent streets within the approved study area.
3. Peak-hour volumes from a recent count, no more than one year old at the time of submittal unless otherwise approved by Town staff.
4. Average daily and peak hour vehicular trips generated by the proposed development.
5. Trip distribution allocation on all roads and intersections within the study area approved by the Town (contact Transportation Engineer at 249-3358 for approval of study area).
6. Intersection geometry and traffic control devices.
7. Capacity analyses for all anticipated conditions (existing, no-build, and build) including phasing milestones unless otherwise approved by Town staff.
8. Documentation of data and assumptions.
9. Proposed road improvements in accordance with the UDO requirements for a Traffic Impact Analysis