

NON-RESIDENTIAL MASTER SUBDIVISION PLAN PROCESS

SKETCH DESIGN PLAN SUBMITTAL - 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 must 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).**

PRE-APPLICATION meeting with Planning Staff required prior to submitting a Non-Residential Master Subdivision Plan.

NON-RESIDENTIAL SUBDIVISION PLAN SUBMISSION- Typically due on the First Monday of the month

| Electronic site plan submittal through IDT Plans by 5:00 p.m. on due date: | Items Due to Planning Department by 5:00 p.m. on due date: |
|---|--|
| Non-Residential Master Subdivision Plan Application | Development Submittal Fee \$600.00 + \$5/lot |
| Set of site plans – | Application (copy of electronic submittal through IDT) |
| Colored rendering of required elevations (11” x 17”) | Development Name Approval Application |
| | Road Name Approval Application |
| Click here to access IDT Plans | Agent Authorization Form (if applicable) |
| Note: Do not submit scanned plans. Send documents saved directly from AutoCad or equivalent software. | Annexation Petition (if applicable) |
| <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 Etc.</p> | Four (4) sets of site plan 24” x 36” with application attached to each set |
| | Town of Apex Utilities Agreement |
| | Eight (8)CD’s of the Transportation Impact Analysis (if applicable) |
| | Two paper copies of the Transportation Impact Analysis (if applicable) |
| | |

1. Staff member reviews electronic plan 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. Development notice posted on property.
5. TRC comments are sent to applicant prior to the TRC meeting date with applicant.
6. Applicant is notified of TRC meeting date and time.
7. Applicant submits revised electronic plans and **4** paper copies 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.
8. Applicant notified if plan is not in compliance with the UDO (start again at #5 above).
9. Applicant notified if plan is in compliance with UDO.
10. 1st meeting before Planning Board.
11. 2nd meeting before Town Council.
12. Applicant is notified of approval or disapproval.
13. If approved, applicant must submit Construction Plans to Construction Management.

To access Construction Plans Application, please click the link below:
<http://www.apexnc.org/docs/const/conplan.pdf>

NON-RESIDENTIAL MASTER SUBDIVISION PLAN PROCESS

TIMING OF APPROVAL:

1. The Non-Residential Master Subdivision Plan review and approval process is required prior to any land disturbing or construction activities.
2. After the Non-Residential Master Subdivision Plan has been through the Non-Residential Master Subdivision Plan review process and has been approved by the Town Council, applicants must submit Construction Plans (not architectural drawings) to the Construction Management Department. The Construction Plan review process is given in the Construction Plan application packet, available at the Construction Management Department.
3. Non-Residential Master Subdivision Construction plans must go through the Construction Plan review process and be approved by the Planning, Construction Management, and Fire Departments (and any other applicable state and/or federal agencies) prior to the issuance of any permits, including grading, sedimentation and erosion control, and building permits. The application and review process for grading and sedimentation and erosion control permits is simultaneous with the Construction Plan review process. Please see the Construction Plan packet, available at the Construction Management Department, for more details.
4. Applications for building permits will not be accepted by Construction Management until the Construction Plans have been approved and signed.

SKETCH PLAN: Prior to a pre-application meeting, applicants are required to submit an electronic set of the sketch plan of the proposed non-residential master subdivision plan a minimum of five (5) working days prior to the pre-application meeting. Additionally, the applicant must submit a Development Name Approval Application (included with this application).

PRE-APPLICATION MEETING: Prior to submitting an application for a non-residential master subdivision plan, applicants are required to meet with the TRC members to discuss the proposed plan at a minimum of fourteen (14) days prior to the submittal date (non-residential master subdivision schedule).

COMPLETE APPLICATION: 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).

REQUIRED CONTENTS OF SUFFICIENTLY COMPLETE NON-RESIDENTIAL MASTER SUBDIVISION PLANS: The following items are required in order for the Non-Residential Master Subdivision Plans to be considered sufficiently complete. Please note that the required information to be included within these items is included on the Non-Residential Master Subdivision Plan Checklist. **Size of plans must be 24" x 36" at a scale of not less than: 1" = 50' horizontal, 1" = 5' vertical**

1. Cover Sheet
2. Existing Conditions Plan
3. Staging and/or Demolition Plan
4. Subdivision Layout Sheet
5. Utility Plan
6. Grading Plan
7. Landscape Plan
8. Lighting Plan
9. Detail Sheet(s)
10. Transportation Impact Analysis (required for developments generating 1000 or more vehicular trips per day – see Non-Residential Master Subdivision Plan Checklist for details)
11. Site Analysis Report (if applicable)

NON-RESIDENTIAL MASTER SUBDIVISION PLAN PROCESS

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
- 2 Site Plan
- 3 Erosion Control Plan
- Etc.

Note: Do not submit scanned plans. Send documents saved directly from AutoCad or equivalent software.

TECHNICAL REVIEW COMMITTEE (TRC): Sufficiently complete electronic plans are released for the Technical Review Committee (TRC) for review. Members of the TRC include staff from the following Town departments: Planning, Construction Management, 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. 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 minutes. The appointments will be scheduled by the date indicated on the Applicant Schedule. 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.

REVIEW OF REVISED PLANS: The TRC reviews the revised plans. If the plans meet the requirements of the Ordinance and do not require further revision, the TRC members forward their recommendation to the TRC chairperson that the Non-Residential Master Subdivision Plan be included on the next Planning Board agenda. A staff report will be provided to the Planning Board that recommends approval, approval with conditions, or denial of the Non-Residential Master Subdivision Plan. If the plans do not meet the requirements of the Ordinance, the TRC members will forward their recommendation to the TRC chairperson that the Master Subdivision Plan 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 Non-Residential Master Subdivision Plan and **a re-submittal fee equal to ½ the original submittal fee** by the appropriate date listed in the Applicant Schedule.

NON-RESIDENTIAL MASTER SUBDIVISION PLAN PROCESS

PLANNING BOARD MEETING: The Planning Board reviews staff recommendations in the staff report and formulates a recommendation for official consideration by the Town Council. The Planning Board is allowed to take up to two meetings to review the Non-Residential Master Subdivision Plan and formulate their recommendation. 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 the month). The applicant should be prepared to address the Board and answer any questions they may have.

TOWN COUNCIL MEETING: The Town Council reviews the recommendations of the Planning Board and staff, and takes official action on the Non-Residential Master Subdivision Plan. 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 third Tuesday of the month). The applicant should be prepared to address the Town Council and answer any questions they may have.

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.

CONSTRUCTION PLAN SUBMITTAL: If the Town Council approves the Non-Residential Master Subdivision Plan, the applicant must submit Construction Plans to Construction Management for TRC review and approval prior to any grading or land disturbing activity (i.e. alteration of existing vegetation). See Construction Plan packet, available in the Construction Management department or at <http://www.apexnc.org/docs/const/conplan.pdf> for details.

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

ROAD NAME APPROVAL APPLICATION

Application Number: _____

Final Wake County Approval Date: _____

Guidelines:

- No names duplicating or sounding similar to existing road names
- Avoid difficult to pronounce names
- No individuals' names
- Avoid proper names of a business, e.g. Hannaford Drive
- Limit names to 14 characters in length
- No directionals, e.g. North, South, East, West
- No punctuation marks, e.g. periods, hyphens, apostrophes, etc.
- Avoid using double suffixes, e.g. Deer Path Lane
- All names must have an acceptable suffix, e.g. Street, Court, Lane, Path, etc.
- Use only suffixes which are Town of Apex approved (See list at end of document)
- Town of Apex has the right to deny any street name that is determined to be inappropriate

Name of subdivision, shopping center, or project: _____

Description of location: _____

Nearest Intersecting Roads: _____

Wake County PIN: _____

Township: _____

Name, address, phone and fax number of contact person and/or owner (as appropriate):

- Contact Person: _____

Phone number: _____ Fax number: _____

Address: _____

- Owner: _____

Phone number: _____ Fax number: _____

Address: _____

| |
|---------------------------------------|
| ROAD NAME APPROVAL APPLICATION |
|---------------------------------------|

Number of roads to be named _____

Please submit twice as many road names as needed, with those names of priority listed first. Proposed road names should be written exactly as one would want them to appear. Town of Apex Planning Department will send all approved street names to the Wake County GIS Department for county approval. Please allow several weeks for approval. Upon approval Wake County GIS – Street Addressing will inform you of the approved street names.

Example: Road Name Suffix
 Hunter Street

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

Town of Apex Staff Approval

| | |
|-----------------------------|-------|
| _____ | _____ |
| Town of Apex Staff Approval | Date |

Wake County Staff Approval

GIS certifies that _____ names indicated by check mark () are approved. Please disregard all other names.

COMMENTS:

| | |
|--------------------------------|-------|
| _____ | _____ |
| Wake County GIS Staff Approval | Date |

APPROVED SUFFIXES AND ABBREVIATIONS

Alley (ALY)

Narrow, privately maintained service way intended for pedestrian and service vehicle traffic; typically located behind buildings or near rear property lines.

Avenue (AVE)

Wide public thoroughfare within a city or town, often lined with trees.

Bend (BND)

Short road with a curved shape.

Boulevard (BLVD)

Broad city thoroughfare, tree-lined and landscaped with a median strip.

Bypass (BYP)

North Carolina Department of Transportation (NCDOT) approved highway or section of highway that passes around a congested area.

Circle (CIR)

Circular or arched short roadway that intersects the road from which it originates or returns to itself; short connector.

Corner (COR)

Generically named roadway.

Court (CT)

Short dead-end roadway, especially one that is wide and nearly surrounded by houses; cul-de-sac.

Cove (CV)

Short roadway with only one outlet and a circular turnaround; cul-de-sac.

Crescent (CRES)

Roadway with arced shape.

Crossing (XING)

Roadway which is at least a collector street and will cross a minimum of one major road.

Drive (DR)

Curvilinear roadway for access to a local destination.

Expressway (EXPY)

High-speed, divided multi-lane major arterial street with few or no intersections.

Extension (EXT)

A road which has been added to a previously existing road.

Fork (FRK)

Generically named roadway associated with a fork.

APPROVED SUFFIXES AND ABBREVIATIONS

Freeway (FWY)

High-speed, high-capacity, limited-access public transportation thoroughfare serving regional and state-wide travel; free of tolls.

Highway (HWY)

High-speed, high-capacity, limited-access public transportation thoroughfare that connects towns and regions; State, Interstate, or US distinction.

Lane (LN)

Secondary connector street.

Loop (LOOP)

Circular roadway that loops around and terminates itself or returns to the same street from which it originates.

Parkway (PKWY)

Broad landscaped highway divided by a vegetated median, occasionally constructed for scenic view.

Path (PATH)

Generically named roadway with no more than two (2) travel lanes.

Peakway (PEWY)

Broad landscaped, major thoroughfare divided by a vegetated median. (NOTE: Name used at town's discretion in approved location).

Place (PL)

Short roadway or cul-de-sac.

Plaza (PLZ)

Generically named roadway sided by an open area within a town and accessible to pedestrians; mixed-use road with businesses and homes.

Point (PT)

Cul-de-sac; short roadway adjacent to a waterway.

Road (RD)

Generically named roadway.

Run (RUN)

Local access roadway that dead ends, usually with a cul-de-sac, and feeds short road branches.

Square (SQ)

Generically named roadway sided by an open, usually four-sided area at the intersection of two or more streets used as vegetated open space.

Station (STA)

Generically named roadway that is fronted by a place of interest or depot; a road along which an urban setting exists or is mimicked.

APPROVED SUFFIXES AND ABBREVIATIONS

Street (ST)

Public roadway within a city or town, usually lined with residences and sidewalks.

Terrace (TER)

Residential street.

Trace (TRCE)

Short, connecting roadway or dead-end road.

Trail (TRL)

Nonlinear, local access roadway that generally conforms to natural topography.

Walk (WALK)

Roadway connecting two roads; named pedestrian walkway.

Way (WAY)

Short roadway used as an inlet that dead ends; short connector.

NON-RESIDENTIAL MASTER SUBDIVISION PLAN APPLICATION

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

Submittal Date: _____

___ **Non-Residential Master Subdivision Plan** ----- \$700.00 + \$5/lot

Project Name _____

Location _____

Property PIN _____

Acreage _____ Zoning _____

Town Limits: __ Inside __ Outside __ ETJ

Total Number of Buildings _____

Total Square Footage of all Building(s) _____

Owner or Developer _____

Address _____

Phone Number _____ Fax # _____

E-mail Address _____

Plans Prepared by _____

Contact Person _____

Address _____

Phone Number _____ Fax # _____

E-mail Address _____

TOWN OF APEX UTILITIES AGREEMENT

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: _____

AGENT AUTHORIZATION FORM

**TOWN OF APEX
AGENT AUTHORIZATION FORM**

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

_____ Land Use Amendment

_____ Rezone

_____ 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.**

NON-RESIDENTIAL MASTER SUBDIVISION CHECKLIST

COVER SHEET

1. Index of drawing sheets.
2. Vicinity map showing the location of the property and adjacent streets within a maximum of a ½ mile radius.
3. Project data (in tabular form):
 - Name of the 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(if applicable)
 - Annexation number(s) for property (if property is not annexed and water and/or sewer is requested, then annexation petition must be submitted).
 - Zoning of the property; if conditional use zoning, list all rezoning conditions
 - 2025 Land Use Plan designation
 - Proposed 2025 Land Use Plan designation (if amendment is requested or required)
 - Area of tract (in square feet or acres)
 - Required front, side, and rear yard setbacks
 - Amount and percentage of built upon area allowed
 - Amount and percentage of built upon area proposed
 - Indicate if the site is in the Primary or Secondary Watershed Protection Overlay District
 - Indicate if the site contains a FEMA designated 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
 - Two community amenities (i.e. benches, picnic tables, ponds, bicycle racks, walking trails, etc.) accessible per the NC Building Code, Volume 1-C.

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 specimen trees as defined in the Town of Apex Design and Development Manual.
3. 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.
4. Identify open fields, existing vegetation (show outline), wetlands, steep slopes, creeks, streams, ponds, dams, rock outcroppings, fencing, roads, structures and other pertinent site features.
5. Field verified topography of site at a minimum of 2' contours, showing existing and proposed grades. Include location of grading associated with installation of utility lines and drainage ways (construction easements, etc.). Aerial photo based topography is acceptable for sketch plan discussion only.
6. Location of the 100 year floodplain and 100 year floodway based upon the FIRM maps, the FEMA detailed study and field measurements.

NON-RESIDENTIAL MASTER SUBDIVISION CHECKLIST

7. Note whether the site is in the Primary or Secondary Watershed Protection Overlay District.
8. Show required riparian buffers on both sides of perennial and intermittent streams, including the location of the top of bank on both sides of the stream. Riparian buffers on perennial streams are measured 100' from the top of bank on both sides of the stream. Riparian buffers on intermittent streams are measured 50' from the top of bank on both sides of the stream.

STAGING AND/OR DEMOLITION PLAN

Please note: the burning of debris within 1000 feet of residences or the burial of stumps and debris on site is prohibited.

1. Identify which existing trees will be saved and which will be removed.
2. Location of protective fencing. Fencing must be 1 foot away from the tree trunk for every 1 inch caliper of the tree. (See Section 8.1.2.F.1 of the UDO for additional protective fencing requirements for other site features)
3. Show proposed staging areas or dirt/material/equipment storage areas.
4. Show demolition sequence (if applicable).
5. If buildings will be demolished, include the following note: "A copy of the Demolition Notification from the NC Health Hazard Control Unit (Division of Public Health) and an asbestos inspection report from a NC accredited asbestos inspector must accompany the application for the demolition permit which must be obtained prior to start of the demolition."
6. Location of construction trailer.
7. Location of construction entrance.
8. Location of temporary emergency vehicle access (if applicable).
9. Location of temporary utilities.
10. Location and type of additional protective measures (if applicable).
11. Provide any necessary traffic management plan for the time frame that the site is being constructed such as any anticipated road or pedestrian barricades, emergency vehicle access, detours or safety devices that may be required.

SUBDIVISION LAYOUT SHEET

1. Base Items (On Other Sheets as Indicated)
 - Roads and Driveways (list names of proposed roads – road names must be approved by Wake County GIS 856-6210)
 - Recreation Facilities
 - Detention, Retention or Natural Ponds
 - Creeks
 - Easements
 - Fences
 - Decorative or Retaining Walls
 - 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 and dimensions of existing and proposed driveways or curb cuts on site and adjoining properties (include properties on opposite side of adjoining streets).
5. Location of existing and proposed sidewalks and other pedestrian areas such as trails and

NON-RESIDENTIAL MASTER SUBDIVISION CHECKLIST

- greenways showing widths.
6. Ensure that a turning radius will accommodate emergency vehicles or anticipated delivery vehicles.
 7. Streets and rights-of-way showing existing and proposed dimensions in accordance with the Town's thoroughfare plan. Connections must be made to existing stubouts on adjacent property. Indicate location and dimensions of pavement, curbs and gutters, and sidewalks. (Where development abuts or includes a State maintained road, design must be submitted and reviewed concurrently with NCDOT)
 8. List proposed speed limit for each public street. No streets can be proposed less than 25mph.
 9. Show sight triangles with dimensions.
 10. Location of emergency access.
 11. Location and dimensions of buffers.
 12. Location and dimensions of setbacks.
 13. Location and dimensions of RCA area.
 14. Check the site plan 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.
 15. Add the following notes to the Subdivision Layout Plan:
 - No site development activity including but not limited to testing, clearing, installation of S&E measures, or grading, shall occur until required protection fencing has been installed and inspected. A protection fencing installation permit may be obtained at the planning department or by calling 919 249-3426.
 - 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.).
 - All grading and support structures associated with any retaining structure shall not encroach into any required buffer or protected area (such as but not limited to, RCA and critical root zones of trees, public utility easements and rights-of-way), and shall be contained entirely on site.
 - 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.
 - The screening of loading docks, trash containers (including dumpsters and roll-out carts), outdoor storage, mechanical and HVAC equipment, and similar facilities on the roof, on the ground, or on buildings shall meet the requirements found in section 8.2.8 of the Unified Development Ordinance; Specifically screening must be done so that:
 - i. It is incorporated into the overall design theme of the building and landscape.
 - ii. Screening materials are not different from or inferior to the principal materials of the building or landscape, and are similar in materials and color.
 - iii. Screened items are out of view from adjacent properties and public streets, and a totally

NON-RESIDENTIAL MASTER SUBDIVISION CHECKLIST

- opaque screen is achieved.
- iv. Any ground-mounted HVAC or other mechanical or utility equipment six-feet tall or higher must be fenced and landscaped.
- v. Dumpster enclosures must meet the above requirements plus they must be at least eight-feet tall or the height of the dumpster, whichever is taller; and be built of masonry material.
- 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.
- Site items such as but not limited to, lighting, landscaping (including mulch), screening (i.e.: dumpsters/trash, mechanical/HVAC, etc.), site stabilization (seeding), and parking and pavement marking must be completed prior to scheduling a final site inspection.
- No signs are approved as part of site 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.

GRADING PLAN

1. Base Items (See list under Site Layout Sheet)
2. Provide a Final Rough Grading sheet that shows drainage of lot(s).
3. Field verified topography of site at a minimum of 2' contours, showing existing and proposed grades. Include location of grading associated with installation of utility lines and drainage ways (construction easements, etc.). Aerial photo based topography is acceptable for sketch plan discussion only.
4. If there will be fill within a floodplain, a Letter of Map Revision based on Fill LOMR-F) is required to be obtained. Contact the Planning Department at 249-3426 for details.
5. Location and type of soil and erosion control measures. For sites where disturbed area is one acre or greater in size, Apex reviews for compliance and issues grading permit after construction plan approval. (Consult Soil and Erosion Control Officer at 249-3427)
6. Provision for the adequate disposition of storm water in accordance with Town standards indicating location, sizes, types and grades of ditches, catch basins, and pipes with connections to existing drainage system(s). Post-development runoff rate must not exceed pre-development runoff rate. Lot lines should follow natural drainage ways. Natural drainage ways should be preserved in their natural state to the extent practicable.
7. Indicate if site is in the Primary or Secondary Watershed Protection Overlay District. If in a protected water supply watershed, storm drainage measures must meet watershed protection regulations.
8. Location of existing trees to be saved.
9. Location of protection fencing.
10. Provide FFE for all buildings/structures.
11. Location of retaining walls. Indicate material, height of wall and area of disturbance. Non-decorative walls are required to have facing (i.e. stucco). Top of wall and bottom of wall spot elevations must be provided. Note that engineered drawings are required for walls of 3 feet or taller at the Construction Plan stage. The drawings must be certified and inspected by a Professional Engineer.
12. Add the following notes to the Grading Plan:
 - No site development activity including but not limited to testing, clearing, installation of S&E measures, or grading, shall occur until required protection fencing has been

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- installed and inspected. A protection fencing installation permit may be obtained at the planning department or by calling 919 249-3426.
- 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.).
 - All grading and support structures associated with any retaining structure shall not encroach into any required buffer or protected area (such as but not limited to, RCA and critical root zones of trees, public utility easements and rights-of-way), and shall be contained entirely on site.
 - 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.
 - Retaining systems providing a cumulative vertical relief greater than five feet in height within a horizontal distance of 50 feet or less, including retaining walls or mechanically stabilized earth walls shall be designed and constructed under the responsible charge of a registered professional engineer and comply in all aspects with the NC Building Code section 1610. Retaining systems meeting this criteria will require a separate building permit prior to start of work.

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. 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.
4. Indicate utility poles, fire hydrants, transformers, light poles, light fixtures, etc. (as applicable)
5. Indicate location, size and materials used for water and sanitary sewer lines. If well or septic system, indicate proposed location. (For well or septic system, appropriate permits from Wake County are required before building permit can be issued).
6. Indicate location and width of easements required for utilities. Include permanent and temporary construction easements.
7. If electric utilities are provided by the Town of Apex, a consultation with the Electric Utilities Division (249-3427) is required.
8. Location of buffers.
9. Location of RCA area.
10. Location of existing trees to be saved.

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11. Location of protection fencing.
12. Add the following notes to the Utility Plan:
 - 1) All water & sewer lines shall be installed with a minimum of 3 feet of cover.
 - 2) Maintain 18" minimum vertical separation between utilities.
 - 3) Verify all illustrated utility crossings prior to construction and notify the engineer if conflicts are encountered.
 - 4) Contractor shall coordinate utility relocation or abandonment with local utility companies as required.
 - 5) Utilities will not encroach upon protected areas or run parallel through any required buffer.
 - 6) Water & sewer shall be at least 10 feet laterally from existing or proposed sewers. Where local conditions prevent a separation of 10 feet, the water main may be laid closer, provided that the elevation of the bottom of the water main is at least 18 inches above the top of the sewer with a horizontal separation of at least 3 feet.
 - 7) A plumbing permit issued by the Building Inspection Division is required for all plumbing systems, including storm drainage systems, installed outside the Public Right of Way or a Public Utility Easement. These systems shall be inspected and approved by the plumbing inspector prior to covering. Contact Rudy Baker at 249-3381 for information including the utilization of a third-party inspection agency.
 - 8) No site development activity including but not limited to testing, clearing, installation of S&E measures, or grading, shall occur until required protection fencing has been installed and inspected. A protection fencing installation permit may be obtained at the planning department or by calling 919 249-3426.
 - 9) 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.).
 - 10) All grading and support structures associated with any retaining structure shall not encroach into any required buffer or protected area (such as but not limited to, RCA and critical root zones of trees, public utility easements and rights-of-way), and shall be contained entirely on site.
 - 11) 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.
 - 12) It is the responsibility of the owner or his representatives to locate and identify all existing utilities and proposed utilities and to clearly indicate them on the approved plans.
 - 13) No public or private utility easements shall be allowed to be counted in the calculations for RCA, buffers, or required landscape areas.

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LANDSCAPE PLAN

1. Base Items (See list under Site Layout Sheet)
2. Graphic symbols used to depict trees and shrubs must accurately reflect the average mature spread.
3. Buffers/RCA areas. Indicate location, width, and type of required buffer. Existing plants to be saved and new plant material must be located and identified within the buffer.
4. Indicate all slopes equal to or greater than 3:1 and provide appropriate landscaping and/or slope retention devices (no turf grasses) required to stabilize these areas.
5. Correct number of plants along street based on total square footage of the streetscape buffer. (Provide calculations)
6. Type of trees, if any, located near overhead or underground utility lines. If plant material encroaches into the easement, express written consent of the utility company is required.
7. Correct amount of building landscaping: 1 tree and 3 shrubs per two dwelling units.
8. Plant list summary table with the following information:
 - Key identifying proposed plant material using botanical and common names.
 - Quantity of each plant material.
 - Size, height, caliper, and spacing of plant material.
9. Planting details for new plant material installation.
10. Location, height and type of fencing and retaining walls (if applicable). Show elevation and construction detail.
11. Add the following notes to the Landscape Plan:
 - 1) The screening of loading docks, trash containers (including dumpsters and roll-out carts), outdoor storage, mechanical and HVAC equipment, and similar facilities on the roof, on the ground, or on buildings shall meet the requirements found in section 8.2.8 of the Unified Development Ordinance; Specifically screening must be done so that:
 - i It is incorporated into the overall design theme of the building and landscape.
 - ii Screening materials are not different from or inferior to the principal materials of the building or landscape, and are similar in materials and color.
 - iii Screened items are out of view from adjacent properties and public streets, and a totally opaque screen is achieved.
 - iv Any ground-mounted HVAC or other mechanical or utility equipment six-feet tall or higher must be fenced and landscaped.
 - 2) All landscaping is required to be installed prior to a certificate of occupancy for the project, or in the case of phased development, for the phase of the project. If the applicant chooses to delay the installation of landscaping from April 1 through September 1, then the applicant shall provide a cash bond equal to 150 percent of the cost of materials and installation, based on the highest estimate received, to ensure installation of the required landscaping.
 - 3) Required buffers must meet the minimum opacity requirements for the particular buffer type as described in section 8.2.6 of the Unified Development Ordinance.
 - 4) Any vegetation that is dead, substandard, unhealthy, of poor structural quality, or missing, shall be replaced in conformance with town standards.
 - 5) All plant material shall be allowed to reach their mature size and maintained at their mature size. Plants shall not be cut or severely pruned so that their natural form is impaired.
 - 6) All slopes of 2:1 or steeper shall be stabilized with permanent slope retention or a suitable combination of plantings and retention devices.
 - 7) Slopes greater than 3:1 shall not be stabilized with turf grasses, but with other permanent groundcover.

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DETAIL SHEET(S)

Please refer to Town standards in the Unified Development Ordinance and the Design and Development Manual.

1. Detailed drawing of protection fencing.
2. Detailed drawing of retaining wall including handrails and/or guardrails.
3. Site features including benches, recreational equipment, fences, curb and gutter, etc.
4. Detailed drawing of site features including benches, recreational equipment, fences, curb and gutter, etc.
5. Detailed drawing of each type of accessible curb cut or ramp utilized on the project and located on private property. The detail must include the minimum width of the walking surface and the maximum slopes of each surface. The detail must conform to and reference the NC Accessibility Code.

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

SITE ANALYSIS REPORT (required only upon the request of the Planning Department)

1. Report by a certified arborist, forester, or horticulturist indicating the general health and condition of site vegetation and/or specimen trees.
2. Report by a design professional (architectural, engineering, etc.) related to any other relevant existing site features (ponds/dams, wetlands, structures, etc.). Report should indicate the general condition of the feature.
3. Proposal for protecting existing vegetation and site features such as structures, wetlands, floodplains, floodways, etc.
4. Any reports requested by Planning staff to ensure site features do not pose a threat to the health, safety, and welfare of the Town's residents.