

AMENDMENTS TO THE UNIFIED DEVELOPMENT ORDINANCE PROCESS

Consultation with the Planning Department

Prior to applying for an Amendment to the Unified Development Ordinance the applicant must first meet with a member of the planning staff. The applicant will be given a list of information that must be included in the application.



Amendment to the Unified Development Ordinance Application

- 1 Completed Application
- \$150.00 Application Fee



Review for Completeness



Incomplete Application



Amendments Presented to Planning Board

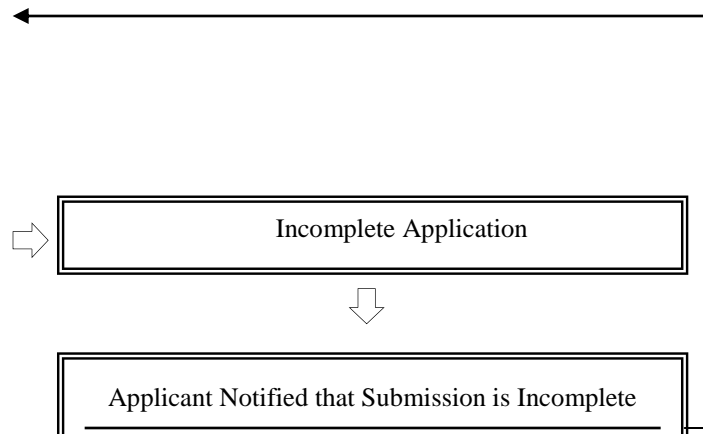
Applicant Notified that Submission is Incomplete
Applicant Must Re-Submit Complete Application



Amendments Presented to Town Council
(Public Hearing)



Town Council Approves or Denies Request



AMENDMENTS TO THE UNIFIED DEVELOPMENT ORDINANCE

An amendment to the text of the Unified Development Ordinance may be proposed by the Town Council, the Planning Board, the Board of Adjustment, the Planning Director, by the owner, or any other person having a recognized interest in the land for which a development is proposed, or their authorized agent.

Standards

The advisability of amending the text of the Unified Development Ordinance is a matter committed to the legislative discretion of the Town Council and is not controlled by any one factor. In determining whether to adopt or disapprove proposed amendments to the text of the Unified Development Ordinance, the Town Council shall consider the following factors:

- 1) *Compatible with surrounding uses.* Whether and the extent to which the proposed amendment is compatible with existing and proposed uses surrounding the subject land.
- 2) *Changed conditions.* Whether and the extent to which there are changed conditions that require an amendment.
- 3) *Effect on natural environment.* Whether and the extent to which the proposed amendment would result in significantly adverse impacts on the natural environment, including but not limited to water, air, noise, storm water management, wildlife, vegetation, wetlands, and the natural functioning of the environment.
- 4) *Community need.* Whether and the extent to which the proposed amendment addresses a demonstrated community need.
- 5) *Development patterns.* Whether and the extent to which the proposed amendment would result in a logical and orderly development pattern and not constitute spot zoning.
- 6) *Public facilities.* Whether and the extent to which the proposed amendment would result in development that is adequately served by public facilities (roads, potable water and sewage, schools, parks, police, and fire and emergency medical facilities).
- 7) *Consistency with 2025 Land Use Plan and Land Use Plan Update.* Consistency with the 2025 Land Use Plan and Land Use Plan Update.

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

Submittal Date: _____

____ **Text Amendment(s) to the Unified Development Ordinance ---- \$600.00**

Name _____

Address _____

City _____ State _____ Zip _____

Phone Number _____ Fax # _____

E-mail Address _____

The applicant does hereby respectfully make application and does petition the Town Council to amend the Unified Development Ordinance of the Town of Apex for the following:

Article(s) _____
(Example: Article 5.2.7 (D) Dimensional Standards for Accessory Structures, Corner Lot)

Proposed Change(s) _____

Describe how the proposed amendment(s) is compatible with existing uses surrounding the subject land:

What changed or changing conditions justify the passage of the UDO amendment(s)? _____

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How will the proposed change(s) effect the natural environment? _____

Will the proposed amendment(s) provide a community need? ___ Yes ___ No If yes, please describe:

Will the proposed amendments provide an orderly development pattern?

Describe whether the proposed amendment(s) will be adequately served by public facilities: _____

Describe how the amendment is consistent with the 2025 Land Use Plan:

Attach additional sheets if necessary.

I hereby acknowledge that proposed amendments to the Unified Development Ordinance is a matter of legislative discretion of the Town Council. As the applicant, I am responsible for presenting the proposed amendments to the Planning Board and Town Council respectively.

Signature of Applicant

Date

AMENDMENTS TO THE UNIFIED DEVELOPMENT ORDINANCE

**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.**