

FAÇADE GRANT PROGRAM APPLICATION

Town of Apex, North Carolina



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

A Small Town Character Overlay District Exempt Site Plan application is required to be submitted concurrently with the Façade Grant application. The approval of the Small Town Character Overlay District Exempt Site Plan application shall occur concurrently with the Façade Grant approval.

For more information on the Façade Grant Program, please contact the Apex Planning Department at 919-249-3426 or planninginfo@apexnc.org.

1. The Façade Grant Program is designed to provide incentive funds to non-residential tenants/property owners to increase rehabilitation activity in the Downtown Festival District as shown on the attached Downtown Festival District map and described in Apex's Unified Development Ordinance (UDO) Section 12.2. The Façade Grant Program includes provisions for Tier 1/Tier 2 Projects, which are small-scale improvements often initiated by tenants or property owners and Tier 3 Projects, which are large-scale improvements initiated by property owners. See eligible projects within each Tier below.
2. **Tier 1 and Tier 2 Projects.** The grant can provide up to 50% of the cost of the exterior rehabilitation based on the following:
 - a. Tier 1 - up to a maximum of \$2,000.00 per façade for paint and awnings, or 50% of the cost, whichever is less.
 - b. Tier 2 – up to a maximum of \$5,000.00 per façade for structural improvements including window replacement, brick repair and repointing, door replacement, ADA accessible entrance improvements, and similar structural repairs or replacement, or 50% of the cost, whichever is less.
 - c. Applicants can submit for one Tier 1 grant and one Tier 2 grant within the same fiscal year; if both are granted, no one property can receive more than \$7,000 in one year.
 - d. No more than \$10,000 can be issued to any one property within any 36-month period for Tier 1 and Tier 2 Projects.
 - e. Total grants issued per fiscal year shall not exceed the amount budgeted for that given year.
 - f. Offered on first-come, first-served basis each fiscal year, beginning on July 1. Projects will be considered "submitted" once all required paperwork for the Small Town Character Overlay District and Façade Grant Program are provided to Town Planning staff. Incomplete applications will not be considered "submitted" until such time that a complete application package is received by Town Planning staff.
 - g. Tier 1 and Tier 2 grants may be used for the following types of renovation only:
 - Removal of false fronts (such as aluminum panels)
 - Repair or replacement of windows, doors, and cornices
 - Repair or replacement of façade materials
 - Repair or replacement of character defining architectural features
 - Repair, replacement, or new ADA accessible entrance (e.g. ramp)
 - New awnings
 - Decorative exterior lighting
 - Exterior painting
 - Design and construction costs

FAÇADE GRANT PROGRAM APPLICATION

Town of Apex, North Carolina



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

3. **Tier 3 Projects.** The grant can provide up to 50% of the cost of the exterior improvements based on the following:

- a. Up to a maximum of \$200,000 per property per fiscal year.
- b. No more than \$300,000 can be issued to any one property for Tier 3 Projects within any 36-month period.
- c. Total grants issued per fiscal year shall not exceed the amount budgeted for that given year.
- d. Offered on a Quarterly Submittal and Award Cycle each fiscal year, beginning on July 1. Projects will be considered "submitted" once all required paperwork for the Small Town Character Overlay District and Façade Grant Program are provided to Town Planning staff. Incomplete applications will not be considered "submitted" until such time that a complete application package is received by Town Planning staff. All projects submitted within one of the quarterly award cycles will be considered by Town Council on their merits. It is at the Town Council's sole discretion whether to award a façade grant to one project, no projects, or multiple projects.

Quarterly Submittal and Award Cycle:

Quarter	Submittal Month	Town Council Meeting & Decision
1	July	September
2	October	December
3	January	March
4	April	June

- e. Town Council approval is required for Tier 3 Projects. Planning staff will present the proposed Tier 3 Project as a New Business Item on the Council agenda per the Quarterly Submittal and Award Cycle above. Tier 3 Projects may include elements shown in the Downtown Plan or proposed for Council consideration on publicly viewable portions of the property:
 - Streetscape elements matching Downtown Plan in public right-of-way.
 - Streetscape elements (pavers/bricks/bus stops) on private property.
 - Creation of patios or other outdoor service areas for public use and benefit on private property.
 - Permanent streetscape-style outdoor furniture (tables, chairs, benches, permanent planters not to include vegetation, etc.) for public use and benefit on public or private property.
 - Other Downtown Plan elements like catenary lighting, wall murals, ground murals, etc.
 - Public parking on private property.
 - Other significant improvements which in the Town Council's sole determination provide benefit to the general public or serve as a catalyst for future development.
- f. A façade easement and easement agreement is a requirement of the Tier 3 grant approval. The façade easement agreement shall be worked out between Town staff and the applicant prior to Council approval. The factors to be considered in the façade easement agreement shall include but not be limited to the following considerations:
 - Level of financial participation by the Town.
 - The type of façade/property improvements being proposed.

FAÇADE GRANT PROGRAM APPLICATION

Town of Apex, North Carolina



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

- The term of the proposed easement; a higher funding amount should require a longer easement length.
 - Any other public requirements the Town would need/like to have in exchange for the Town funds.
 - Any expenditure of public funds must be for a public purpose.
4. Application requirements:
 - a. Completed Small Town Character Overlay District Exempt Site Plan application.
 - b. Completed Façade Grant application form signed by the property owner.
 - c. Photos of the structure showing the current condition.
 - d. Paint samples or fabric swatches for Tier 1 requests.
 - e. Detailed drawings and details of features including awnings, windows, doors, pavers, tables, chairs, benches, or other improvements.
 - f. Cost estimates from a qualified professional (e.g. Licensed contractor, mason, or professional painter or awning company). Cost estimates must be detailed in a line by line format.
 5. Applications must be approved before work begins or no funds will be disbursed.
 6. Planning Department staff have been granted authority to administer the Façade Grant Program process by Town Council for Tier 1 and Tier 2 Projects only. Town Council approval is required for Tier 3 Projects and shall be considered as a New Business item on a regularly scheduled Town Council meeting agenda per the Quarterly Submittal and Award Cycle above. Town Council allocates the funding for the grant program through the yearly budgeting process.
 7. Renovations must be completed within four (4) months of application approval for Tier 1 grants and eighteen (18) months for Tier 2 grants. In the Planning Director or designee's sole discretion, a one-time request for an extension of two to twelve months may be approved upon satisfactory explanation of the delay. Work for Tier 3 grants will be completed per the timeline specified by Town Council in their approval of the grant.
 8. Grant is to be calculated and used for exterior façades and publicly viewable portions of the property only.
 9. Grant amount shall be paid only when construction is completed and receipt(s) are submitted to the Planning Department. If the actual costs are less than the cost estimates, the maximum amount shall not exceed 50% of the actual costs and/or the dollar limits for Tier 1 and Tier 2 Projects, or 50% of the actual costs and/or the dollar limits for Tier 3 Projects. In no case shall a grant be issued higher than the originally-approved grant amount, unless re-approved for the higher amount by Town Council either before or after work has begun.
 10. Renovations on historic buildings shall follow the Secretary of the Interior's Guidelines for Rehabilitation of Historic Structures and applicable regulations in the Unified Development Ordinance, Section 6.3 *Small Town Character Overlay District* and Article 9 *Design Standards*. Non-historic structures shall conform to the applicable regulations in the Unified Development Ordinance, Section 6.3 *Small Town Character Overlay District* and Article 9 *Design Standards*.

FAÇADE GRANT PROGRAM APPLICATION

Town of Apex, North Carolina



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

11. Eligibility Criteria:

- a. If a tenant will be doing the proposed work, the tenant must obtain the property owner's signature on the application.
- b. Tenants are not eligible for Tier 3 grants. Façade easements must be signed by the property owner.
- c. Only properties with existing buildings constructed more than 3 years prior to the date of application are eligible.
- d. Applicant shall agree at the time of Tier 1 and/or Tier 2 application to maintain the façade and may not receive a grant for the same work within any five-year period. Tier 3 Projects shall be subject to the terms of the façade easement.
- e. Improvements and/or rehabilitation must comply with all state and local regulations, including obtaining required building permits through the Building Inspections Department.
- f. Utility and mechanical equipment, if any, must be concealed or screened from view. Screening shall be of similar color and design as the building.

I have read the Façade Grant Program Information:

Omar Gaye

Digitally signed by Omar Gaye
Date: 2025.01.21 13:00:48 -05'00'

Applicant Signature

1-21-25

Date

FAÇADE GRANT PROGRAM APPLICATION

Town of Apex, North Carolina



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

Application #: _____

Submittal Date: 1-21-2025

Hard Copy Submittal Requirements: (Submit to Planning Department)

One (1) copy of Façade Grant Application

11" x 17" Architectural Plans/Drawings

One (1) Small Town Character Exempt Site Plan Application

Material and/or color samples

Applicant Information:

Applicant: LFBS - Apex Downtown, LLC (La Farm Bakery) Tax ID: 99-2222715

Address: 4248 NW Cary Pkwy

City: Cary State: NC ZIP: 27513

Phone: 910-520-1420 Email: adrienne.cates@lafarmbakery.com

Owner Information:

Owner: Wilkinson Properties of North Carolina Tax ID: _____

Address: 104 Downing Pl

City: Apex State: NC ZIP: 27502

Phone: 919-302-8695 Email: nanadebh@gmail.com

Project Information:

Address: 202 S. Salem St., Apex, NC 27502

Property PIN: 0742306498 Owner or Tenant Occupied? Tenant

Amount of Street Frontage: 123 linear feet # of Floors: 1

Current Building Use: vacant - previous bank

Proposed Building Use: retail bakery & cafe/restaurant

Major Repairs Needed? yes

Cost of Overall Project: \$758,900 Façade Grant Funds Requested: \$300,000

Renovation Information:

1. Please provide as much detail as possible about the types and extent of renovations and/or exterior improvements to be completed. Attach separate sheet, if necessary.

Upgrade facade to add more penetrations, exterior seating, planters, landscaping, decorative concrete block exterior walls, stone and exterior tile accents with wheat pattern, faux windows with glass tile to match entrance windows, awnings, remove pneumatic bank tube system, patio floors, exterior ceiling fans & heaters
parking lot topped & re-stripped, sidewalk replaced along perimeter of the site as needed for the new entrance, new exterior lighting, dumpster enclosure

FAÇADE GRANT PROGRAM APPLICATION

Town of Apex, North Carolina



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

2. On a separate sheet, provide a detailed cost estimate or construction bid for the façade renovation and/or exterior improvements. Once the work is completed, please provide the Planning Department with a copy of the receipt(s) for all labor and supplies. Façade Grant funds will not be released without receipt(s).

3. Please describe how these renovations and/or exterior improvements will significantly contribute to the historic character of the Downtown Festival District and what public purpose is served.

Seeking to renovate an old vacant bank building on S. Salem St, this will activate that part of the street and extend the Downtown corridor towards Hwy 55. We seek to enhance walk-ability, improve street scape, all the while updating the facade to fit the rest of downtown. La Farm Bakery will be a great addition to the retail offerings in the downtown area. It will satisfy the need for more desirable and healthy restaurants.

Owner/Applicant Signatures

I understand the limits and requirements of this program and if approved, agree to complete the project according to the approved plan (Tier 1 and/or Tier 2) and/or easement agreement (Tier 3). In addition, I shall indemnify and hold harmless, the Town of Apex from and against any and all claims, actions, causes of action, demands, damages, losses, costs, expenses, and compensation of whatsoever kind and nature which may hereafter accrue on account of or in any way growing out of any and all known or unknown, foreseen and unforeseen bodily and personal injuries and property damage and consequences thereof, which might result from any occurrence in connection with this grant.

Omar Gaye

Digitally signed by Omar Gaye
Date: 2025.01.21 12:49:42 -05'00'

Applicant Signature

Deborah W. Hender, Managing Member

Owner Signature

1-21-25

Date

01/21/2025

Date

- Please continue working with the Building Inspections Department and obtain a Building Permit.



LA FARM BAKERY + CAFE

APEX, NC



LA FARM - APEX, NC
S. SALEM ST VIEW

FOR REVIEW ONLY
THIS DRAWING SET AND ASSOCIATED DOCUMENTS INDICATES THE GENERAL INTENT AND SCOPE OF THE PROJECT AT THE COMPLETION OF THIS DESIGN PHASE. THE FINAL DESIGN DOCUMENTATION HAS NOT BEEN COMPLETED; THEREFORE, THE INFORMATION PROVIDED MAY NOT BE COMPLETE OR FULLY COORDINATED. THE CONTRACTOR/SUPPLIER IS RESPONSIBLE FOR COMPLETE AND COORDINATED PRICING AND SHALL INCLUDE ALL ITEMS NECESSARY FOR THE PROPER EXECUTION AND COMPLETION OF THE WORK DESCRIBED HEREIN, IN A SUCCESSFUL MANNER, WHETHER INDICATED OR NOT.

LA FARM BAKERY - SALEM ST

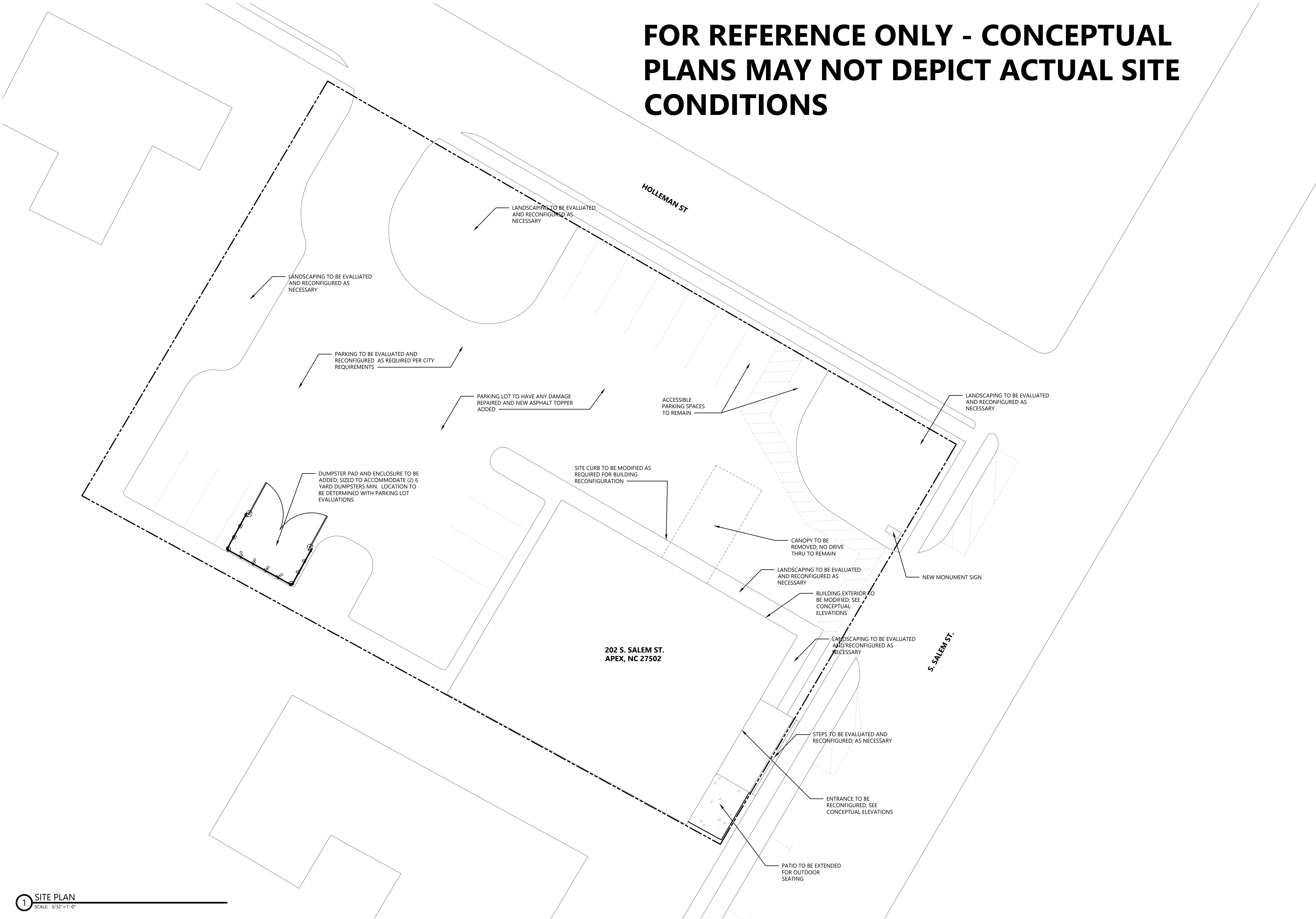
LA FARM BAKERY
202 S. SALEM ST
APEX, NC 27502

ISSUE DATE: 07-09-2024
PRE-DESIGN
REVISIONS

JOB NO. 24-0101
DRAWN: GI CHECKED: GI
ARCHITECTURAL SITE
PLAN

AS101

**FOR REFERENCE ONLY - CONCEPTUAL
PLANS MAY NOT DEPICT ACTUAL SITE
CONDITIONS**



January 14, 2025

La Farm
Omar Gaye
4248 NW Cary Parkway
Cary, NC 27513

Re: La Farm Apex, 202 S. Salem St, Apex, NC

INTRODUCTION

La Farm is currently pursuing the conversion of 202 S. Salem Street in Apex, NC from a bank to a new La Farm Bakery and Restaurant. The facility will serve as a hub for their Apex operations, providing baked goods and fresh cooked meals to the community. The facility is currently vacant with no apparent repairs since its closing. As part of the refurbishment of this facility, La Farm desires to update the exterior with the addition of patio seating, new façade finishes and openings, new landscaping, and repair and refurbishment of the parking lot.

BACKGROUND

Situated on a ½ acre lot, the 3,690 square foot building was constructed in 1960 and remodeled in 1995 per Wake County tax records. The current tax value of the building is \$1,181,302 with a land value of \$599,719.

The building is constructed of CMU with steel bar joists within minimum openings. The exterior finish is a concrete panel with a metal cap. The front of the building is slightly elevated from the sidewalk and is serviced by both stairs and a ramp. At the side of the building is a two-lane drive-through with pneumatic service tubes allowed for the stacking to come from Holleman Street. The parking lot has approximately 30 parking spaces and covers the remainder of the property. The property is adjacent to residential on the south and west sides with landscape barriers at both borders. Additional landscaping is located around the building and at the street edges to the north.

METHODS

A mixture of assembly and unit pricing along with current market conditions and contingencies were used to calculate the estimated cost for the included improvements. Pricing was gathered using RS Means 2024 Quarter 4 data for the Raleigh, NC area. Additional markups were applied to the cost estimate such as contingencies, general conditions, and estimated overhead and profit. All markups were calculated based on prominent patterns in the market and the phase of the design process. Markups were compounded and added to the overall totals as a percentage of the base fee.

ESTIMATE AND CONDITIONS

Nova Design Group, PA (Nova) is providing a preliminary estimate for the site and exterior building improvements only. This estimate was conducted prior to the completion of any drawings or design. This estimate is based upon the information provided by La Farm, conceptual markups, and current industry data provided through RS Means. The estimate includes considerations for the modification or improvement of the landscaping, parking lot, façade, and site seating. It does not reflect any interior or

structural improvements and may not accurately reflect the conditions of the final design or the project cost. Nova assumed a twenty percent (10%) mark up for the general contractor's overhead and profit and a fifteen percent (10%) general condition contingency. Inspection, permit, and architectural, engineering and other consultant fees are not included.

Site work was assumed to include site prep, limited utility modifications, and landscape and hardscape improvements. The parking lot was assumed to be repaired as needed for condition and remove of the drive-through, topped and restriped. Sidewalks would be removed and replaced along the perimeter of the site as needed for the new entrance and patio. New site lighting was included along the sidewalk and front of building. A new patio extension was included at the front of the building and a dumpster enclosure is to be added.

The exterior façade improvements were based upon the provided documents and discussion of the desired improvements. Removal and replacement of the existing storefront and drive through window was included, along with the cutting of the exterior walls to provide for new storefront openings along the perimeter. The framing of a new entrance, to be faced with ALPOLIC panels to create a new entrance was also included. The current façade was to be covered on all sides with a combination of EIFS and brick. Structural improvements were not included in the estimate. Additionally, the design considerations were not evaluated for compliance with city design standards.

Line Items	Cost
Site Work	\$202,000
Exterior Improvements	\$304,900
General Conditions and O&P	\$252,000
Total	\$758,900*

* Price reflects current conditions and Nova's opinion of possible construction cost. Cost is not guaranteed and is in no way stated or implied to be a final construction estimate.

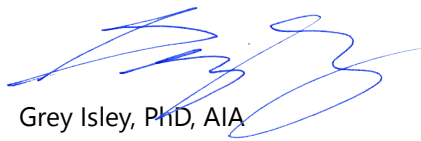
LIMITATIONS

A preliminary estimate is used to predict the possible cost of construction during the early stages of a project. The purpose of the preliminary estimate is to forecast the cost of a project to help understand how much money needs to be invested. These estimates are done prior to the completion of detailed drawings and are subject to the limitations of the information provided. Preliminary estimates are based on limited information and may not accurately reflect the final design or conditions surrounding the project. Estimates become more accurate as additional information is provided and this estimate should be updated as the design progresses to better understand the actual cost. It is also recommended that a general contractor be involved early in the process to help provide input and to increase accuracy. These estimated costs are not guaranteed to accurately reflect the final construction cost.

The feasibility of all improvements has not been evaluated. Multiple factors will influence the feasibility of the project and the final cost. This estimate was generated using very limited information. Conditions may change from what was considered and additional items may be required. Actual conditions of the site may differ from what was considered. The building and site must be evaluated for items including but not limited to structural integrity, mechanical, electrical and plumbing system condition, available utilities, code and city requirements, and construction methods. It is recommended that the evaluation of these systems coincides with the start of the design process to allow for the information to be incorporated into

the design. Additionally, the design must be further developed to fully understand the project scope and what improvements will be included in the scope of work.

This estimate has been constructed using the most recently available information but may not reflect true conditions. Nova is not a general contractor and may not be aware of the most recent market conditions or limitations therefore final pricing may vary. It is recommended that all pricing be verified through a licensed general contractor and continually updated during the design process. Final pricing can only be guaranteed by a licensed general contractor who is under contract for the construction of the project. Nova is not affiliated with a contractor and cannot guarantee any conditions surrounding the cost of construction for the improvements.



Grey Isley, PhD, AIA



LIMITED LIABILITY COMPANY ANNUAL REPORT

1/6/2022

NAME OF LIMITED LIABILITY COMPANY: Wilkinson Properties of North Carolina

SOSID: 1093271
 Date Filed: 4/25/2025
 Elaine F. Marshall
 North Carolina Secretary of State
 CA2025 115 03245

SECRETARY OF STATE ID NUMBER: 1093271 STATE OF FORMATION: NCREPORT FOR THE CALENDAR YEAR: 2025

Filing Office Use Only

☒ Changes
SECTION A: REGISTERED AGENT'S INFORMATION1. NAME OF REGISTERED AGENT: Deborah Hardee

2. SIGNATURE OF THE NEW REGISTERED AGENT: _____

SIGNATURE CONSTITUTES CONSENT TO THE APPOINTMENT

3. REGISTERED AGENT OFFICE STREET ADDRESS & COUNTY 4. REGISTERED AGENT OFFICE MAILING ADDRESS

104 Downing Place104 Downing PlaceApex, NC 27502 WakeApex, NC 27502 WakeSECTION B: PRINCIPAL OFFICE INFORMATION1. DESCRIPTION OF NATURE OF BUSINESS: Real Estate Rental2. PRINCIPAL OFFICE PHONE NUMBER: (919) 387-7413

3. PRINCIPAL OFFICE EMAIL: _____

Privacy Redaction

4. PRINCIPAL OFFICE STREET ADDRESS

5. PRINCIPAL OFFICE MAILING ADDRESS

104 Downing Place104 Downing PlaceApex, NC 27502 WakeApex, NC 27502 Wake

6. Select one of the following if applicable. (Optional see instructions)

☐

The company is a veteran-owned small business

☐

The company is a service-disabled veteran-owned small business

SECTION C: COMPANY OFFICIALS (Enter additional company officials in Section E.)NAME: Ella M BukowickNAME: Deborah W Hardee

NAME: _____

TITLE: MemberTITLE: Managing Member

TITLE: _____

ADDRESS: _____

ADDRESS: _____

ADDRESS: _____

619 Pineridge Court104 Downing PlaceTitusville, FL 32780 BrevardApex, NC 27502 WakeSECTION D: CERTIFICATION OF ANNUAL REPORT. Section D must be completed in its entirety by a person/business entity./ Deborah W Hardee

SIGNATURE

/ April 11, 2025

DATE

Form must be signed by a Company Official listed under Section C of This form.

/ Deborah W Hardee

Print or Type Name of Company Official

/ Managing Member

Print or Type Title of Company Official

SUBMIT THIS ANNUAL REPORT WITH THE REQUIRED FILING FEE OF \$200

MAIL TO: Secretary of State, Business Registration Division, Post Office Box 29525, Raleigh, NC 27626-0525

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



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

Date Submitted: 1-21-2025

Application #: _____

Prior to submittal, refer to [UDO Section Ordinance 6.3 Small Town Character Overlay District](#)

PLAN SUBMISSION

Applications may be submitted at any time. Allow up to 10 business days for Town staff to complete the 1st review cycle. A comment letter will be emailed to the applicant. Please note that there is typically more than 1 review cycle and each subsequent cycle is 5 business days.

Plans may be submitted either electronically or via hard copy.

Electronic Submittals:

Please upload documents as PDFs.

Need to register? Use the link below to obtain more information, register, or upload your submittal. <http://www.apexnc.org/195/Electronic-Plan-Review>

Please note: If you are unable to submit electronically, but have a PDF of the plans, please email it to planninginfo@apexnc.org.

Hard Copy Submittals:

By USPS mail:

Town of Apex Planning Dept.
PO Box 250
Apex, NC 27502

By hand or other carrier:

Town of Apex Planning Dept.
73 Hunter St.
Apex, NC 27502

Submittal Requirements:

• Small Town Character Residential Application	• Agent Authorization Form (if applicable)
• Building Elevations (all affected sides) 11" x 17"	• Existing site layout/conditions
• General site layout including proposed revisions or expansion	• Building elevations (all affected sides)
• Materials list	• Other requirements set by Town Departments (grading plan, tree survey, utility plan, landscape plan, etc.)

REQUIRED SUBMITTAL INFORMATION:

Please provide the information listed below on the proposed Building Elevations and Plot Plan, as indicated. See [UDO Sec. 5.1.5](#) for permitted dimensional standards.

Building Elevations:

- ☐ Height of all structures (if proposed detached accessory structure, provide principal structure height)
- ☐ Proposed building materials (i.e. siding, trim, window trim, roofing)
- ☐ Proposed material colors (i.e. siding, trim, window trim, roofing)

Plot Plan:

- ☐ Front, side, and rear setbacks existing
- ☐ Front, side, and rear setbacks proposed
- ☐ Location of existing and proposed structures (i.e. driveways, sidewalks, patios, etc.)
- ☐ Provide the total existing built-upon area (impervious surface) percentage
- ☐ Provide the total proposed built-upon area (impervious surface) percentage

SMALL TOWN CHARACTER – NON-RESIDENTIAL APPLICATION

Date Submitted: _____

Application #: _____

PROJECT INFORMATION

Owner Name: Wilkinson Properties of North Carolina

Project Address: 202 S. Salem St.

City: Apex State: NC Zip: 27502

Telephone: 919-302-8695 Email: nanadebh@gmail.com

APPLICANT INFORMATION

Applicant (if different from owner): LFBS-Apex Downtown, LLC

Mailing Address: 4248 NW Cary Pkwy

City: Cary State: NC Zip: 27513

Telephone: 910-520-1420 Email: adrienne.cates@lafarmbakery.com

CONTRACTOR INFORMATION

Contractor/Builder: SOC, Inc

Contact Name: Grey Isley

Mailing Address: 1702 Garret House Trl.

City: Burlington State: NC Zip: 27215

Telephone: 919-215-6729 Email: cgisley@gmail.com

#	Yes	No	Non-Residential Checklist Items
---	-----	----	---------------------------------

Zoning District: _____

- | | | | |
|---|-------------------------------------|-------------------------------------|---|
| 1 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Is this property located within the Central Business District? |
| 2 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Is this structure located within the National Register Historic District? |
| 3 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Is this an addition of minor site elements? (i.e. awnings, HVAC units, dumpsters, etc.) |
| 4 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Is this a repair? Please explain: _____ |

- | | | | |
|---|--------------------------|-------------------------------------|---|
| 5 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Are you proposing to demolish structure(s)? |
|---|--------------------------|-------------------------------------|---|

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

- | | | | |
|---|-------------------------------------|--------------------------|---|
| 6 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Is this an expansion, repair, or re-use of an existing structure or for non-residential use? If yes, please specify which one(s): |
|---|-------------------------------------|--------------------------|---|

a ☐ Addition of new building/structure

b ☐ Enlargement of building by 25% or less

c ☐ Expansion of the number of parking spaces by 10 or less

d ☐ Enlargement of the land area used by 25% or less

SMALL TOWN CHARACTER – NON-RESIDENTIAL APPLICATION

Date Submitted: _____

Application #: _____

e ☒ Other expansion, repair or re-use of existing structure. Please explain: convert old vacant bank building to retail bakery cafe/restaurant

7 ☐ ☒ Is this a utilities and public works project? If yes, please specify which one(s):

a ☐ Road improvements

b ☐ Utility improvements

c ☐ Above ground utility boxes

d ☐ Other utility or public works project. Please explain: _____

8 ☐ ☒ Preliminary Testing (soil testing, soil borings, land surveying, etc.)

If yes, please specify types of testing: _____

Does this property have a historic preservation easement and/or a rehabilitation agreement (with Capital Area Preservation or other historic preservation group)?

☐ Yes ☒ No

If yes, the qualified holder of historic preservation agreements as defined by NCGS Chapter 121, Article 4 will need to sign below:

Qualified Holder Signature _____ Date: _____

Print Name: _____

I/we hereby certify that the following information is true and correct and that the building or land will not be used for any other purpose than indicated in this application.

Applicant Signature: Omar Gaye Digitally signed by Omar Gaye Date: 2025.01.21 12:52:21 -05'00' Date: 1-21-25

Print Name: Omar Gaye

I/we understand that Building Permits and/or Electrical, Mechanical, and Plumbing Permits may be required. Contact Building Inspections at 919-249-3418 after this application is approved to file the required applications.

Applicant Signature: Omar Gaye Digitally signed by Omar Gaye Date: 2025.01.21 12:54:04 -05'00' Date: 1-21-25

Print Name: Omar Gaye

I hereby certify that the foregoing information is true and correct and that the building or land will not be used for any other purpose than indicated in this application.

Owner Signature: Deborah W. Hardee Managing Member Date: 01/21/2025

Print Name: Deborah W. Hardee

SMALL TOWN CHARACTER – NON-RESIDENTIAL APPLICATION

Date Submitted: _____ Application #: _____

Application #:

[illegible]

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

Planning Department Approval: _____ Date: _____

Print Name: _____

Conditions/Comments/Restrictions:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.