

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

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

- Up to a maximum of \$200,000 per property per fiscal year.
- No more than \$300,000 can be issued to any one property for Tier 3 Projects within any 36-month period.
- Total grants issued per fiscal year shall not exceed the amount budgeted for that given year.
- 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

- 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.
- 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.

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- 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*.

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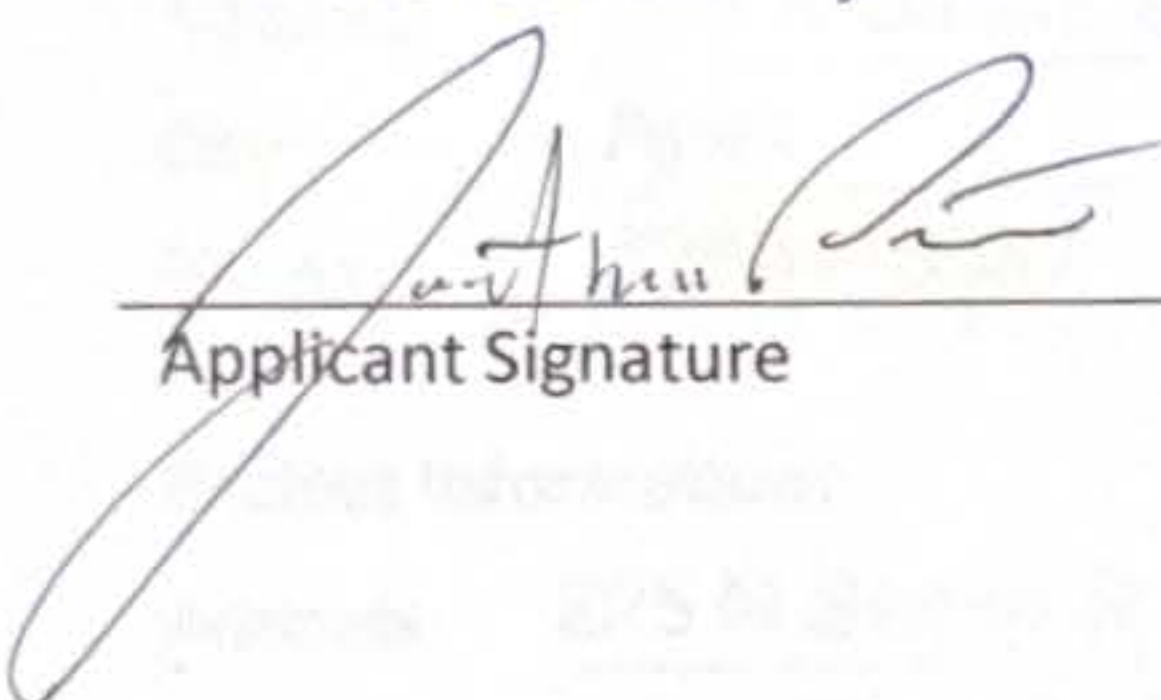


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11. Eligibility Criteria:

- If a tenant will be doing the proposed work, the tenant must obtain the property owner's signature on the application.
- Tenants are not eligible for Tier 3 grants. Façade easements must be signed by the property owner.
- Only properties with existing buildings constructed more than 3 years prior to the date of application are eligible.
- 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.
- Improvements and/or rehabilitation must comply with all state and local regulations, including obtaining required building permits through the Building Inspections Department.
- 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:


Applicant Signature

7/18/2025

Date

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Application #: _____ Submittal Date: 7-23-2025

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: Scratch kitchen and Taproom Tax ID: 82-5457663
Address: 225 N Salem St
City: Apex State: NC ZIP: 27502
Phone: 8283415557 Email: jon@scratchkitchenandtaproom.com

Owner Information:

Owner: MJ2 Holdings, LLC Tax ID: 33-3038792
Address: 225 N Salem St
City: Apex State: NC ZIP: 27502
Phone: 8283415557 Email: jon@scratchkitchenandtaproom.com

Project Information:

Address: 225 N Salem St
Property PIN: 0742412642 Owner or Tenant Occupied? Yes
Amount of Street Frontage: 90.41 # of Floors: 1 with basement
Current Building Use: Retail
Proposed Building Use: Retail
Major Repairs Needed? Yes, addition of three season room to extend patio seating.
Cost of Overall Project: \$506,920 Façade Grant Funds Requested: 250,000

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.

This project includes the removal of the current pergola structure behind Scratch Kitchen and Taproom and adding a new, larger three season room. This three season room will have a retractable roof system, sliding glass windows, lighting, and ceiling fans to maximize the dining experience at Scratch. Also included in this project is the addition of a gas fire pit in front of Neat & Sweet along with permeable astroturf in the existing grass area to make this space more functional for the buidling's tenants and restaurant patrons. The completion of this project will create a functional gathering place for the Apex community.

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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.

This will make the back of the Tobbaco Mule Exchange building more inviting, more functional, and create a better experience for patrons. The current patio space is only usable in great weather, leaving it vacant most of the year.

This project would be inviting for the general public all year. This project will also improve the building's aesthetics from the "back" where people park. The addition of the turf and fire pit area will also help make this a gathering place for the community. Turning the back of the building into a community center

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.


Applicant Signature

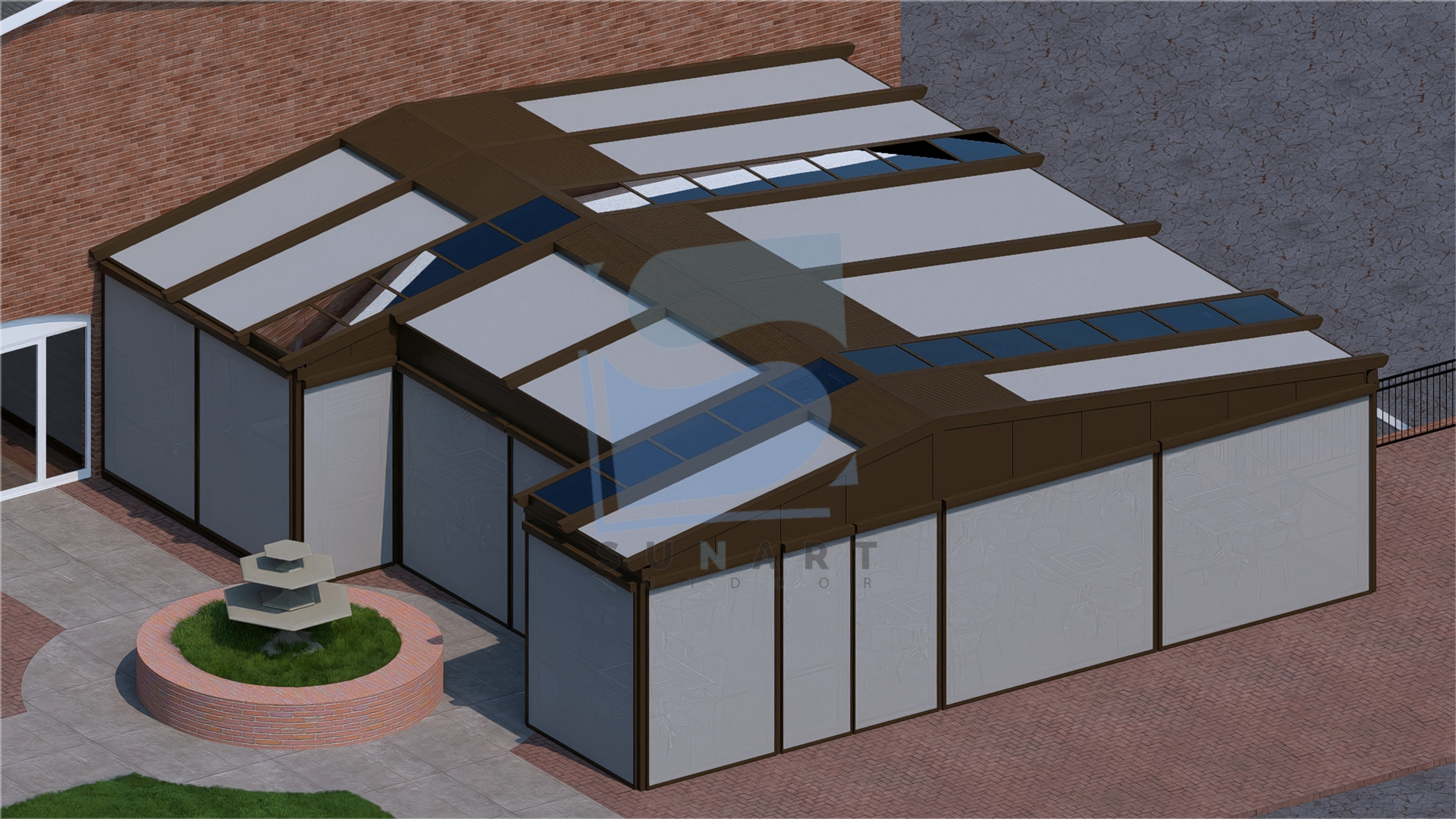
7/18/2025
Date


Owner Signature

7/18/2025
Date

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















PROUD MEMBER



Professional Awning
Manufacturers Association

PROJECT PRODUCTION PLAN & SECTION

PROJECT DRAWING
HISTORY

18.08.2025

REVISED NO

3

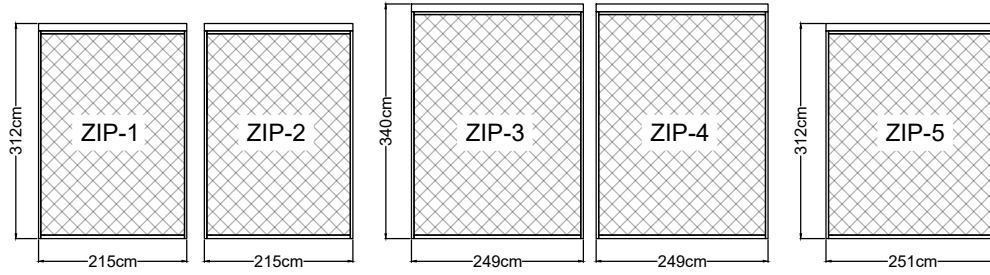
PROJECT
DESIGNER

HİKMET
RECEP
BÜYÜKGÖZ

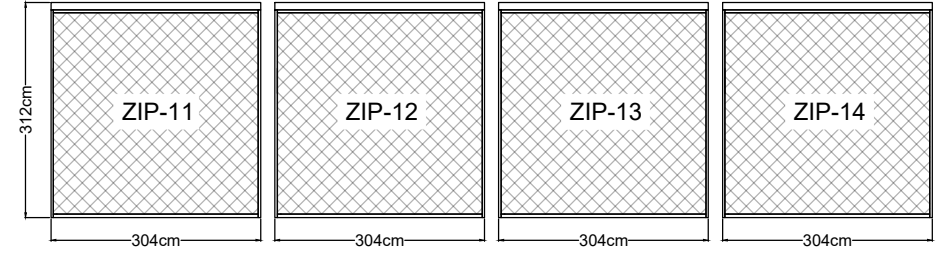
PROJECT NAME: APEX NC - ZIP PROJECT

RAL CODE: 8014 MAT

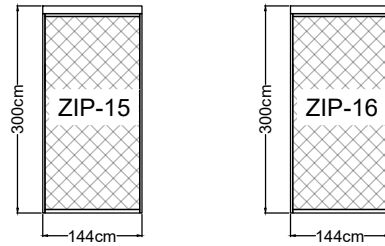
ZIP FABRIC CODE: ?



A-A VIEW

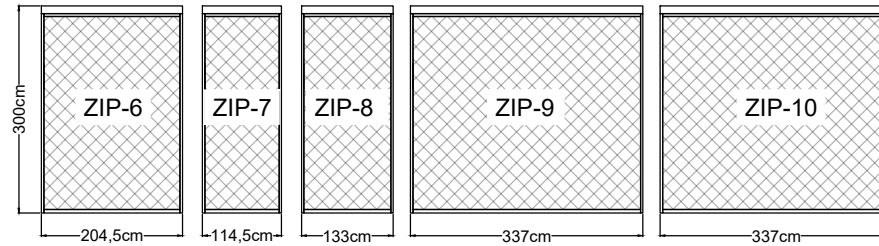


C-C VIEW



D-D VIEW

E-E VIEW



B-B VIEW

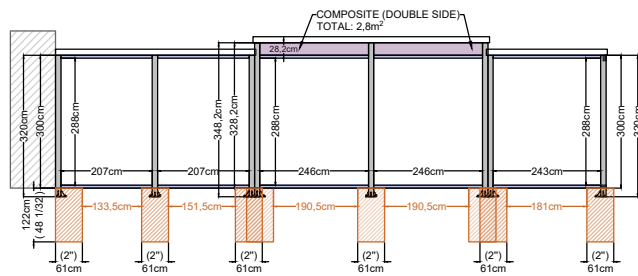


PROUD MEMBER

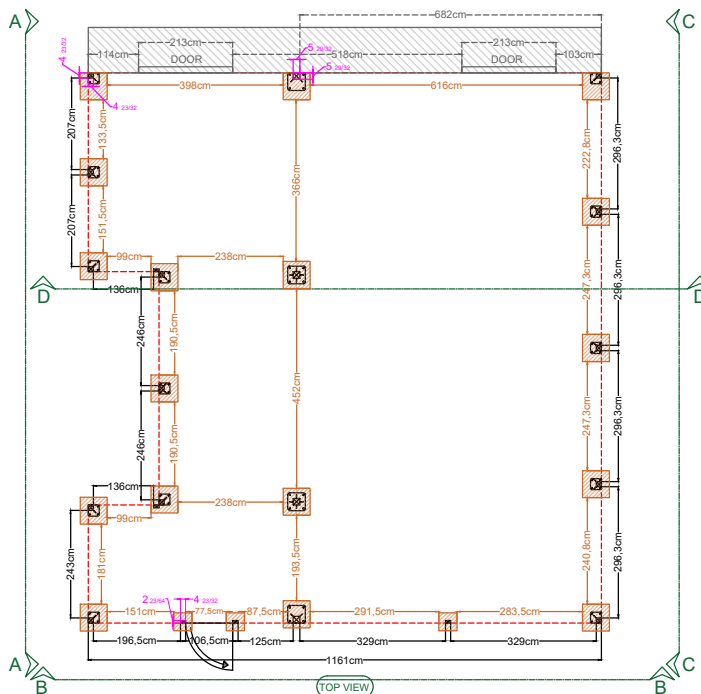


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Manufacturers Association

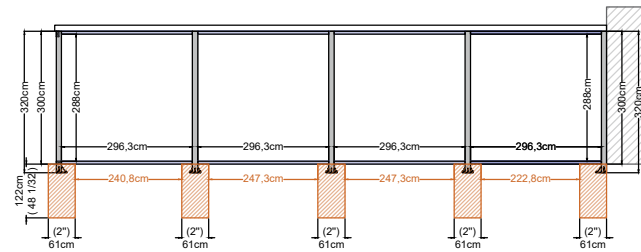
APEX NC - CONCRETE FOOTING PLAN



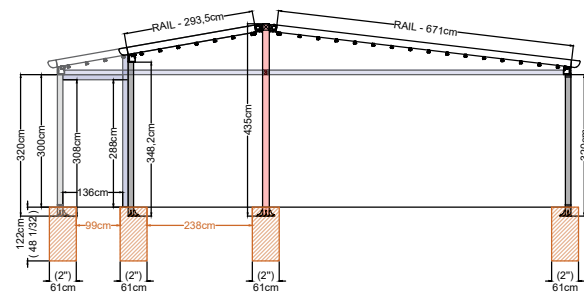
A-A VIEW



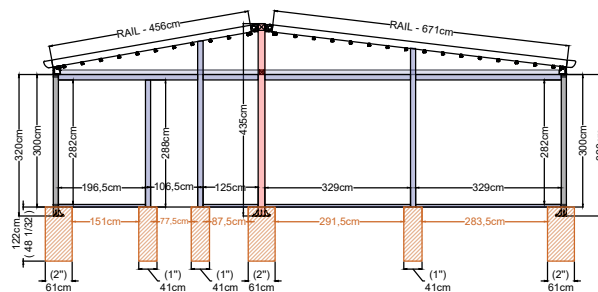
TOP VIEW



C-C VIEW



D-D VIEW



B-B VIEW



PROUD MEMBER

Professional Awning
Manufacturers AssociationPROJECT PRODUCTION
PLAN & SECTIONMOTOR
SOMFY RTSPACKAGING
-OFFER NO
-PROJECT DRAWING
HISTORY
18.08.2025PROJECT
DESIGNER
HIKMET
RECEP
BÜYÜKGÖZLOGO
-YOK-DELIVERY DATE
-REVISED NO
6

RESPONSIBLE

PROJECT NAME

RAIL
(MM)

160

RAL
CODE

8014 MAT

GLASS BEARING

GLASS
SYSTEMGCS1500+
DOOR

Mr. EAGLE

APEX NC -
ELECTRICAL &
MOTOR PLANRAIN
GUTTER
(MM)

160

FABRIC
CODE

B 8118 / 7024

FABRIC
PROFILE
CODE

STANDART

PRE
STRUT
(MM)120
(STEEL)

LED

60x120
220cm 5 PCS
260cm 6 PCS
140cm 2 PCS
340cm 5 PCS
390cm 1 PC
370cm 2 PCS
310cm 9 PCS
160cm 2 PCS100x100
460cm 4 PCS
680cm 4 PCS
450cm 1 PC
510cm 1 PC
260cm 1 PCGLASS
THICKNESS
(MM)

RAL CODE

DOUBLE
GLAZING

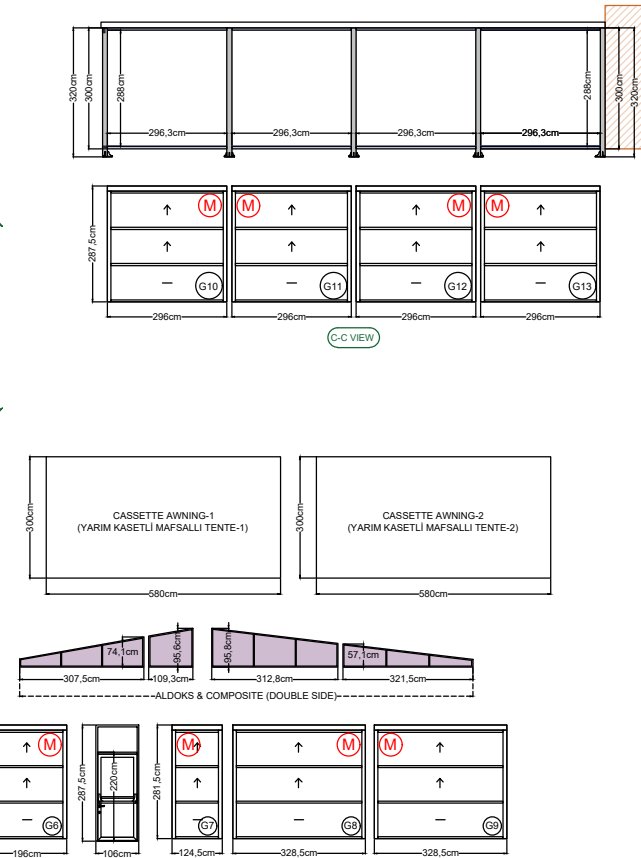
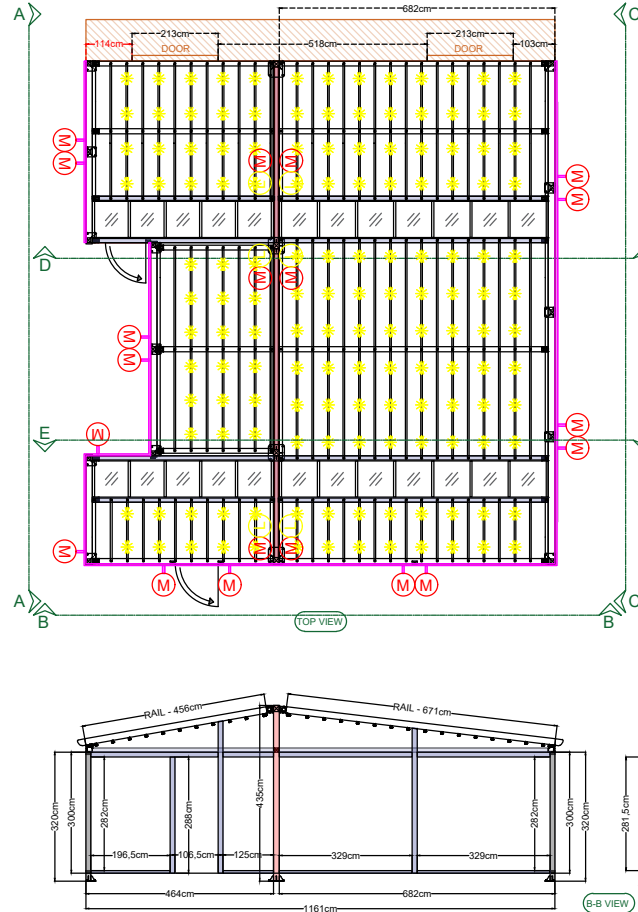
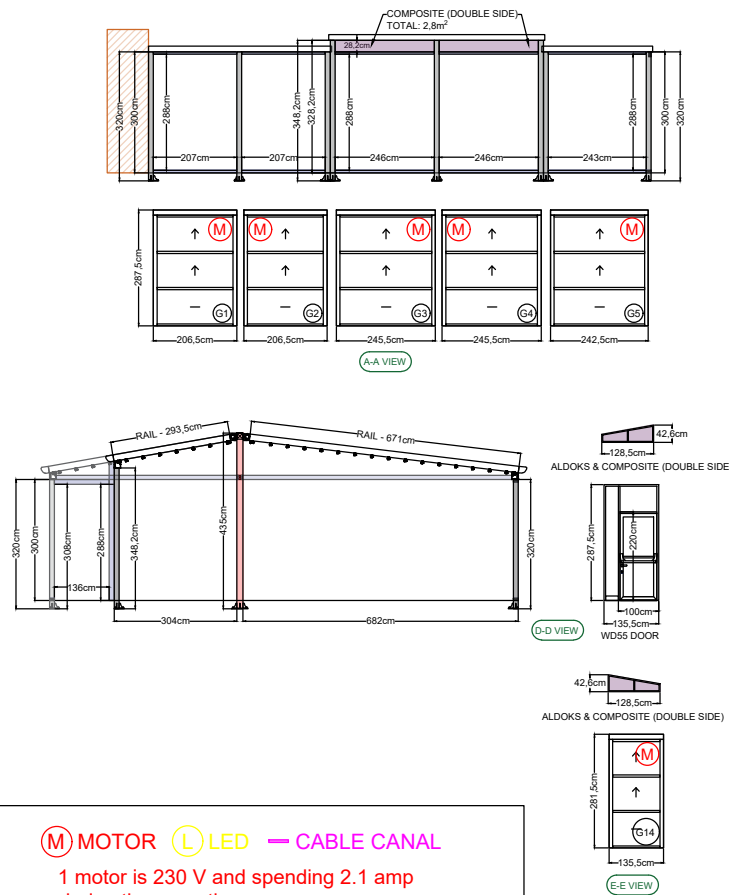
8014 MAT

NOTE

STANDART SUNART NOTLARI

- LED KABLO +4m UZUN
- RTS TRAFOLARI 10 AMPER VE ÜZERİ
- SİYAH KUTU DIMMER
- TRAPEZLER YERİNE KOMPOZİT KULLANILACAK VE KUMAŞI TAM KAPATACAK
- YÜKSEK KALİTE KAPI POMPAŞI VE PANİK BAR
- EŞİKLİ SÜRME SİSTEMLERİN ALP PROFİLLERİ SU ÇIKIŞI İÇİN DELİNECEK
- MAHYA VE KOŞEBENTLER ÇİFT TARAFLI BOYATILACAK
- SİSTEMLERİN TÜM RAYLARINDA (ORTA RAY DAHİL) RAY FITİLİ OLACAK
- RGB (SKYTEKS İÇİN)
- POLİÜRETAN (SKYTEKS İÇİN)
- PROJEYE YETER ADETTE SİLİKON + İZOLASYON SIVISI

- * ALIN DEMİRİ 150x150, TAŞIYICI AYAKLAR 150x150 VE 120x120
- * TÜM TAŞIYICI AYAKLAR ZEMİN BETONU İÇERİSİNE 20cm GÖMÜLECEKTİR.
- * 20x20, 30x30, 11x4 KOŞEBENT 5'ER BOY
- * KOMPOZİT TOPLAM 17m²
- * KABLO KANALI 39mm





PROUD MEMBER

Professional Awning
Manufacturers AssociationPROJECT PRODUCTION
PLAN & SECTIONMOTOR
SOMFY RTS

PACKAGING

-

OFFER NO

-

PROJECT DRAWING
HISTORY
18.08.2025PROJECT
DESIGNER
HIKMET
RECEP
BÜYÜKGÖZLOGO
-YOK-

DELIVERY DATE

-

REVISED NO
6

RESPONSIBLE

PROJECT NAME

RAIL
(MM)

160

RAL
CODE

8014 MAT

GLASS BEARING

GLASS
SYSTEMGCS1500+
DOOR

Mr. EAGLE

APEX NC

RAIN
GUTTER
(MM)

160

FABRIC
CODE

B 8118 / 7024

FABRIC
PROFILE
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STANDART

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140cm 2 PCS
340cm 5 PCS
390cm 1 PC
370cm 2 PCS
310cm 9 PCS
160cm 2 PCSGLASS
THICKNESS
(MM)

RAL CODE

DOUBLE
GLAZING

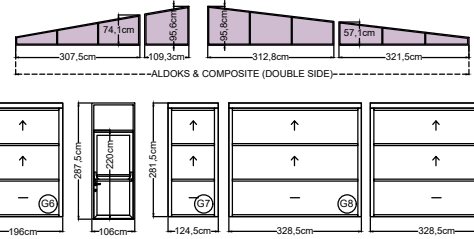
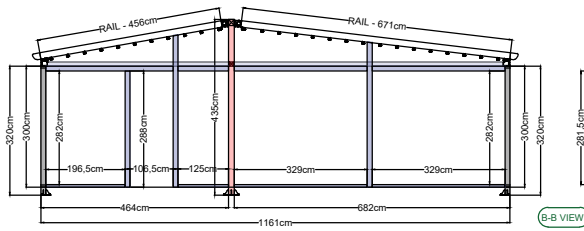
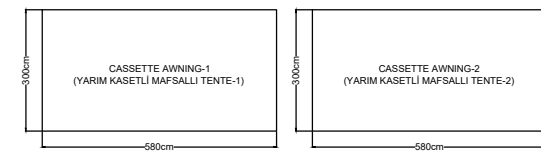
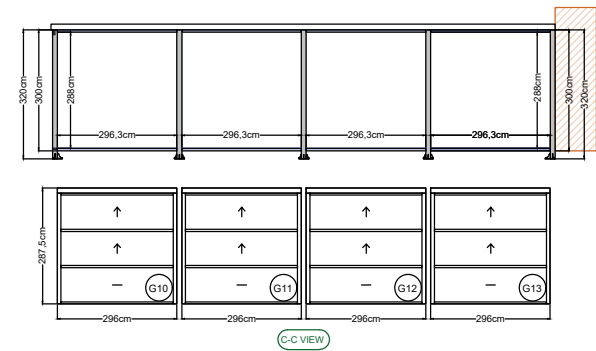
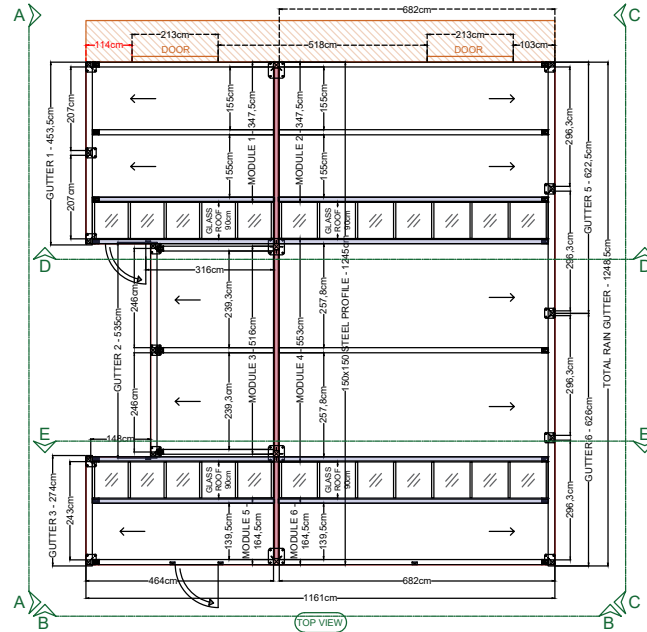
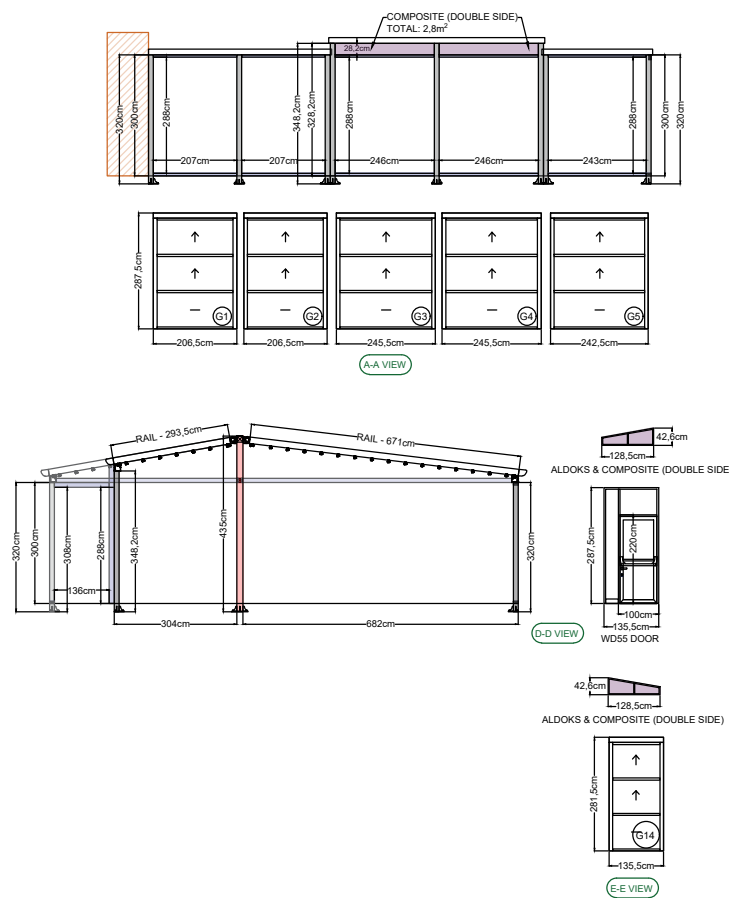
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- * KABLO KANALI 39m



Scratch Three Season Room Patio Extension Pro

Item	Estimated Cost
Pergola Structure	316,920
Architect/Engineer Fees	15,000
Electrical/Mechanical	35,000
Contractor (Footings, Site Work, Installation)	70,000
Landscaping	40,000
Turf	30,000

Total Estimated Project Cost	\$ 506,920
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ject

“Enjoy Your Outdoor All Seasons”

Project	Scratch Kitchen Apex - Option A Pergola & Window Systems	Manager	Serhat VURAL
Place	225 N SALEM ST, APEX, NC 27502	Company	Pergola Prime
Executive	Jeff Kromenhoek	Phone	+1 (984) 326 86 16
Phone	+1 (919) 413 00 88	E- mail	serhat@pergolaprime.com
E- mail	jeff@scratchkitchenandtaproom.com	ReferanceNo	2025/10201 (05/30/2025)

PERGOLA PRIME MOTORIZED PERGOLA ROOF SYSTEMS TECHNICAL FEATURES



- 1- **PERGOLA Systems**, produced at **PERGOLA PRIME AWNING & SHADING TECHNOLOGIES** factory with latest technology in ISO STANDARTS.
- 2- **PERGOLA Systems**, fabric is 3 layers block-out, flameproof, waterproof, UV rays reflective and bad weather protection in four seasons. Brand is **SIOEN** made in **Belgium**.
- 3- **PERGOLA Systems**, motorize automation produced by **SOMFY** made in **France**.
- 4- **PERGOLA Systems**, all profiles are reinforced aluminum with buit in gutter and drain system.
- 5- **PERGOLA Systems**, if preferred ready for side enclosures with any glazing, canvas, zip screens or pvc windows etc.
- 6- **PERGOLA Systems**, 300 different RAL colours for aluminum profiles with electrostatic powder coating paint. And also wood transfer effect preferable.
- 7- **PERGOLA Systems**, resistant to 33 cm snow load and 90 km/h wind force.
- 8- **PERGOLA Systems**, all connectors and gibs are stainless INOX.
- 9- **PERGOLA Systems**, standart built in spot led energy-saving lighting system.
- 10- **PERGOLA Systems**, warranty term is **1 (one)** year for mechanical **2 (two)** years for motors & **5 (five)** years for fabrics against fastness in normal weather conditions.

“Enjoy Your Outdoor All Seasons”

PANOWIN GLASS WALL & WINDOW SYSTEMS TECHNICAL FEATURES

PANOWIN Systems, FIXED & AUTOMATIC COLLAPSIBLE (REMOTE CONTROL), AESTHETICAL AND STATE-OF-THE-ART TECHNOLOGY WINDOW & ROOF SYSTEMS, NATURE-COMPATIBLE, CONVERTING YOUR OUTDOOR & INDOOR LOCATIONS INTO PLEASURABLE VENUES IN EVERY SEASON AND WEATHER CONDITION.



- 1- **PANOWIN** systems, produced at **PERGOLA PRIME GLASS WALL & WINDOW TECHNOLOGIES** factory with latest technology in **ISO STANDARTS**.
- 2- **PANOWIN** systems, glasses are produced by **TRAKYA GLASS** in **TURKIYE**.
- 3- **PANOWIN** systems, motor automation produced by **SOMFY** in **FRANCE**.
- 4- **PANOWIN** systems, all profiles are reinforced aluminum and insulated.
- 5- **PANOWIN** systems, glasses are tempered, laminated and insulated double pane glass.
- 6- **PANOWIN** systems, 300 different RAL colours for aluminum profiles with electrostatic powder coating paint. And also wood transfer effect preferable.
- 7- **PANOWIN** systems, warranty term is **1 (one)** year mechanical and **2 (two)** years for motors.
- 8- **PANOWIN** systems, **Winter Garden & Sunroom** products are **Plus** vertical motorized, **Slide** manual sliding, **Fold** manuel folding, **Roof** fixed or retractable, **Door / Store Front / Fix Frame**.

“Enjoy Your Outdoor All Seasons”

DETAILS

- Pricing does not include any kind of taxes.
- Listed pricing does not include **international and domestic transportation**.
- Delivery time is approximately **90 business days** depending on the weather, custom conditions and unexpected events in the world after the down payment is obtained for your order.
- Crew accomodation and transportation costs are not included for overseas, overstates or overnight jobsites
- Rental costs of crane or any kind of must equipment for installation are not included in this offer. (if needed)
- Supervisor for installation process is free of charge if requested by the buyer. It does not mean installation is included.
- Municipal permit costs are not included in this offer. **PERGOLA PRIME** is not responsible for any kind of permits or architectural drawings.
- Electrical wiring (**220 V**) and stuff are not included in this offer.
- Concrete pouring, welding, demolition and any kind of construction works and stuff are not included in this offer.
- Pricing includes rear/middle carrier painted iron beams.
- Side / Fixed enclosures or glazings are included in this offer.
- Pricing includes built in dimmer illumination system with remote control.
- Roof systems have built in gutter and drain system.
- All motorized systems can be control by remotes, no manual control.
- Wood case packing is not included for shipping operations.
- **PERGOLA PRIME** has rights to attach advertisement labels to system profiles and can not be removed by the buyer.

“Enjoy Your Outdoor All Seasons”
PRICE LISTED

PERGOLA AWNING SYSTEMS (10 modules / 3 rails each module ; with Somfy Telis remote control & Somfy Motors & built in dimmer illumination & built in gutter & will be ground and metal construction mounted)	FLAT RUNNER ONE WAY T MODEL Total Roof Yard Approx 1925 sf	\$312,560.00
PANOWIN PLUS (16 modules motorized window system with double pane insulated tempered glasses)	Pergola Enclosure Window Systems	
PANOWIN DOOR (3 modules of emergency push bar aluminum door system with double pane insulated tempered glasses)	Pergola Enclosure Window Systems	
PANOWIN FIX (14 modules of fixed frame system with double pane insulated glasses / laminated glass / composite panels)	Pergola Enclosure Window Systems	
PANOWIN WINDOW SYSTEMS Window Modules	Total Window Enclosure Yard Approx 1350 sf	\$97,040.00
TOTAL LISTED PRICE		\$409,600.00
DISCOUNTED TOTAL PRICE		\$316,920.00

“Enjoy Your Outdoor All Seasons”

NOTE:

Your **SPECIAL FINAL PRICE** offer is **\$229,000.00 USD** including all systems, packing, shipping and installation planning by a supervisor.

(custom duty tax excluded – up to 7,000.00 USD customer is responsible)

(sales/use tax excluded)

(any kind of construction, welding, electric and demolition works and stuff are excluded)

(crane / installation equipment rents are excluded -if needed)

PAYMENT TERMS

- As soon as the contract has been signed, the advance payment of **%50** of the total price needs to be paid to begin manufacturing process. **%30** of the remaining balance has to be paid in the same day after delivery is completed and the rest **%20** will be paid when the **%90** of the installation is done.
- Sales / Use taxes are not collected by **PERGOLA PRIME** For all states, buyer is responsible to pay Sales / Use taxes to their own states depending on the state's tax rates.
- This offer is valid for **15 business** days.

Serhat Vural
Project Manager

Luther N Leak & Sons Concrete Construction

2700 Orangebrook Road
Raleigh, NC, 27610
Phone: 984-218-9691
Email: leak2sons@gmail.com
Prepared by: Phillip Credle

QUOTE

Date: 07/18/2025
Quote #: 000126
Customer ID: 0148
Valid Until: 08/15/2025

Customer

Jeff Kromenhoek
Scratch Kitchen and Taproom
225 N Salem St
Apex, NC 27502
+1 (919) 413-0088

DESCRIPTION

AMOUNT

Demolition	\$10,500.00
Concrete Work – Wall Construction	\$6,500.00
Footings – Labor Only	\$9,600.00
Subtotal:	\$26,600.00
Taxable:	\$0.00
Tax Rate:	0%
Tax Due:	\$0.00
TOTAL DUE:	\$26,600.00

TERMS AND CONDITIONS

1. Customer will be billed after indicating acceptance of this quote.
2. Payment will be due prior to delivery of service and materials.
3. Please email the signed quote to: leak2sons@gmail.com

Customer Acceptance (sign below):

Print Name:

If you have any questions about this price quote, please contact
Phillip Credle at leak2sons@gmail.com or 984-218-9691

Thank You For Your Business!

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



Prior to submittal, refer to

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.

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

Hard Copy Submittals:

USPS mail:

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

Hand delivery or other carrier:

Town of Apex Planning Dept.
322 N. Mason St.
Apex, NC 27502

- Small Town Character Residential Application
- Agent Authorization Form (if applicable)
- Affidavit of Ownership
- Building Elevations (all affected sides) 11" x 17"

- Materials list
- Existing site layout/conditions
- Site layout including proposed revisions or expansion
- Other requirements set by Town Departments (grading plan, tree survey, utility plan, landscape plan, etc.)

Please provide the information listed below on the proposed Building Elevations and Plot Plan, as indicated. See 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

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: 7-23-2025

Application #: _____

Owner Name: Jonathan Pierce, MJ2 Holdings LLC

Project Address: 225 N Salem St

City: Apex

State: NC

Zip: 27502

Telephone: 8283415557

Email: jon@scratchkitchenandtaproom.com

Applicant (if different from owner): _____

Mailing Address: _____

City: _____

State: _____

Zip: _____

Telephone: _____

Email: _____

Contractor/Builder: _____

Contact Name: _____

Mailing Address: _____

City: _____

State: _____

Zip: _____

Telephone: _____

Email: _____

Zoning District: Downtown Historical

- 1 ☒ ☐ Is this property located within the Central Business District?
- 2 ☒ ☐ Is this structure located within the National Register Historic District?
- 3 ☐ ☒ Is this an addition of minor site elements? (i.e. awnings, HVAC units, dumpsters, etc.)
- 4 ☐ ☒ Is this a repair? Please explain: _____
- 5 ☐ ☒ Are you proposing to demolish structure(s)?
If yes, Planning Staff must approve a _____.
- 6 ☒ ☐ 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

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: _____ Application #: _____

e ☐ Other expansion, repair or re-use of existing structure. Please explain: _____

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: _____ Date: 7/18/2025

Print Name: Jonathan Pierce

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: _____ Date: 7/18/2025

Print Name: Jonathan Pierce

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: _____ Date: 7/18/2025

Print Name: Jonathan Pierce

AGENT AUTHORIZATION FORM

Application #: _____

Submittal Date: _____

Jonathan Pierce, MJ2 Holdings LLC

is the owner* of the property for which the attached

application is being submitted:

- ☐ Rezoning: For Conditional Zoning and Planned Development rezoning applications, this authorization includes express consent to zoning conditions that are agreed to by the Agent which will apply if the application is approved.
- ☐ Site Plan
- ☐ Subdivision
- ☐ Variance
- ☐ Other: _____

The property address is: 225 N Salem St, Apex NC 27502

The agent for this project is: _____

- ☒ I am the owner of the property and will be acting as my own agent

Agent Name: Jonathan Pierce

Address: 205 China Grove Ct, Holly Springs NC 27540

Telephone Number: 8283415557

E-Mail Address: jon@scratchkitchenandtaproom.com

Signature(s) of Owner(s)*


Jonathan Pierce

7/18/2025

Type or print name

Date

Type or print name

Date

Attach additional sheets if there are additional owners.

*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.

Pursuant to Article 40 of Chapter 66 of the North Carolina General Statutes (the Uniform Electronic Transactions Act) this application and all documents related hereto containing an electronic or digitized signature are legally binding in the same manner as are hard copy documents executed by hand signature. The parties hereby consent to use electronic or digitized signatures in accordance with the Town's Electronic Signature Policy and intend to be bound by the application and any related documents. If electronic signatures are used the application shall be delivered in an electronic record capable of retention by the recipient at the time of receipt.