

# SUBDIVISION/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 <sup>†</sup> , Village(s) <sup>‡</sup> , Wood(s), Hills	Park, Commons
3 to 5	Crossings(s), Estates, Green <sup>*</sup> , Ridge, Acres, Glen(s)	Plaza, Village(s), Crossing(s), Station

<sup>†</sup>excludes Parkside on the Creek

<sup>‡</sup>excludes Villagio

<sup>\*</sup>excludes names with Green Level

**SUBDIVISION/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**

1<sup>st</sup> Choice: \_\_\_\_\_

*Optional*

2<sup>nd</sup> Choice: \_\_\_\_\_

**Town of Apex Staff Approval**

\_\_\_\_\_  
Town of Apex Planning Department Staff

\_\_\_\_\_  
Date