



# APPLICATION FOR CAMA MINOR DEVELOPMENT PERMIT

In 1974, the North Carolina General Assembly passed the Coastal Area Management Act and set the stage for guiding development in fragile and productive areas that border the state's sounds and oceanfront. Along with requiring special care by those who build and develop, the General Assembly directed the Coastal Resources Commission (CRC) to implement clear regulations that minimize the burden on the applicant.

This application for a minor development permit under CAMA is part of the Commission's effort to meet the spirit and intent of the General Assembly. It has been designed to be straightforward and require no more time or effort necessary from the applicant. Please go over this folder with the Local Permit Officer (LPO) for the locality in which you plan to build to be certain that you understand what information he or she needs.

Under CAMA regulations, the minor permit is to be issued within 25 days once a complete application is in hand. Often less time is needed if the project is simple. The process generally takes about 18 days. You can speed the approval process by making certain that your application is complete and signed, that your drawing meets the specifications given inside and that your application fee is attached.

Other permits are sometimes required for development in the coastal area. While these are not CAMA-related, we urge you to check with the Local Permit Officer to determine which of these you may need. A listing is included on page 2 of this folder.

We appreciate your cooperation with the North Carolina Coastal Management Program and your willingness to build in a way that protects the resources of our beautiful and productive coast.

Coastal Resources Commission  
Division of Coastal Management

Locality \_\_\_\_\_ Permit Number \_\_\_\_\_

Ocean Hazard \_\_\_\_\_ Estuarine Shoreline \_\_\_\_\_ ORW Shoreline \_\_\_\_\_ Public Trust Shoreline \_\_\_\_\_ Other \_\_\_\_\_

(For official use only)

**GENERAL INFORMATION**

**LAND OWNER**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

**AUTHORIZED AGENT**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

**LOCATION OF PROJECT:** (Address, street name and/or directions to site. If not oceanfront, what is the name of the adjacent waterbody.) \_\_\_\_\_

**DESCRIPTION OF PROJECT:** (List all proposed construction and land disturbance.) \_\_\_\_\_

**SIZE OF LOT/PARCEL:** \_\_\_\_\_ square feet \_\_\_\_\_ acres

**PROPOSED USE:** Residential  (Single-family  Multi-family  ) Commercial/Industrial  Other

**COMPLETE EITHER (1) OR (2) BELOW (Contact your Local Permit Officer if you are not sure which AEC applies to your property):**

**(1) OCEAN HAZARD AECs: TOTAL FLOOR AREA OF PROPOSED STRUCTURE:** \_\_\_\_\_ square feet (includes air conditioned living space, parking elevated above ground level, non-conditioned space elevated above ground level but excluding non-load-bearing attic space)

**(2) COASTAL SHORELINE AECs: SIZE OF BUILDING FOOTPRINT AND OTHER IMPERVIOUS OR BUILT UPON SURFACES:** \_\_\_\_\_ square feet (includes the area of the roof/drip line of all buildings, driveways, covered decks, concrete or masonry patios, etc. that are within the applicable AEC. Attach your calculations with the project drawing.)

**STATE STORMWATER MANAGEMENT PERMIT:** Is the project located in an area subject to a State Stormwater Management Permit issued by the NC Division of Water Quality?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, list the total built upon area/impervious surface allowed for your lot or parcel: \_\_\_\_\_ square feet.

**OTHER PERMITS MAY BE REQUIRED:** The activity you are planning may require permits other than the CAMA minor development permit, including, but not limited to: Drinking Water Well, Septic Tank (or other sanitary waste treatment system), Building, Electrical, Plumbing, Heating and Air Conditioning, Insulation and Energy Conservation, FIA Certification, Sand Dune, Sediment Control, Subdivision Approval, Mobile Home Park Approval, Highway Connection, and others. Check with your Local Permit Officer for more information.

**STATEMENT OF OWNERSHIP:**

I, the undersigned, an applicant for a CAMA minor development permit, being either the owner of property in an AEC or a person authorized to act as an agent for purposes of applying for a CAMA minor development permit, certify that the person listed as landowner on this application has a significant interest in the real property described therein. This interest can be described as: (check one)

\_\_\_\_ an owner or record title, Title is vested in \_\_\_\_\_, see Deed Book \_\_\_\_\_ page \_\_\_\_\_ in the \_\_\_\_\_ County Registry of Deeds.

\_\_\_\_ an owner by virtue of inheritance. Applicant is an heir to the estate of \_\_\_\_\_; probate was in \_\_\_\_\_ County.

\_\_\_\_ if other interest, such as written contract or lease, explain below or use a separate sheet & attach to this application.

**NOTIFICATION OF ADJACENT PROPERTY OWNERS:**

I furthermore certify that the following persons are owners of properties adjoining this property. I affirm that I have given **ACTUAL NOTICE** to each of them concerning my intent to develop this property and to apply for a CAMA permit.

(Name)	(Address)
(1) _____	_____
(2) _____	_____
(3) _____	_____
(4) _____	_____

**ACKNOWLEDGEMENTS:**

I, the undersigned, acknowledge that the land owner is aware that the proposed development is planned for an area which may be susceptible to erosion and/or flooding. I acknowledge that the Local Permit Officer has explained to me the particular hazard problems associated with this lot. This explanation was accompanied by recommendations concerning stabilization and floodproofing techniques.

I furthermore certify that I am authorized to grant, and do in fact grant, permission to Division of Coastal Management staff, the Local Permit Officer and their agents to enter on the aforementioned lands in connection with evaluating information related to this permit application.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Landowner or person authorized to act as his/her agent for purpose of filing a CAMA permit application

***This application includes:** general information (this form), a site drawing as described on the back of this application, the ownership statement, the Ocean Hazard AEC Notice where necessary, a check for \$100.00 made payable to the locality, and any information as may be provided orally by the applicant. The details of the application as described by these sources are incorporated without reference in any permit which may be issued. Deviation from these details will constitute a violation of any permit. Any person developing in an AEC without permit is subject to civil, criminal and administrative action.*

# AEC HAZARD NOTICE

Project Is In An: \_\_\_\_\_ Ocean Erodible Area \_\_\_\_\_ High Hazard Flood Area \_\_\_\_\_ Inlet Hazard Area

Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Date Lot Was Platted: \_\_\_\_\_

This notice is intended to make you, the applicant, aware of the special risks and conditions associated with development in this area, which is subject to natural hazards such as storms, erosion and currents. The rules of the Coastal Resources Commission require that you receive an AEC Hazard Notice and acknowledge that notice in writing before a permit for development can be issued.

The Commission's rules on building standards, oceanfront setbacks and dune alterations are designed to minimize, but not eliminate, property loss from hazards. By granting permits, the Coastal Resources Commission does not guarantee the safety of the development and assumes no liability for future damage to the development. Permits issued in the Ocean Hazard Area of Environmental Concern include the condition that structures be relocated or dismantled if they become imminently threatened by changes in shoreline configuration. The structure(s) must be relocated or dismantled within two (2) years of becoming imminently threatened, and in any case upon its collapse or subsidence.

The best available information, as accepted by the Coastal Resources Commission, indicates that the annual long-term average ocean erosion rate for the area where your property is located is \_\_\_\_\_ feet per year.

The rate was established by careful analysis of aerial photographs of the coastline taken over the past 50 years.

Studies also indicate that the shoreline could move as much as \_\_\_\_\_ feet landward in a major storm.

The flood waters in a major storm are predicted to be about \_\_\_\_\_ feet deep in this area.

Preferred oceanfront protection measures are beach nourishment and relocation of threatened structures. Hard erosion control structures such as bulkheads, seawalls, revetments, groins, jetties and breakwaters are prohibited. Temporary sand bags may be authorized under certain conditions.

The applicant must acknowledge this information and requirements by signing this notice in the space below. Without the proper signature, the application will not be complete.

**SPECIAL NOTE:** This hazard notice is required for development in areas subject to sudden and massive storms and erosion. Permits issued for development in this area expire on December 31 of the third year following the year in which the permit was issued. Shortly before work begins on the project site, the Local Permit Officer must be contacted to determine the vegetation line and setback distance at your site. If the property has seen little change since the time of permit issuance, and the proposed development can still meet the setback requirement, the LPO will inform you that you may begin work. Substantial progress on the project must be made within 60 days of this setback determination, or the setback must be remeasured. Also, the occurrence of a major shoreline change as the result of a storm within the 60-day period will necessitate remeasurement of the setback. It is important that you check with the LPO before the permit expires for official approval to continue the work after the permit has expired. Generally, if foundation pilings have been placed and substantial progress is continuing, permit renewal can be authorized. It is unlawful to continue work after permit expiration.

*For more information, contact:*

\_\_\_\_\_  
*Local Permit Officer*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Locality*

\_\_\_\_\_  
*Phone Number*

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

*Revised 2/07*



North Carolina Department of Environment and Natural Resources

Division of Coastal Management

Braxton C. Davis

Director

Pat McCrory  
Governor

John E. Skvarla, III  
Secretary

AGENT AUTHORIZATION FORM

Date: \_\_\_\_\_

Name of **Property Owner** Applying for Permit:

Name of **Authorized Agent** for this project:

\_\_\_\_\_

\_\_\_\_\_

Owner's **Mailing** Address:

Agent's **Mailing** Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_

I certify that I have authorized the agent listed above to act on my behalf, for the purpose of applying for and obtaining all CAMA Permits necessary to install or construct the following (activity):

\_\_\_\_\_

\_\_\_\_\_

For my property located at \_\_\_\_\_

This certification is valid thru (date) \_\_\_\_\_.

 \_\_\_\_\_

**Property Owner Signature**

\_\_\_\_\_

**Date**

**Receipts for  
Certified Mail**  
(Staple Here)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adjacent Property Owner

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip Code

Dear Adjacent Property:

This letter is to inform you that I, \_\_\_\_\_ have applied for a CAMA Minor  
Property Owner

Permit on my property at \_\_\_\_\_, in Kure Beach  
Property Address

New Hanover County. As required by CAMA regulations, I have enclosed a copy of my permit application and project drawing(s) as notification of my proposed project. No action is required from you or you may sign and return the enclosed no objection form. If you have any questions or comments about my proposed project, please contact me at \_\_\_\_\_, or by mail at the address listed below. If you wish to  
Applicant's Telephone

file written comments or objections with the CAMA Minor Permit Program, you may submit them to:

John Batson, LPO  
Town of Kure Beach  
117 Settlers Lane  
Kure Beach, NC 28449  
Wilmington, NC 28405

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip Code

**Receipts for  
Certified Mail**  
(Staple Here)

\_\_\_\_\_  
Date

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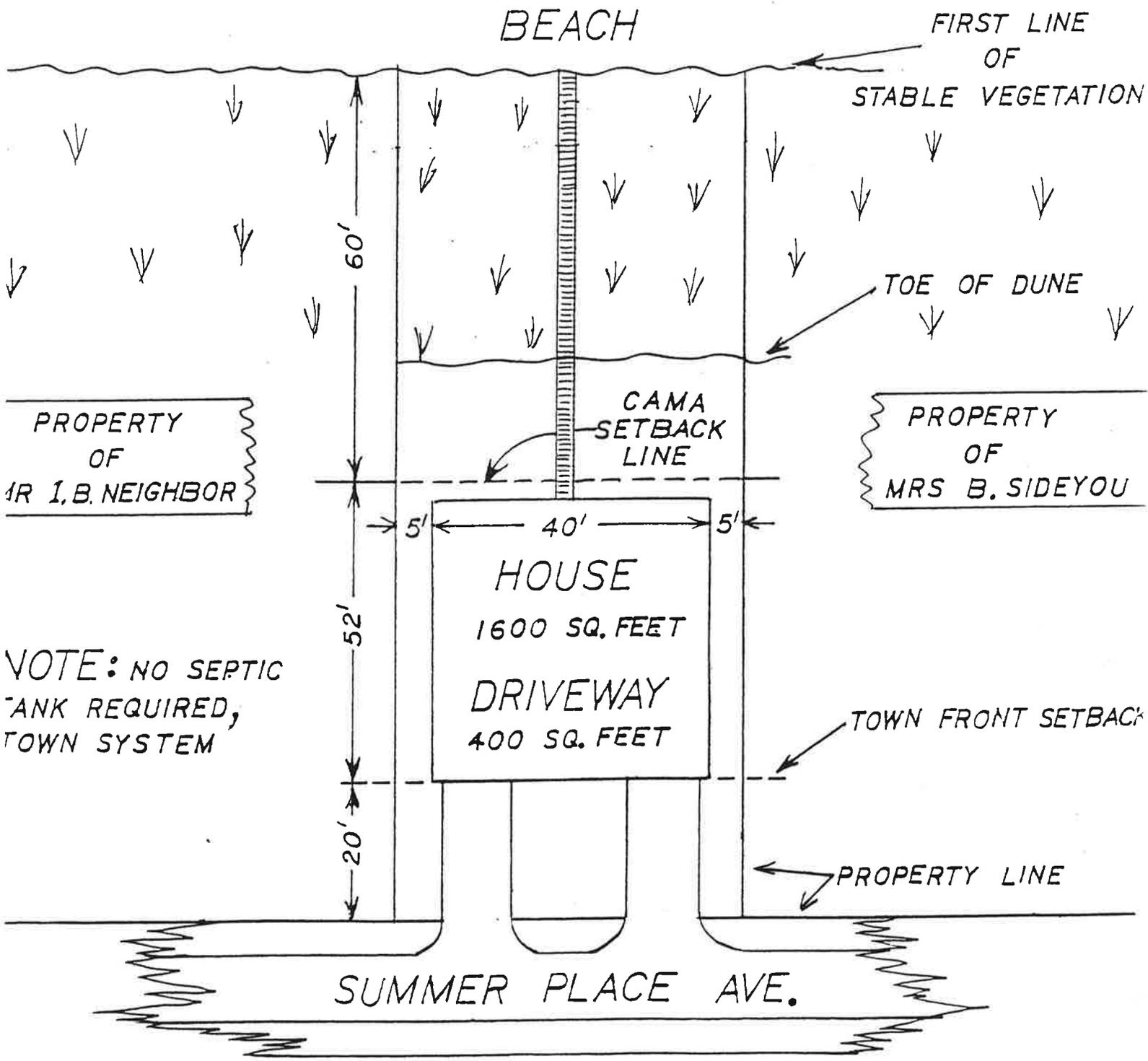
\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip Code

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
LOT SQ. FT. \_\_\_\_\_

# ATLANTIC OCEAN



EXAMPLE DRAWING

SCALE: 1" = 20'