Directions for Filling Out a CAMA MINOR Permit Application

Please fill out the application completely including applicant's signature on the second page. Be sure to complete the "statement of ownership" and the "adjacent property owners". Your Local Permit Officer can assist you in preparing your application and project drawings. Once the application and drawing(s) are complete, follow the Instructions below:

SEND THE FOLLOWING ITEMS TO THE ADJOINING PROPERTY OWNERS: <u>CERTIFIED/RETURN RECIEPT MAIL IS RECOMMENDED</u>

- 1. A letter stating you have applied for a CAMA permit and are required to notify them of your intended project. (Attached please find an example of this letter which states information about where to send comments or objections).
- 2. A copy of the application drawing(s) showing your project.
- 3. A copy of the completed application.

BRING THE FOLLOWING TO YOUR LOCAL CAMA PERMIT OFFICER:

- 1. A \$100.00 check payable to the Town of Kure Beach
- 2. The completed, signed application, including, if applicable the signed AEC Hazard Notice, signed by the property owner (*Agent signature not acceptable*).
- 3. The project drawing(s) showing your proposed development.
- Copies of the letters mailed to the adjoining property owners.
- 5. If mailing: the certified mail receipts from the post office showing that you have mailed the letters to adjoining property owners.
- 6. A copy of the property survey (if applicable).
- 7. A copy of your Zoning Certificate and/or Improvements Permit, for installation of your septic system (if applicable).

This process may take up to two (2) weeks from the date that we receive your complete application. A review period of 25 days is provided by law and an additional 25-day period can be imposed when such time is necessary to complete the review of the proposed project. Under those circumstances, you will be notified of the need for an extended review period. If you have any questions about the Minor Permit application, your project drawing(s), or any other aspect of the N. C. Coastal Area Management Act (CAMA), please contact the CAMA Local Permit Program Office.

ADDRESS	 ATL	ANTIC OC	CEAN
		BEACH	FIRST LINE OF
PROPERTY OF R 1, B. NEIGHBOR IOTE: NO SEPTIC ANK REQUIRED, OWN SYSTEM	-20'** 60' ** 52'	CAMA SETBACK LINE 40' HOUSE 1600 SQ. FEET DRIVEWAY 400 SQ. FEET	STABLE VEGETATION
	SUMMI	ER PLACE A	

XAMPLE DRAWING

SCALE: 1"=20"

SITE DRAWING/APPLICATION CHECKLIST

Please make sure your site drawing includes the following information required for a CAMA minor development The Local Permit Officer will help you, if requested.

PHYSICAL DIMENSIONS
Label roads Label highways right-of-ways Label local setback lines Label any and all structures and driveways currently existing on property Label adjacent waterbody
PHYSICAL CHARACTERISTICS
Draw and label normal high water line (contact LPO for assistance) Draw location of on-site wastewater system
If you will be working in the ocean hazard area: Draw and label dune ridges (include spot elevations) Draw and label toe of dunes Identify and locate first line of stable vegetation (contact LPO for assistance) Draw and label erosion setback line (contact LPO for assistance) Draw and label topographical features (optional)
If you will be working in a coastal shoreline area: Show the roof overhang as a dotted line around the structure Draw and label landward limit of AEC Draw and label all wetland lines (contact LPO for assistance) Draw and label the 30-foot buffer line
DEVELOPMENT PLANS
Draw and label all proposed structures Draw and label areas that will be disturbed and/or landscaped Note size of piling and depth to be placed in ground Draw and label all areas to be paved or graveled Show all areas to be disturbed Show landscaping
NOTE TO APPLICANT
 Have you: completed all blanks and/or indicated if not applicable? notified and listed adjacent property owners? included your site drawing? signed and dated the application? enclosed the \$100.00 fee? completed an AEC Hazard Notice, if necessary? (Must be signed by the property owner)
FOR STAFF USE
Site Notice Posted Final Inspection Fee Received
Site Inspections
Date of Action: Issued Exempted Denied Appeal Deadline (20 days)

Revised Jan. 2008

Locality Permit Number	ment permit
Ocean Hazard Estuarine Shoreline ORW Shoreline Public Trust Shoreline Other (For official use only)	with your Li treatment sy Sand Dune,
GENERAL INFORMATION LAND OWNER	STATEME I, the under person auth
Address	described a
City State Zip Phone	pagean ow
AUTHORIZED AGENT Name	an owi
Address	ifothe
CityStateZipPhone	
LOCATION OF PROJECT: (Address, street name and/or directions to site. If not oceanfront, what is the name of the adjacent waterbody.)	NOTIFICAL I
DESCRIPTION OF PROJECT: (List all proposed construction and land disturbance.)	
P	(4)
PROPOSED USE: Residential (Single-family Multi-family) Commercial/Industrial Other	FOR DEVI
TOTAL ENCLOSED FLOOR AREA OF A BUILDING IN THE OCEAN HAZARD AREA OF ENVIRON- MENTAL CONCERN (AEC): square feet (includes all floors and roof covered decks)	associated techniques.
COASTAL SHORELINE AREA OF ENVIRONMENTAL CONCERN (AEC): square feet (Calculations 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.)	PERMISSI I furthermorenter on the This applica
 (1) within 75 feet of Normal High Water/Normal Water Level for the Estuarine Shoreline AEC (2) within 575 feet of Normal High Water/ Normal Water Level for the Estuarine Shoreline AEC, adjacent to Outstanding Resource Waters (3) within 30 feet of Normal High Water/ Normal Water Level for the Public Trust Shoreline AEC (Contact your Local Permit Officer if you are not sure which AEC applies to your property.) 	ownership s information incorporates of any perm
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. As a service we have compiled a listing of the kinds of permits that might be required. We suggest you check over the list with your LPO to determine if any of these apply to your project. Zoning, 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.

APPLICATION:

STATEMENT OF OWNERSHIP:

, 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 isted as landowner on this application has a significant interest in the real property described therein. This interest can be lescribed as: (check one)

(3)		(Name) (Address)	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.	if other interest, such as written contract or lease, explain below or use a separate sheet & attach to this application.	probate was in County.	an owner by virtue of inheritance. Applicant is an heir to the estate of	page in the County Registry of Deeds.	an owner or record title, Title is vested in , see Deed Book
			operty. I affirm that I have given o apply for a CAMA permit.	eet & attach to this application.	3			Deed Book

R DEVELOPERS IN OCEAN HAZARD AND ESTUARINE HAZARD AREAS:

LOCALITY:

acknowledge that the land owner is aware that the proposed development is planned for an area which may be susceptible of erosion and/or flooding. I acknowledge that the local permit officer has explained to me the particular hazard problems ssociated with this lot. This explanation was accompanied by recommendations concerning stabilization and floodproofing achniques.

PERMISSION TO ENTER ON LAND:

I furthermore certify that I am authorized to grant and do in fact grant permission to the local permit officer and his agents to enter on the aforementioned lands in connection with evaluating information related to this permit application.

This application includes: general information (this form), a site drawing as described on the back of this application, the ownership statement, the AEC hazard 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.

This the
day of
, 20

Landowner or person authorized to act as his agent for purpose of filing a CAMA permit application.

Receipts for Certified Mail (Staple Here)

Date Adjacent Property Owner Mailing Address City, State, Zip Code Dear Adjacent Property Owner, This letter is to inform you that I, _____ ____ have applied for a CAMA Minor Property Owner Permit on my property at ____ , 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 comments or objections with the CAMA Minor Permit Program, you may submit them to: Bethany White, LPO Town of Kure Beach 117 Settlers Lane Kure Beach, NC 28449 Property Owner Mailing Address

City, State, Zip Code

ADJACENT RIPARIAN PROPERTY OWNER STATEMENT FOR CAMA MINOR PERMITS

I hereby	certify that I own prope	erty adjacent to		_'s
		(Nan	ne of Property Owner)	
property	located at			,
	•	ess, Lot, Block, Roa		
on	(Waterbody)	, in(K	ure Beach, New Hanover County)	
	escribed to me as show ing at that location, and		pplication and project drawing(s), t ons to his proposal.	he development he
(APPLIC	ATION AND DRAW	ING OF PROPO	SED DEVELOPMENT ATTAC	HED)
			Signature	
			Print or Type Name	
			Telephone Number	
			Date	

AGENT AUTHORIZATION FOR CAMA PERMIT APPLICATION

Name of Property Owner Requesting Permit:
Mailing Address:
Phone Number:
Email Address:
certify that I have authorizedAgent / Contractor
o act on my behalf, for the purpose of applying for and obtaining all CAMA permits
necessary for the following proposed development:
at my property located at
nCounty.
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 entern the aforementioned lands in connection with evaluating information related to the permit application.
Property Owner Information:
Signature
Print or Type Name
Title
his certification is valid through <i>I</i>

OCEAN HAZARD AEC NOTICE

Project is in an:	Ocean Erodible Area	Inlet Hazard Area		
Property Owner: —				
Property Address: _				
Date Lot Was Platte	d:			
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.		SPECIAL NOTE: This hazard notice is required for development in areas subject to sudden and massive storms an erosion. Permits issued for development in this area expire of 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 propert 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. Substantiate progress on the project must be made within 60 days of the setback determination, or the setback must be re-measured. Also the occurrence of a major shoreline change as the result of a storm within the 60-day period will necessitate re-measurement 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.		
Resources Commission,	nation, as accepted by the Coastal indicates that the annual long-term ate for the area where your property is	For more information, contact: Bethany White		
located is feet p		Local Permit Officer		
The rate was established by careful analysis of aerial photographs		117 Settlers Lane Kure Beach NC 28449		
of the coastline taken over		Address		
Studies also indicate that the shoreline could move as much as feet landward in a major storm.		Town of Kure Beach		
	jor storm are predicted to be about	Locality		
feet deep in this area.		910-707-2011		
and relocation of threat structures such as bulkhe and breakwaters are pro- authorized under certain The applicant must requirements by signing	tection measures are beach nourishment tened structures. Hard erosion control ads, seawalls, revetments, groins, jetties phibited. Temporary sand bags may be conditions. acknowledge this information and this notice in the space below. Without application will not be complete.	Phone Number		
Applicant Signature	Date			

BEFORE YOU BUILD

Setting Back for Safety: A Guide to Wise Development Along the Oceanfront

When you build along the oceanfront, you take a calculated risk. Natural forces of water and wind collide with tons of force, even on calm days.

Man-made structures cannot be guaranteed to survive the force of a hurricane. Long-term erosion (or barrier island migration) may take from two to ten feet of the beach each year, and, sooner or later, will threaten oceanfront structures. These are the facts of life for oceanfront property owners.

The Coastal Resources Commission (CRC) has adopted rules for building along the oceanfront. The rules are intended to avoid an unreasonable risk to life and property, and to limit public and private losses from storm and long-term erosion. These rules lessen but do not eliminate the element of risk in oceanfront development.

As you consider building along the oceanfront, the CRC wants you to understand the rules and the risks. With this knowledge, you can make a more informed decision about where and how to build in the coastal area.

The Rules

When you build along the oceanfront, coastal management rules require that the structure be sited to fit safely into the beach environment.

Structures along the oceanfront, less than 5,000 square feet in size, must be behind the frontal dune, landward of the crest of the primary dune, and set back from the first line of stable natural vegetation a distance equal to 30 times the annual erosion rate (a minimum of 60 feet). The setback calculation increases as the size of the structure increases [15A NCAC 7H.0306(a)(2)]. For example: A structure between 5,000 and 10,000 square feet would require a setback from the first line of stable, natural vegetation to a distance equal to 60 times the annual erosion rate (a minimum of 120 feet). The graduated setback continues to increase through structure sizes greater than 100,000 square feet.

The beachfront is an ever-changing landform. The beach and the dunes are natural "shock absorbers," taking the beating of the wind and waves and protecting the inland areas. By incorporating building setbacks into the regulations, you have a good chance of enjoying the full life of the structure. At first, it seems very inviting to build your dream house as close to the beach as possible, but in five years you could find the dream has become a nightmare as high tides and storm tides threaten your investment.

The Exception

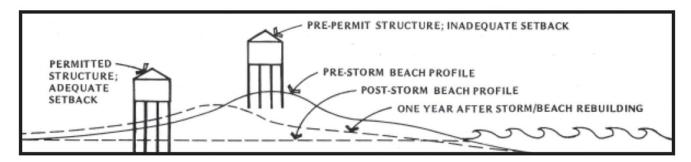
The Coastal Resources Commission recognized that these rules, initially passed in June 1979, might prove a hardship for some property owners. Therefore, they established an exception for lots that cannot meet the setback requirement. The exception allows buildings in front of the current setback, if the following conditions apply:

- 1) the lot must have been platted as of June 1, 1979, and is not capable of being enlarged by combining with adjoining land under the same ownership;
- 2) development must be constructed as far back on the property as possible and in no case less than 60 feet landward of the vegetation line;
- 3) no development can take place on the frontal dune;
- 4) special construction standards on piling depth and square footage must be met; and
- 5) all other CAMA, state and local regulations must be met.

The exception is not available in the Inlet Hazard Area.

To determine eligibility for the exception the Local Permit Officer will make these measurements and observations:

	required setback from vegetation line
	exception setback (maximum feasible)
	rear property line setback
1	max. allowable square footage on lowest floor



The Reasons

After the storm, the house on the dune will be gone. The other house has a much better chance of survival.