City of Southport
Directions For Filling Out A CAMA Permit

Please fill out application completely including applicant’s signature on the second page. Be sure to complete the "statement of ownership" and "adjacent property owner’s". Southport’s Area of Environmental Concern classification will be Estuarine Shoreline. Once the application and a drawing showing your project are completed, follow the instructions below:

SEND THE FOLLOWING ITEMS TO THE ADJOINING PROPERTY OWNERS: THESE MUST BE MAILED CERTIFIED MAIL RETURN RECEIPT:

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)

2. A copy of the drawing showing your project.

3. A copy of the completed application.

BRING THE FOLLOWING ITEMS TO YOUR LOCAL PERMIT OFFICER:

1. A $100.00 check payable to The City of Southport.

2. The completed, signed application.

3. The drawing showing your project.

4. Copies of the letters mailed to the adjoining property owners.

5. The certified mail return receipts from the post office showing you mailed the letters to the adjoining property owners.

6. A copy of the property survey.

7. A copy of your Improvements Permit, for installation of your septic system, if applicable.

This process may take up to twenty five (25) days from the date we receive your complete application. An additional twenty five (25) day review period is provided by law when such time is necessary to complete the review. Under those circumstances, you will be notified of the need for an extended review period. If you have any questions about the application, your project drawing or any other aspect of the NC Coastal Area Management Act (CAMA), please contact B. Wayne Strickland, local permit officer for the City of Southport, at 910-457-7925. The state regional office for this area is in Wilmington at 910-395-3900.
Project Drawings:

1. All project drawings must be drawn to scale (ie. 1" = 20', 1" = 30', etc.) and include the following information:
   a. Name and project address.
   b. Property dimensions and names of adjacent property owners.
   c. Dimensions and locations of all existing and proposed structures, driveways, and sewage disposal system.
   d. Location of any adjacent water body (ie. Cape Fear River, Dutchman Creek, Cottage Creek).
   e. Label any marsh or wetland areas and include wetland delineation documentation from the Army Corps of Engineers, if applicable.

2. If your property is in the *Estuarine Shoreline AEC* (*area of environmental concern*), your project drawing must include the following additional information:
   a. The dimension of the footprint of your structure. The footprint is your roofline extended to the ground (outside walls + roof overhang).
   b. All decks shall be labeled either covered or open (all elevated decks with concrete below them at ground level are considered covered, whether or not they have a roof).
   c. Show mean high water contour (MHW) and an AEC line located seventy-five (75) feet landward of MHW.
   d. Show the square footage of the lot, square footage of the AEC, and square footage of the impervious coverage in the AEC.
Sample Letter
Certified Mail / Return Receipt

Your Name
Address
City, State Zip

Date

Adjoining Property Owner's Name
Address
City, State Zip

Dear Adjoining Property Owner:

This Letter is to inform you that I have applied for a CAMA permit on my property at street address of property in county or the City of Southport, N. C. I have enclosed a copy of my permit application and a copy of the drawing of my proposed project.

If you have any comments on my proposed project, please contact:

B. Wayne Strickland
CAMA Local Permit Officer
City of Southport
201 East Moore Street
Southport, N.C. 28461
(910) 457-7925

No response within ten (10) days is the same as no objection when you have been notified by Certified Mail.

Sincerely,

John Doe
Dear ________________:

This letter is to inform you that I have applied for a CAMA permit on my property at ________________, in Southport, N.C. CAMA regulations require me to notify you of my intentions. I have enclosed a copy of my permit application and a copy of the drawing of my proposed project.

If you have any comments on my proposed project, please contact:

B. Wayne Strickland  
CAMA Local Permit Officer  
City of Southport  
201 East Moore Street  
Southport, N.C. 28461  
(910) 457-7925

No response within ten (10) days is the same as no objection when you have been notified by Certified Mail.

Sincerely,
Dear  

This letter is to inform you that I have applied for a CAMA permit on my property at ____________, in Southport, N.C. CAMA regulations require me to notify you of my intentions. I have enclosed a copy of my permit application and a copy of the drawing of my proposed project.

If you have any comments on my proposed project, please contact:

B. Wayne Strickland
CAMA Local Permit Officer
City of Southport
201 East Moore Street
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No response within ten (10) days is the same as no objection when you have been notified by Certified Mail.

Sincerely,

________________________________________
How to Apply

To apply for a local development permit, you must prepare a complete application file and submit it to the office of local development. The file must include all required documents and information as specified in the application regulations. Once the application is received, the office of local development will review it and provide feedback if necessary. If the application is approved, a permit will be issued.

Developments

The local permits are issued to developers for new construction projects. These permits are required for any new development that exceeds a certain size or affects the public interest. The application process is detailed in the local development ordinance and includes submitting detailed plans and specifications, paying fees, and obtaining necessary approvals from other departments.

Alluring Permit Fee

All applications for permits must be accompanied by a permit fee. The fee varies depending on the type of permit and the size of the development. The fee is due at the time of application and is non-refundable. Failure to pay the fee could result in delays or denial of the permit.

Permit Decisions

The office of local development makes decisions on permit applications based on a thorough review of the submitted documents. If the application is approved, a permit will be issued. If the application is denied, the applicant will receive notification and the reasons for the denial will be provided. The applicant has the option to appeal the decision to a higher authority or to modify the application and resubmit it.

The office of local development ensures that all developments comply with local regulations and standards. This helps to maintain the quality of the local environment and protect public safety. The office also oversees the enforcement of permit conditions to ensure compliance.

Questions?

For more information about the local development permit process, contact the office of local development at 123-456-7890 or visit the office's website at www.localdevelopmentpermits.com.
Internet page for CAMA:

http://dcm2.enr.state.nc.us/index.htm