



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

Certified Mail / Return Receipt

Date _____

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,

Certified Mail / Return Receipt

Date _____

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

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Sincerely,



Division of Coastal Management
Charles S. Jones, Director



Department of Environment and Natural Resources
William G. Ross Jr., Secretary



State of North Carolina
Michael F. Easley, Governor

Revised 6/2004

Protecting North Carolina's Coastal Resources Through the CAMA Minor Permit Program

The Coastal Area Management Act (CAMA) was passed in 1974 to ensure the balanced use of North Carolina's coastal resources. The Coastal Resources Commission and the Division of Coastal Management administer the coastal management program.

An important part of the program is managing development in the coastal area by requiring permits for development in areas of environmental concern (AECs). Development is any type of construction, associated land clearing or land alteration.

Minor permits may be needed for projects that do not require another form of state or federal authorization. For example, construction of a single-family home along the oceanfront or the sound shoreline may need a minor permit.

Minor permits are issued by a county or municipal representative, known as the CAMA local permit officer or LPO. LPOs are trained by the Division of Coastal Management to administer minor permits for their locality.

AECs are coastal areas that contain natural hazards or important environmental, economic or cultural resources. There are four categories of AECs: the estuarine system, the ocean hazard system, public water supplies, and unique natural and cultural resource areas.

Your project is probably in an AEC if it is:

- in or on the waters of the state, on a marsh or wetland area;
- within 75 feet of the normal high water line along estuarine shoreline;
- within 30 feet of the normal water level of areas designated as inland fishing waters by the N.C. Marine Fisheries Commission;
- within 575 feet of the mean high water line along the shoreline of an Outstanding Resource Water (ORW) as designated by the Environmental Management Commission;
- within about 300 feet of the ocean beach;
- within about 1,000 feet of an inlet; or

- near one of the public water supplies designated as an AEC.

The Minor Permit Process

If you're planning a construction project in or near water or wetlands, contact the local permit officer for the community where the project is located. The LPO is a local government employee, usually the building inspector, zoning administrator or planner.

The local permit officer will discuss the proposed project and give you an Application for a CAMA Minor Development Permit. The LPO can help you fill out the application and suggest ways to carry out the project to meet the CRC's guidelines for development in areas of environmental concern.

The permit application folder asks for basic information about the project and the property involved, such as:

- the names, addresses and telephone numbers of the landowners and authorized agents;
- the location, size and nature of the project;
- a statement of property ownership;
- a list of adjacent riparian (waterfront) property owners and their addresses;
- a signed statement allowing the local permit officer to enter the property; and
- a \$100 processing fee.

The information needed for the Statement of Ownership can be found on the deed to the property. The names of adjacent waterfront property owners are available from the local tax office.

The adjacent property owners must be notified of your project either in person or by mail. Failing to do this is grounds for revoking the permit.

An AEC Hazard Notice must be completed if your project is located in an Ocean Hazard AEC (a designated ocean erodible area, high hazard area or high hazard flood area). This notice states that you recognize the natural hazards associated with

building on the site, that the CRC does not guarantee the safety of your project, and that the CRC assumes no liability for future damage to the project.

It also contains a condition that the permit applicant will relocate or dismantle the structure if it becomes threatened by erosion and the shoreline does not recover within two years (either naturally or through nourishment).

A site drawing that shows the dimensions and characteristics of the property and the location and nature of the project must accompany the application. The permit application form lists specific information that must appear on the site drawing. The local permit officer can give suggestions on how to prepare the drawing and where to get the necessary information.

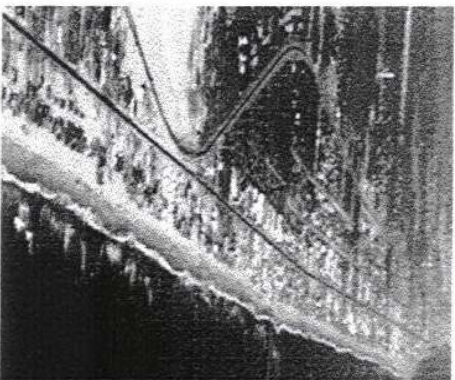
To make the application easy to understand and review, the site drawing should be clear and simple. Significant dimensions should be indicated. It does not have to be prepared by an engineer or architect, but it must provide clear and complete information.

Minor Permit Fee

A fee of \$100 is required to cover the costs of processing the application. Checks should be made payable to the local government.

The application review begins after the local permit officer has received all of the application materials. The LPO will visit the project site, determine if the project meets the CRC's standards for development, and see if the project complies with the local land-use plan and local development ordinances.

The LPO will publish a public notice in the local newspaper after receiving the complete application. This notice lets other people in the community know that the project is being considered for a minor development permit. The file is a public record; thus, anyone may examine it to see if the project complies with the CRC's development standards, the local land-use plan and local development ordinances.



Site Visits

The local permit officer will visit the project site to make sure that the site drawing is accurate. The LPO will look for conditions, such as a marsh or an eroding shoreline, that could affect the construction or placement of the project. The permit officer will also post a notice that an application has been filed for a minor development permit (in some cases the applicant may be asked to post the notice).

In conjunction with the site visit, the local permit officer will also check to make sure that the proposed project complies with the CRC's standards for development. The LPO can explain the standards and how they affect a particular project.

The local permit officer will check to make sure the project complies with the local land-use plan. The land-use plan is prepared by the local government to describe the community's policies for growth and development. It identifies different classifications of land where certain types of development may or may not be permitted. When you first talk to the LPO, you should ask how the land-use plan and local development ordinances might affect your project. If the local permit officer needs additional information

to review the application, you will be notified by certified or registered mail.

CAMA requires the permit decision to be made within 25 days; however, the local permit officer may send you a notice extending the review time for an additional 25 days (the notice is sent by registered or certified mail).

Permit Decisions

The permit will be issued if the project complies with the CRC's development standards, the local land-use plan and local development ordinances. The applicant is responsible for meeting all requirements or conditions of the permit. Any conditions will be listed on the permit.

The permit will be denied if the proposed project is not consistent with the CRC's standards for development in areas of environmental concern, the local land-use plan or a local development regulation.

After the LPO makes the decision, you will be sent an official CAMA permit decision by registered or certified mail. If you are issued a permit, you must sign the form and return it to the LPO within 20 days. Typically, minor permits expire on Dec. 31 of the third year following the year of permit issuance.

If the project is on the oceanfront, work cannot begin until the LPO establishes the oceanfront setback. This setback determination replaces the one done at the time the permit was processed and issued. Construction must begin within 60 days. A major shoreline change during this period will require the LPO to establish a new setback.

How to Apply

To apply for a minor development permit, contact your local permit officer (LPO).

A list of LPOs is available on DCM's web site at www.nccostalmanagement.net/permits/poлист.htm

For more information about the N.C. Coastal Management Program, go online to www.nccostalmanagement.net or contact the Division of Coastal Management office nearest you.

ELIZABETH CITY

1367 U.S. 17 South
Elizabeth City, NC 27909
252-264-3901
FAX 252-264-3723

MOREHEAD CITY

151-B Hwy. 24
Heston Plaza II
Morehead City, NC 28557
252-808-2908
FAX 252-247-3330

RALEIGH

1638 Mail Service Center
Raleigh, NC 27699-1638
919-733-2293 or 1-888-4R-COAST
FAX 919-733-1495

WASHINGTON

943 Washington Square Mall
Washington, NC 27889
252-946-6481
FAX 252-948-0478

WILMINGTON

127 Cardinal Drive Ext.
Wilmington, NC 28405-3845
910-395-3900
FAX 910-350-2004

Internet page for CAMA:

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

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