APPLICATION FOR CAMA MINOR DEVELOPMENT PERMIT

In 1974, the North Carolina General Assembly passed the Coastal Area Management Act (CAMA) 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 than 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 before you apply.

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 list is included on page two 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

SITE DRAWING/APPLICATION CHECKLIST

Please make sure your site drawing includes the following information required for a CAMA minor development permit. 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 from permit action)  ___

DCM Form EB1952-2015/Revised
GENERAL INFORMATION

LAND OWNER - MAILING ADDRESS

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; 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 foundation 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 Energy, Mineral and Land Resources (DEMLR)?

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 name of __________________________________________, 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 RIPARIAN 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.

(1) __________________________ (Address)

(2) __________________________ (Address)

(3) __________________________ (Address)

(4) __________________________ (Address)

ACKNOWLEDGEMENTS:

I, the undersigned, acknowledge that the landowner 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 stabiliza-

tion 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.