

1 15A NCAC 07J .1401 is proposed for adoption as follows:

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3 **15A NCAC 07J .1401 COMPLETE MINOR PERMIT APPLICATIONS**

4 (a) Processing for a Minor Permit application shall begin when an application is accepted as complete. Permit
5 applications shall be in the form and include the content required under this Subchapter. Applications not in
6 compliance with this form and content shall not be considered complete and the processing time specified under 113A-
7 121(c) shall not commence.

8 (b) Before an application is accepted as complete, the requirements as listed in 15A NCAC 07J .1401(b)(1-4) shall be
9 met. Any application not in compliance with these requirements shall be returned to the applicant along with a
10 notification explaining the deficiencies of the application and shall not be accepted as complete until all required
11 information is submitted.

12 (1) a current application form shall be submitted. The application form shall contain:

13 (A) name of entity on deed or first, middle, and last name(s) referenced on deed;

14 (B) phone number and email;

15 (C) physical and mailing address;

16 (D) authorized agent first and last name and contact information;

17 (E) location of project including address, street name, directions to site and adjacent
18 waterbody;

19 (F) description of the proposed project, including a list of all proposed construction and the
20 amount of land-disturbing activity, as defined in GS 113A-52(6), in the AEC measured in
21 acres or square feet.;

22 (G) size of lot or parcel in square feet and acres;

23 (H) proposed use, if residential, single-family or multi-family, commercial, industrial or other;

24 (I) if proposed development is located in the Ocean Hazard Area of Environmental Concern,
25 total floor area of structure in square feet including air conditioned living space, parking
26 elevated above ground level, non-conditioned space elevated above ground level but
27 excluding non-load bearing attic space;

28 (J) project drawings that includes:

29 (i) a top or planview, a cross-sectional view. All plats must have the standard north arrow.
30 North should be at the top of the plat. Work plats must be accurately drawn to scale. A
31 scale of 1" = 200' or less is required;

32 (ii) such drawings must show existing and proposed features such as dune systems,
33 shorelines, creeks, marshlands, docks, piers, bulkheads, excavated areas, fill areas, type
34 and location of sewage treatment facilities and effluent outlets. Property boundaries, as
35 they appear on the deed, and the names of adjacent property owners must be shown on the
36 detailed plat.

1 (iii) cross-Section Drawing. A cross-sectional diagram showing elevation of proposed
2 work relative to existing ground level. Mean low and mean high water line must be
3 included in the plan. The mean low water must be the reference land elevations (i.e., mean
4 low water should be depicted as "Elevation 0.0 MLW"). First floor elevations relative to
5 mean sea level must be shown for any proposed buildings.

6 (iv) title of Drawing. Each drawing must have a simple title block to identify the project or
7 work, and shall include name of applicant, date the plat was prepared, and scale of the plat.
8 The date of any revisions must be clearly noted. The applicant must also include the name
9 of the person who drew the plat.

10 (K) if proposed development is located in the Coastal Shoreline Area of Environmental
11 Concern (AEC), size of building footprint and other impervious or built upon surfaces in
12 square feet including the area of the foundation of all buildings, driveways, covered decks,
13 concrete or masonry patios that are within the AEC. Calculations shall be attached to
14 project drawings;

15 (L) if the development is located in an area subject to a State stormwater management permit
16 issued by the NC Division of Energy, Mineral and Land Resources, the total built upon
17 area and impervious surfaces allowed for the lot or parcel in square feet; and

18 (M) indication that the applicant is an owner of the property.

19 (N) Minor development permit application fees shall be in the form of an electronic funds
20 transfer or check or money order payable to the permit-letting agency in the amount of one
21 hundred dollars (\$100.00). Monies so collected shall be used only in the administration of
22 the permit program.

23 (2) a copy of a deed or other instrument under which the applicant claims title shall accompany a CAMA
24 minor permit application.

25 (3) the applicant shall give actual notice to all adjacent riparian property owners who share a property
26 line with the site of the proposed development of their intention to develop their property and apply
27 for a CAMA minor development permit. If comments are submitted before a permit decision is
28 made, such comments shall be considered by the Department or designated local official in reaching
29 a final decision on the application.

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31 History Note: Authority G.S. 113A-107(b); G.S. 113A-119(a); G.S. 113A-124(a)(1); G.S. 113A-118(b).