

1 **15A NCAC 07J .1404 COMPLETE MINOR PERMIT APPLICATIONS**

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

6 (b) Before an application is accepted as complete, the requirements as listed in Subparagraphs (1) through (3) of
7 this Paragraph shall be met. Any application not in compliance with these requirements shall be returned to the
8 applicant along with a notification explaining the deficiencies of the application and shall not be accepted as
9 complete until all required information is submitted.

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

- 11 (A) name of entity on deed or first, middle, and last name(s) referenced on deed;
12 (B) phone number and email;
13 (C) physical and mailing address;
14 (D) authorized agent first and last name and contact information;
15 (E) location of project including address, street name, directions to site and adjacent
16 waterbody;
17 (F) description of the proposed project, including a list of all proposed construction and the
18 amount of land-disturbing activity, as defined in G.S. 113A-52(6), in the AEC measured
19 in acres or square feet.;
20 (G) size of lot or parcel in square feet and acres;
21 (H) proposed use, if residential, single-family or multi-family, commercial, industrial;
22 (I) if proposed development is located in the Ocean Hazard Area of Environmental Concern,
23 Total Floor Area of structure in square feet including conditioned living space, parking
24 elevated above ground level, non-conditioned space elevated above ground level but
25 excluding non-load bearing attic space;
26 (J) project drawings that includes:
27 (i) a top or plan view, a cross-sectional view. All plats shall have the standard north
28 arrow. North should be at the top of the plat. Work plats shall be accurately
29 drawn to scale. A scale of 1" = 200' or less is required;
30 (ii) such drawings shall show existing and proposed features such as dune systems,
31 shorelines, creeks, wetlands docks, piers, bulkheads, excavated areas, fill areas,
32 type and location of sewage treatment facilities and effluent outlets. Property
33 boundaries, as they are described on the deed appear on the deed, and the names
34 of adjacent property owners shall be shown on the detailed plat.
35 (iii) Cross-Section Drawing. A cross-sectional diagram showing elevation of
36 proposed work relative to existing ground level. Mean low and mean high water
37 line shall be included in the plan. The mean low water shall be the reference

land elevations (i.e., mean low water should be depicted as "Elevation 0.0 MLW"). First floor elevations relative to mean sea level shall be shown for any proposed buildings.

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

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

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

(M) the fee as detailed in 15A NCAC 07J .1405(a).

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

(3) the applicant shall give actual notice to all adjacent riparian property owners who share a property line with the site of the proposed development of the applicant's intention to develop their property and apply for a CAMA minor development permit. If comments are submitted before a permit decision is made, such comments shall be considered by the Department or designated official **in determining if any aspect of the proposed development is inconsistent with CRC rules. in reaching a final decision on the application.**

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