



# Acquisition Waiver Instructions

Below are instructions and information to request a “waiver” to acquire (either by donation or cash purchase) proposed beach or water access sites before they are lost to private development or other uses and prior to the Division of Coastal Management (DCM) application deadlines and funding decisions.

To request a waiver you must submit the following documents before closing on the property, preferably at least 30 days in advance. The waiver approval process typically takes 2 weeks once the request is received by DCM.

*Instructions for Waiver Requests:* Submit a letter on agency letterhead that includes:

- A. Local government name and name of proposal.
- B. Provide a brief summary of situation and why the waiver is needed, why it cannot wait, what the emergency or potential loss would be if acquisition action is not taken immediately.
- C. Options you have secured or deadline(s) that you must acquire the property by or lose the property.
- D. Include a statement of understanding . . . that you understand the waiver in no way implies that the local government application will be given preferential treatment for funding consideration, but the waiver approval merely demonstrates the need for immediate action before an opportunity to purchase the land for beach or water access is lost.
- E. Attach a legal description of the property (1. deed or 2. plat map with metes and bounds preferred), and a location map. Also, list the size of the site (acreage) and past/current uses.
- F. Attach any preliminary site planning, if available.
- G. Include uses proposed for the site.
- H. Add any additional information to justify the need for the waiver.

See DCM Administrative Rule:

NCAC 7M .0307

(k) Projects selected for funding may not begin until the Department of Environmental Quality and grant recipient sign a contract. An exception may be granted for land acquisition projects when a waiver has been requested by the applicant in writing and approved by the Division of Coastal Management. A waiver shall be in effect for 18 months from the date of approval. A project receiving a waiver shall not receive preferential treatment in funding decisions.



# Acquisition Waiver

Local Government \_\_\_\_\_

Project Title: \_\_\_\_\_

Parcel		Estimated Value		Proposed Purchase Price
Parcel #	Acreage	Land	Site Improvements	

Current Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Lot Dimensions: \_\_\_\_\_

The waiver in no way implies that the local government application will be given preferential treatment for funding consideration. The waiver approval merely demonstrates the need for immediate action before an opportunity to purchase the land for beach or water access is lost. The waiver is in effect 18 months from the date of approval.

District Planner: \_\_\_\_\_

Signature: \_\_\_\_\_

Waiver Approval Date: \_\_\_\_\_ Waiver Expiration Date: \_\_\_\_\_