

EXAMPLE RIPARIAN NOTIFICATION COVER LETTER FOR CAMA MAJOR PERMIT APPLICATIONS

Company Letterhead or
Applicant Name &
Address

Certified Mail – Return Receipt Requested

Date

Name of Adjacent Riparian Property Owner
Mailing Address
City, State, Zip

Dear <Name of Adjacent Riparian Property Owner(s)>

<Name of Applicant> is applying for a CAMA major permit to <briefly describe project>, located at <site address and adjacent waterbody>, in <County>, North Carolina. The specifics of the proposed work are in the enclosed application forms and drawings.

As the adjacent riparian property owner to the aforementioned project, I am required to notify you of the development in order to give you the opportunity to comment on the project. Please review the attached permit application and drawings.

Should you have any objections to this proposal, please send your written comments to <District Manager>, District Office Address within project area, City, State, Zip, within 30 days of your receipt of this notice. Such comments will be considered by the Department in reaching a final decision on the application. No comment within 30 days of your receipt of this notice will be considered as no objection. If you have any questions on this project, please call me at xxx-xxx-xxxx, or e-mail me at example@e-mail.com

Sincerely,

Name of Applicant or Agent

Enclosures