

# Directions For Filling Out A CAMA MINOR Permit

Please fill out the application completely including applicant's signature on the second page. Be sure to complete the "statement of ownership" and the "adjacent property owners". See the instructions on the last page of this form. Your Local Permit Officer can assist you in preparing your application and project drawings. Once the application and drawing(s) are complete, follow the instructions below:

## **SEND THE FOLLOWING ITEMS TO THE ADJACENT RIPARIAN PROPERTY OWNERS: CERTIFIED/RETURN RECEIPT MAIL IS RECOMMENDED**

1. A letter stating you have applied for a CAMA permit and are required to notify them of your intended project. (Attached please find an example of this letter)
2. A copy of the application drawing(s) showing your project.
3. A copy of the completed application.

## **BRING THE FOLLOWING ITEMS TO YOUR LOCAL CAMA PERMIT OFFICER:**

1. A \$119.00 check payable to (The applicable LOCAL GOVERNMENT)
2. The completed, signed application.
3. The project drawing(s) showing your proposed development.
4. Copies of the letters mailed to the adjacent riparian property owners.
5. The certified mail receipts from the post office showing that you have mailed the letters to adjacent riparian property owners and has been delivered to them, or provide a print-out of the USPS.gov tracking for those certified letters showing delivery to your neighbors.
6. A copy of the property survey (if applicable).
7. A copy of your Zoning Certificate and/or Improvements Permit, for installation of your septic system (if applicable).

A review period of 25 days is provided by law and an additional 25- day period can be imposed when such time is necessary to complete the review of the proposed project. Under those circumstances, you will be notified of the need for an extended review period. If you have any questions about the Minor Permit application, your project drawing(s), or any other aspect of the Coastal Management (or CAMA) permit program, please contact the LOCAL GOVERNMENT'S CAMA Local Permit Officer.

## **PROJECT DRAWINGS**

1. **All drawings** should be drawn to scale (ie. 1"=20', 1"=30') and include the following information:
  - Name, project address, date and drawing scale (title box).
  - Property dimensions and names of adjacent riparian property owners indicated
  - Dimensions and location of all existing and proposed structures, driveways, and sewage disposal system (attach Improvements Permit, if applicable). Decks labeled as covered or uncovered and dimensions shown.
  - Adjacent water body labeled and Normal High Water (NHW) or Normal Water Level (NWL) contour shown.
  - Marsh and/or wetland areas labeled (wetland delineation documentation from Army Corps of Engineers must be included with the application, if applicable).
  - All areas of ground disturbance and/or landscaping shown.
2. If your project is in the Ocean Hazard Area, your application must include an AEC Hazard Notice, **signed by the property owner**. Additional information for project **drawings in the Ocean Hazard Area AECs** includes:
  - Show all dunes and dune system contours, labeling the dune crest and both the landward and oceanward dune toes. Also, include spot elevations on the highest portion of the dunes.
  - The vegetation line as flagged by the LPO and the applicable setback from the vegetation line. Contact the Local Permit Officer to stake the vegetation line for you if necessary.
  - Cross-sectional/Elevation drawings showing the number of floors and the roof and deck profiles of the proposed structure(s). Additional drawing(s) for each floor plan may be necessary.
  - List the **Total Floor Area**. The total square footage of heated or air-conditioned living space; The total square footage of parking elevated above ground level; and the total square footage of non-heated or non-air-conditioned areas elevated above ground level, excluding attic space that is not designed to be load-bearing.
3. Additional information for project **drawings in the Coastal Shoreline AECs**:
  - Dimensions of the footprint/roofline of all structures (outside walls + roof overhang extended to the ground).
  - Dimensions of all decks, labeled either covered or open (all elevated decks with concrete below them at ground level are considered impervious).
  - Normal high water (NHW) or normal water level (NWL) contour.
  - Show the applicable Area of Environmental Concern (AEC) distance measured landward from normal high water (NHW) or normal water level (NWL): 75 feet for Estuarine Shoreline AEC (Coastal or Joint Waters); or 575 feet if adjacent to Outstanding Resource Waters; or 30 feet, if adjacent to Public Trust Shoreline (Inland Waters).
  - List the total amount (sq. ft.) of impervious surface that will be created from your proposed development, and list any existing impervious surfaces.
  - Show the 30-ft. buffer landward of normal high water (NHW) or normal water level (NWL).

## **FILLING OUT THE APPLICATION FORM**

The shaded area at the top of the first page is completed by the Local Permit Officer. The LPO will assign a permit application number and check the AEC in which the property is located.

In the general information section, the applicant/possible future permittee is always the **Land Owner (or easement holder or contract purchaser)**, although an authorized agent, such as a contractor or realtor, may obtain the permit for the property owner. The applicant's mailing address is entered here. If an agent is utilized to apply for the permit, their contact information is entered in the **Authorized Agent** section. **Location of Project** is the address of property where the work is to take place (the 911 address, subdivision and lot number, State or County road, etc.). **Description of Project** should include all land clearing, demolition, construction, and landscaping activities that are proposed to complete the project. It is better to go over-board here, than to omit something that would necessitate having to modify or re-apply for another permit to complete the development. **Size of Lot/Parcel** can be listed as square feet or acres, or both.

Check the applicable **Proposed Use**, residential (single-family or multi-family), commercial, or other. The **Total Floor Area of a Building in the Ocean Hazard AEC** section is only completed for those projects that are located in one or more of the Ocean Erodible, High Hazard Flood, Inlet Hazard or Unvegetated Beach AECs. Total Floor Area is the combined square-footage of all heated or air conditioned living space. If the project is not in the Ocean Hazard Area, then insert N/A and go to the next section and determine in which Coastal Shoreline AEC the project is located. **The Size of Building Footprint and Other Impervious Surfaces/Built-Up Surfaces in the Coastal Shoreline AEC** is calculated by totaling all of the impervious surfaces within the applicable AEC distance (30 ft., 75 ft. or 575 ft.) from Normal High Water (NHW) or Normal Water Level (NWL). Sometimes the impervious surfaces that are allowed on an individual lot are further limited by the conditions of the subdivision's **State Stormwater Management Permit**. The applicant should insert the amount of impervious coverage that is allocated to their lot under their subdivision's State Stormwater Permit. This number is usually found on the property deed or subdivision covenants. Typically, any subdivision that was developed after January 1, 1988, will have a State Stormwater Plan.

On the second page of the application, the section entitled **Statement of Ownership** is completed by the applicant using information from the property deed. The applicant must check one of the three options and fill in the appropriate information. **Please contact the Local Permit Officer (click this link or visit <https://www.deq.nc.gov/about/divisions/division-coastal-management>) in your area to receive the Adjacent Riparian Property Owner Notification (Minor Permit) form.** Make sure that adjacent riparian property owners have been listed in the **Notification of Adjacent Property Owners** section and that they have been contacted by the applicant, either in person or by certified mail (shown by proof of delivery). Copies of the completed letters and certified mail receipts, if required, should accompany the application. **Finally, the applicant/agent must sign and date the application at the bottom of the page.**

## TIPS FOR ADJACENT RIPARIAN OWNER NOTIFICATION

CAMA Regulations require notice of proposed development to the Adjacent Riparian Property Owners (15A NCAC 7J.0204(b)(5)). Proof of actual notice (a sign-off by the owner on this form) or certified mail return receipts (showing *delivery* of notice) are needed, or any other method which satisfies the Local Permit Officer (LPO) that a good faith effort has been made to provide notice.

The purpose of this notice is to make adjacent riparian property owners aware of the proposed development so that they have an opportunity to provide comments (or potentially object to) the proposed development, and to give DCM or the LPO an opportunity to consider these comments/objections before a permit decision is made. “Permission” of adjacent property owners is not usually required for DCM or the LPO to issue a permit. It is in the applicant’s best interest to provide comprehensive and accurate notice so that any concerns or objections can be resolved early in the permit review process. In addition, if the adjacent riparian property owner appeals the permit decision, insufficient notice could be a basis for granting such an appeal.

### Who is an Adjacent Riparian Property Owner?

**What is Adjacent?** (Note: DCM reads this broadly to ensure comment by potentially impacted neighbors)

- A property that shares a boundary line with the site of proposed development; AND
- A property that fronts a natural or manmade waterbody that is connected to coastal waters and can support some form of navigation, even a kayak or canoe, including a common canal system or a manmade basin.
- Easement holders? Yes, if the easement could be impacted by the proposed development
- Streets/Roads? Yes. The street/road could be impacted by the proposed development.
- Holders of recognized submerged lands claims/shellfish franchises.

### What is Riparian?

Do the boundaries of the adjacent property legally intersect with the water at mean high tide? If there is a question about whether an adjacent property is considered “riparian,” please reach out to DCM Staff or the LPO- especially on the oceanfront beach where there may be undeveloped parcels on the beach or in the water.

### Who/What is a Property Owner?

For private individuals (or families), send notice to the address listed on the tax card. If the property is owned by an Inc. or LLC, please send notice to the person listed as the registered agent on the NC Secretary of State’s Corporations Look Up site: <https://www.sosnc.gov/search/index/corp>. For Condominiums or neighborhoods with an owners’ association (HOA/POA), send notice to the association (which is usually a corporation, for which you send notice to its registered agent).

### What is Notice, and how do I ensure it is received?

- You can meet with your adjacent property owner, provide a description or drawing of the proposed development, and ask them to sign this form and return it to DCM or the LPO; OR
- You can hand-deliver this form and a description or drawing, and ask your neighbor to return it to DCM or the LPO (consider providing them with a stamped envelope); OR
- You can mail this form by USPS Certified Mail, return receipt requested (the Green Card). If you choose this option, you must provide either the signed & returned green card OR track the certified mail package number on USPS.GOV’s online tracking system, and provide the tracking print-out as proof of delivery to DCM or the LPO

If you have any questions about this process, please reach out to the LPO, DCM Staff and DCM Legal Counsel and we will work to answer your questions.