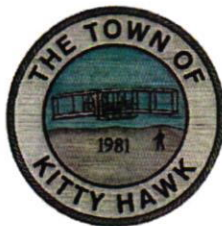


Post Office Box 549
101 Veterans Memorial Drive
Kitty Hawk, NC 27949



Phone (252) 261-3552
Fax (252) 261-7900
www.townofkittyhawk.org

Directions for Filling Out A CAMA MINOR Permit-Riparian

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". 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 ADJOINING PROPERTY OWNERS: CERTIFIED/RETURN RECEIPT MAIL IS REQUIRED

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 \$100.00 check payable to Town of Kitty Hawk
2. The completed, signed application.
3. The project drawing(s) showing your proposed development.
4. Copies of the letters mailed to the adjoining property owners.
5. The certified mail receipts from the post office showing that you have mailed the letters to adjoining property owners.
6. AEC Notice signed by property owner if in Ocean AEC.
7. Authorization form from property owner if contractor applying for permit.
8. A copy of the property survey (if applicable).
9. A copy of your Zoning Certificate and/or Improvements Permit, for installation of your septic system (if applicable).

This process usually takes approximately two (2) weeks from the date that we receive your complete application. 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 N. C. Coastal Area Management Act (CAMA), please contact the Kitty Hawk CAMA Local Permit Program Office.

**N.C. DIVISION OF COASTAL MANAGEMENT
ADJACENT RIPARIAN PROPERTY OWNER NOTIFICATION (MINOR PERMIT)
CERTIFIED MAIL, RETURN RECEIPT REQUESTED or HAND DELIVERED**

Date

Name of Adjacent Riparian Property Owner

Address

City, State Zip

To Whom It May Concern:

This correspondence is to notify you as a riparian property owner that I am applying for a CAMA Minor permit to

on my property at _____,

in _____ County, which is adjacent to your property. **A copy of the application and project drawing is attached/enclosed for your review.**

If you have no objections to the proposed activity, please mark the appropriate statement below and return to me as soon as possible. If no comments are received within 10 days of receipt of this notice, it will be considered that you have no comments or objections regarding this project.

If you have objections or comments, please mark the appropriate statement below and send your correspondence to: (Rob Testerman, Town of Kitty Hawk, PO Box 549, NC, 27949)

If you have any questions about the project, please do not hesitate to contact me at my address/number listed below, or contact Rob Testerman at 252-261-3552, or by email at: rob.testerman@kittyhawktown.net

Sincerely,

Property Owner's Name

Telephone Number

Address

City

State

Zip

_____ I have no objection to the project described in this correspondence.

_____ I have objection(s) to the project described in this correspondence.

Adjacent Riparian Signature

Date

Print or Type Name

Telephone Number

Address

City

State

Zip

Revised July 2021

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 necessarily 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? Only if the street/road could be impacted by the proposed development. This might include street-ends which might be used for parking and beach access.
- 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.