

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



Phone (252) 261-3552  
Fax (252) 261-7900  
[www.townofkittyhawk.org](http://www.townofkittyhawk.org)

## **Directions for Filling Out A CAMA MINOR Permit—Non-Riparian**

Please fill out the application completely including applicant's signature on the second page. Be sure to complete the "statement of ownership". Rob Testerman-Local Permit Officer can assist you in preparing your application and project drawings. He can be reached at [rob.testerman@kittyhawktown.net](mailto:rob.testerman@kittyhawktown.net). Once the application and drawing(s) are complete, follow the instructions below:

### **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. AEC Notice signed by property owner if in Ocean AEC.
5. Authorization form from property owner if contractor applying for permit.
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).

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.

Locality \_\_\_\_\_ Permit Number \_\_\_\_\_

Ocean Hazard \_\_\_\_\_ Estuarine Shoreline \_\_\_\_\_ ORW Shoreline \_\_\_\_\_ Public Trust Shoreline \_\_\_\_\_ Other \_\_\_\_\_

(For official use only)

**GENERAL INFORMATION**

**LAND OWNER - MAILING ADDRESS**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

**AUTHORIZED AGENT**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

**LOCATION OF PROJECT:** (Address, street name and/or directions to site; name of the adjacent waterbody.)

\_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION OF PROJECT:** (List all proposed construction and land disturbance.) \_\_\_\_\_

\_\_\_\_\_

**SIZE OF LOT/PARCEL:** \_\_\_\_\_ square feet \_\_\_\_\_ acres

**PROPOSED USE:** Residential  (Single-family  Multi-family  ) Commercial/Industrial  Other

**COMPLETE EITHER (1) OR (2) BELOW** (Contact your Local Permit Officer if you are not sure which AEC applies to your property):

**(1) OCEAN HAZARD AECs: TOTAL FLOOR AREA OF PROPOSED STRUCTURE:** \_\_\_\_\_ square feet (includes air conditioned living space, parking elevated above ground level, non-conditioned space elevated above ground level but excluding non-load-bearing attic space)

**(2) COASTAL SHORELINE AECs: SIZE OF BUILDING FOOTPRINT AND OTHER IMPERVIOUS OR BUILT UPON SURFACES:** \_\_\_\_\_ square feet (includes the area of the foundation of all buildings, driveways, covered decks, concrete or masonry patios, etc. that are within the applicable AEC. Attach your calculations with the project drawing.)

**STATE STORMWATER MANAGEMENT PERMIT:** Is the project located in an area subject to a State Stormwater Management Permit issued by the NC Division of Energy, Mineral and Land Resources (DEMLR)?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, list the total built upon area/impervious surface allowed for your lot or parcel: \_\_\_\_\_ square feet.