

**TOWN OF KITTY HAWK
FINANCIAL RESPONSIBILITY/OWNERSHIP FORM
SOIL EROSION AND SEDIMENTATION CONTROL**

No person may initiate any land-disturbing activity on 5,500 sq. ft. or more of land as covered by the Chapter 32 of the Town Code before this form and an acceptable erosion and sedimentation control plan have been completed and approved by the Town of Kitty Hawk (Please type or print and, if the question is not applicable or the e-mail and/or fax information unavailable, place N/A in the blank.)

Part A.

1. Project Name _____
2. Location of land-disturbing activity: Dare County, Town of Kitty Hawk
Highway/Street _____ Latitude _____ Longitude _____
3. Approximate date land-disturbing activity will commence: _____
4. Purpose of development (residential, commercial, industrial, institutional, etc.): _____
5. Total acreage disturbed or uncovered (including off-site borrow and waste areas): _____
6. Amount of fee enclosed: \$ _____
7. Has an erosion and sediment control plan been filed? Yes _____ No _____ Enclosed _____
8. Person to contact should erosion and sediment control issues arise during land-disturbing activity:
Name _____ E-mail Address _____
Telephone _____ Cell # _____ Fax # _____
9. Landowner(s) of Record (attach accompanied page to list additional owners):

Name _____	Telephone _____	Fax Number _____
Current Mailing Address _____	Current Street Address _____	
City _____ State _____ Zip _____	City _____ State _____	Zip _____
10. Deed Book No. _____ Page No. _____ Provide a copy of the most current deed.

Part B.

1. Person(s) or firm(s) who are financially responsible for the land-disturbing activity (Provide a comprehensive list of all responsible parties on an attached sheet):

Name _____	E-mail Address _____
Current Mailing Address _____	Current Street Address _____
City _____ State _____ Zip _____	City _____ State _____ Zip _____
Telephone _____	Fax Number _____

2. (a) If the Financially Responsible Party is not a resident of North Carolina, give name and street address of the designated North Carolina Agent:

Name _____			E-mail Address _____		
Current Mailing Address _____			Current Street Address _____		
City _____	State _____	Zip _____	City _____	State _____	Zip _____
Telephone _____			Fax Number _____		

- (b) If the Financially Responsible Party is a Partnership or other person engaging in business under an assumed name, attach a copy of the Certificate of Assumed Name. If the Financially Responsible Party is a Corporation, give name and street address of the Registered Agent:

Name of Registered Agent _____			E-mail Address _____		
Current Mailing Address _____			Current Street Address _____		
City _____	State _____	Zip _____	City _____	State _____	Zip _____
Telephone _____			Fax Number _____		

The above information is true and correct to the best of my knowledge and belief and was provided by me under oath (This form must be signed by the Financially Responsible Person if an individual or his attorney-in-fact, or if not an individual, by an officer, director, partner, or registered agent with the authority to execute instruments for the Financially Responsible Person). I agree to provide corrected information should there be any change in the information provided herein.

Type or print name _____		Title or Authority _____	
Signature _____		Date _____	

I, _____, a Notary Public of the County of _____

State of North Carolina, hereby certify that _____ appeared personally before me this day and being duly sworn acknowledged that the above form was executed by him.

Witness my hand and notarial seal, this _____ day of _____, 20____

Seal

Notary

My commission expires _____

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



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

Erosion & Sediment Control Plan Checklist
(Required for any Land Disturbing Activity in excess of 5,500 sq. ft.)

1. Financial Responsibility/Ownership (FRO) form – must be notarized
 - a. If the landowner and the responsible party are not the same, the landowner must provide written consent allowing the responsible party to conduct the proposed activities on the property – must be notarized.
2. A copy of the deed that matches the information on the Financial Responsible/Ownership (FRO) form.
3. Site location or vicinity map
4. Describe the following in written narrative or on the plan:
 - a. Purpose of proposed land disturbing activity
 - b. Existing condition of the site (i.e. undeveloped, wooded, flat, varying topography, etc.)
 - c. Condition of the adjacent areas (i.e. residential, commercial, wetlands, canal, etc.)
 - d. Proposed erosion and sediment control measures (i.e. silt fence, construction entrance, check dams, etc.)
5. Temporary and permanent seeding specification with soil amendments
6. Construction schedule
7. Specifications and drawings of erosion and sediment control practices with supporting design Calculations/assumptions
8. Site Plan (must include):
 - a. Legend
 - b. Parcel & PIN numbers
 - c. Physical address of the parcel
 - d. Property Owner
 - e. Property lines
 - f. Topographic information: existing and proposed contours, original grade spot elevations for the four corners of the proposed building footprint
 - g. Wetland areas
 - h. Borrow, waste areas, and topsoil stockpiles
 - i. Natural watercourses: canals, creeks, ditches, channels, guts, etc.
 - j. Easements
 - k. Proposed erosion and sediment control measures and specifications
 - l. Construction entrance and specifications
 - m. Existing and proposed structures, decks, driveway, septic, septic lines, repair area, pool, etc.
 - n. Flood Zone, Map Panel Number & Effective Date

Plan Review:

The 30-day review time begins upon receipt of a complete application packet (items listed above) and the fee. The review time for revised plans is 15 days from receipt of the revised plan.

A letter of approval is required to obtain a Building Permit.

Review Fee:

Residential \$100.00

Commercial \$0.05 per sq. ft. of disturbed area

Applicant Signature

Date

Revised 07/01/2022



Town of Kitty Hawk

P.O. Box 549, Kitty Hawk, NC 27949
Telephone: (252) 261-3552 Fax (252) 261-7900

LAND DISTURBANCE PERMIT APPLICATION

PIN # _____ Date: _____
Owner _____ Phone # _____
Owner Address _____ City _____ State _____ Zip _____
Project Address _____ Block _____ Lot _____ Zoning District _____
Septic Permit # _____ Subdivision _____ Flood Zone _____

☐ Copy of Survey of area being disturbed

Proposed Disturbance:

- ☐ Grading
- ☐ Fill
- ☐ Tree Removal

Square Footage of area being disturbed: _____

Description of Disturbance: _____

ALL LAND DISTURBING ACTIVITIES SHOULD BE PLANNED AND CONDUCTED TO PREVENT OFF SITE SEDIMENTATION DAMAGE AND TO LIMIT THE EXPOSURE OF DISTURBED AREAS.

NO FILL MAY BE PLACED IN AREAS OF STANDING WATER OR PLACED SO AS TO IMPEDE SWALES, DITCHES, OR NATURAL DRAINAGE WAYS THAT WOULD HAVE AN ADVERSE AFFECT ON AJDACENT PROPERTY OWNERS. NO FILL MAY BE PLACED WITHIN 5 FEET OF ANY PROPERTY LINE. ANY FILL OVER 30 INCHES WILL REQUIRE AN ENGINEERED STORM WATER MANAGEMENT PLAN PREPARED BY A PROFESSIONAL.

THE DISTURBANCE OF MORE THAN 5,500 SQUARE FEET REQUIRES AN EROSION AND SEDIMENT CONTROL PERMIT.