

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



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

## 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". 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 it 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](mailto:rob.testerman@kittyhawktown.net)

Sincerely,

\_\_\_\_\_  
Property Owner's Name

\_\_\_\_\_  
Phone 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

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

## 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.

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

Ocean Hazard \_\_\_\_\_ Estuarine Shoreline \_\_\_\_\_ ORW Shoreline \_\_\_\_\_ Public Trust Shoreline \_\_\_\_\_ Other \_\_\_\_\_  
For Official Use Only

**GENERAL INFORMATION**

**LANDOWNER – MAILING ADDRESS**

Name \_\_\_\_\_

Address \_\_\_\_\_

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

E-mail \_\_\_\_\_

**AUTHORIZED AGENT**

Name \_\_\_\_\_

Address \_\_\_\_\_

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

E-mail \_\_\_\_\_

**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:** \_\_\_\_\_ sq ft \_\_\_\_\_ 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:** \_\_\_\_\_ sq ft (includes air conditioning 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:** \_\_\_\_\_ sq ft (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: \_\_\_\_\_ sq ft

**OTHER PERMITS MAY BE REQUIRED:** The activity you are planning may require permits other than the CAMA minor development permit, including, but not limited to: Drinking Water Well, Septic Tank (or other sanitary waste treatment system), Building, Electrical, Plumbing, Heating and Air Conditioning, Insulation and Energy Conservation, FIA Certification, Sand Dune, Sediment Control, Subdivision Approval, Mobile home Park approval, Highway Connection, and others. Check with your Local Permit Officer for more information.

**STATEMENT OF OWNERSHIP:**

I, the undersigned, an applicant for a CAMA minor development permit, being either the owner of the property in an AEC or a person authorized to act as an agent for purposes of applying for a CAMA minor development permit, certify that the person listed as landowner on this application has a significant interest in the real property described therein. This interest can be described as: (check one)

\_\_\_ an owner or record title, Title is vested in the name of \_\_\_\_\_,  
see Deed Book \_\_\_\_\_ page \_\_\_\_\_ in the \_\_\_\_\_ County Registry of Deeds.

\_\_\_ an owner by virtue of inheritance. Applicant is an heir to the estate of \_\_\_\_\_  
\_\_\_\_\_ ; probate was in \_\_\_\_\_ County.

\_\_\_ if other interest, such as written contract or lease, explain below or use a separate sheet & attach to this application.

**NOTIFICATION OF ADJACENT RIPARIAN PROPERTY OWNERS:**

I furthermore certify that the following persons are owners of the properties adjoining this property. I affirm that I have given **ACTUAL NOTICE** to each of them concerning my intent to develop this property and to apply for a CAMA permit.

(Name)	(Address)
(1) _____	_____
(2) _____	_____
(3) _____	_____
(4) _____	_____

**ACKNOWLEDGEMENTS:**

I, the undersigned, acknowledge that the landowner is aware that the proposed development is planned for an area which may be susceptible to erosion and/or flooding. I acknowledge that the Local Permit Officer has explained to me the particular hazard problems associated with this lot. This explanation was accompanied by recommendations concerning stabilization and floodproofing techniques.

I furthermore certify that I am authorized to grant, and do in fact grant, permission to Division of Coastal Management staff, the Local Permit Officer and their agents to enter on the aforementioned lands in connection with evaluating information related to this permit application.

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Landowner or person authorized to act as his/her/their agent for purpose of filing a CAMA permit application

**This application includes:** general information (this form), a site drawing as described on the back of this application, the ownership agreement, the Ocean Hazard ACE Notice where necessary, a check for \$100 made payable to the locality, and any information as may be provided orally by the applicant. The details of the application as described by these sources are incorporated without reference in any permit which may be issued. Deviation from these details will constitute a violation of any permits. Any person developing in an AEC without permit is subject to civil, criminal and administrative action.

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### AUTHORIZATION FOR APPLICATION OF PERMIT

Date: \_\_\_\_\_

Name of Property Owner Applying for Permit: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

I certify that I have authorized \_\_\_\_\_ agent/contractor), to act on  
my behalf, for the purpose of applying and obtaining all CAMA permits necessary for the proposed  
development of \_\_\_\_\_ at my property located at  
\_\_\_\_\_

This certification is valid through \_\_\_\_\_

Property owner's signature \_\_\_\_\_

Print or type name \_\_\_\_\_

Phone Number \_\_\_\_\_

# OCEAN HAZARD AEC NOTICE

Project is in an: \_\_\_\_\_ Ocean Erodible Area

\_\_\_\_\_ Inlet Hazard Area

Property Owner: \_\_\_\_\_

Property Address: \_\_\_\_\_

Date Lot Was Platted: \_\_\_\_\_

This notice is intended to make you, the applicant, aware of the special risks and conditions associated with development in this area, which is subject to natural hazards such as storms, erosion and currents. The rules of the Coastal Resources Commission require that you receive an AEC Hazard Notice and acknowledge that notice in writing before a permit for development can be issued.

The Commission's rules on building standards, oceanfront setbacks and dune alterations are designed to minimize, but not eliminate, property loss from hazards. By granting permits, the Coastal Resources Commission does not guarantee the safety of the development and assumes no liability for future damage to the development. Permits issued in the Ocean Hazard Area of Environmental Concern include the condition that structures be relocated or dismantled if they become imminently threatened by changes in shoreline configuration. The structure(s) must be relocated or dismantled within two (2) years of becoming imminently threatened, and in any case upon its collapse or subsidence.

The best available information, as accepted by the Coastal Resources Commission indicates that the annual long-term average ocean erosion rate for the area where your property is located is feet per year. \_\_\_\_\_

The rate was established by careful analysis of aerial photographs of the coastline taken over the past 50 years.

The flood waters in a major storm are predicted to be about \_\_\_\_\_ feet deep in this area.

Preferred oceanfront protection measures are beach nourishment and relocation of threatened structures. Hard erosion control structures such as bulkheads, seawalls, revetments, groins, jetties and breakwaters are prohibited. Temporary sand bags may be authorized under certain conditions.

The applicant must acknowledge this information and requirements by signing this notice in the space below. Without the proper signature, the application will not be complete.

**SPECIAL NOTE:** This hazard notice is required for development in areas subject to sudden and massive storms and erosion. Permits issued for development in this area expire on December 31 of the third year following the year in which the permit was issued. Shortly before work begins on the project site, the Local Permit Officer must be contacted to determine the vegetation line and setback distance at your site. If the property has seen little change since the time of permit issuance, and the proposed development can still meet the setback requirement, the LPO will inform you that you may begin work. Substantial progress on the project must be made within 60 days of this setback determination, or the setback must be re-measured. Also, the occurrence of a major shoreline change as the result of a storm within the 60-day period will necessitate re-measurement of the setback. It is important that you check with the LPO before the permit expires for official approval to continue the work after the permit has expired. Generally, if foundation pilings have been placed and substantial progress is continuing, permit renewal can be authorized. It is unlawful to continue work after permit expiration.

***For more information, contact:***

Rob Testerman

Local Permit Officer

P.O. Box 549

Address

Kitty Hawk, NC 27949

Locality

252-261-3552

Phone Number

\_\_\_\_\_  
Property Owner's Signature

\_\_\_\_\_  
Date