



**TOWN OF KTTY 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 NIA 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 \_\_\_\_\_  
Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_
9. Landowner (s) of Record (attach accompanied page to list additional owners):  
Name \_\_\_\_\_ Phone \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Physical Address \_\_\_\_\_
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 \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Physical Address \_\_\_\_\_

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

Mailing Address \_\_\_\_\_

Physical Address \_\_\_\_\_

(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 Financial Responsible Party is a corporation, give name and street address of the Registered Agent:

Name of Registered Agent \_\_\_\_\_ E- mail \_\_\_\_\_

Mailing Address \_\_\_\_\_

Physical Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

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.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title of Authority

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_, a Notary Public of the County \_\_\_\_\_

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/her.

Witness my hand and notarial seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Seal

\_\_\_\_\_  
Notary

My commission expires \_\_\_\_\_



## **Erosion & Sediment Control Plan Checklist** **(Required for any Land Distributing 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

PO Box 549  
101 Veterans Memorial Dr  
Kitty Hawk, NC 27949



Phone (252) 261-3552  
Fax (252) 261-7900  
www.kittyhawknc.gov

## 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 \_\_\_\_\_

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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, DIITCHES, OR NATURAL DRAINAGE WAYS THAT WOULD HAVE AN ADVERSE AFFECT ON ADJACENT 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 OR MORE THAN 5,500 SQUARE FEET REQUIRES AN EROSION AND SEDIMENT CONTROL PERMIT.