

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



Phone (252) 261-3552
Fax (252) 261-7900
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 \$119.00 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. Application should be submitted once the letters are delivered.
6. Proof of delivery confirmation of all applicable letters.
7. Ocean Hazard Area Notice signed by property owner (applicable to Ocean Hazard Area).
8. Authorization form from property owner if contractor applying for permit.
9. A copy of the property survey (if applicable).
10. 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@kittyhawknc.gov

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 _____

BUILDING ON THE OCEANFRONT

An Informational Guide for Property Owners Building in Ocean Hazard Areas

Understanding Ocean Hazard Areas

Ocean Hazard Areas are designated due to their high vulnerability to natural forces such as hurricanes, storm surge, long-term erosion, and shifting shorelines. These areas include oceanfronts, inlets, and erosion-prone beaches and are categorized as Ocean Erodible Areas, Inlet Hazard Areas, Unvegetated Beach Areas, or State Ports Inlet Management Areas of Environmental Concern (AECs) based on location and shoreline characteristics. Building in these AECs requires extra care, guided by well-established rules from the Coastal Resources Commission (CRC) to protect both property and public safety.

Why Specific Rules Exist

Structures in these AECs are at significantly higher risk of damage or destruction due to natural events. To reduce this risk, North Carolina's Coastal Area Management Act (CAMA) requires careful placement of buildings through regulated setbacks and other development standards.

Setbacks and Why They Matter

A setback is the minimum distance a structure must be located from the oceanfront (usually measured from the stable and natural vegetation line as determined by DCM/Local Permitting Officer). It is calculated using the long-term average annual erosion rate at your location, multiplied by a factor based on the size of your structure. The minimum setback is 60 feet.

These setbacks help reduce risk by placing buildings further away from erosion zones, protecting your structures from loss.

Why You Should Care

Barrier islands are constantly shifting, and in some cases, the shoreline can erode many feet landward during a single storm. Building further inland offers better protection for your investment, as many structures constructed too close to the shore have been lost to the ocean before reaching their expected lifespan.

Permit Conditions & Requirements

When you're issued a CAMA permit to build along the oceanfront, be aware that:

- There is no guarantee of structure safety.
- The CRC/DCM assumes no liability for any storm or erosion damage.
- If imminently threatened, structures must be relocated, dismantled, or may be eligible for temporary protection using sandbags.

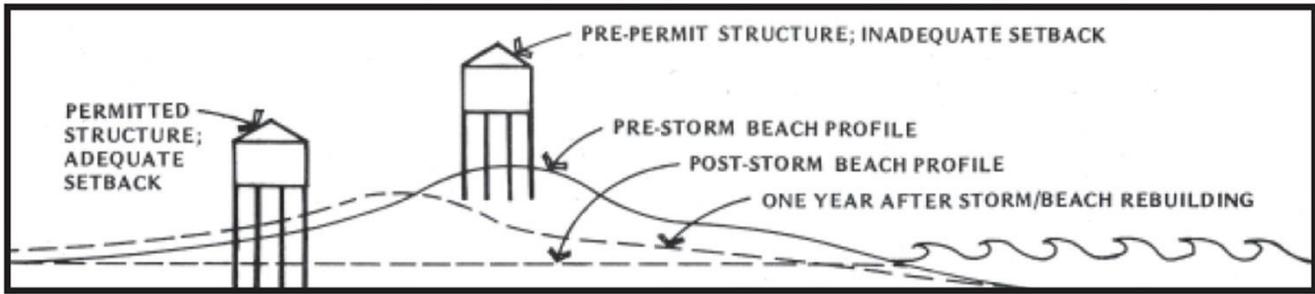
When Must Setbacks Be Re-Measured?

If construction is delayed or a major storm significantly alters the shoreline before development begins, setbacks may need to be re-verified before building can begin. It is important to consult CRC rules and either your CAMA Local Permitting Officer or DCM Representative to ensure all setback requirements are met prior to the start of construction.

How Can You Protect Your Investment?

Shoreline protection rules largely prohibit the use of measures like seawalls, jetties, groins, bulkheads, and revetments. However, certain methods such as beach nourishment, temporary sandbags, sand fencing, beach bulldozing and structure relocation may be permissible under specific conditions.

OCEAN HAZARD AREA NOTICE



Before you build, know your property and its specific risk characteristics:

1. The long-term average annual erosion rate where your property is located is _____ feet per year and requires a _____ foot setback for your _____ square foot structure. This rate is updated every 5 years and established using a combination of aerial imagery, mean high water data, and statistical analysis.
2. Erosion rates are a measure of historic erosion and are not a prediction of future erosion.
3. Ocean shorelines can erode suddenly due to storms, or chronically due to natural processes. Erosion can be minor or severe and may be temporary or permanent.
4. This location may be subject to storm surge and ocean overwash with wave action.

Permit Officer Contact and Property Information

Rob Testerman

252-261-3552

CAMA Local Permit Officer

Phone Number

Kitty Hawk

Locality

Property Owner Name

rob.testerman@kittyhawknc.gov

Email

Property Address

By signing below, you acknowledge that you've read this notice and reviewed the relevant CRC guidance. It's important to confirm current erosion rates and setbacks with the Local Permit Officer (LPO) and to remember that permits are valid for three years. Before beginning construction, take time to recheck site conditions, and be aware that work should not begin or continue if the permit has expired. This helps ensure your project stays compliant and protects your investment.

Property Owner Signature

Date