

# 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 RECOMMENDED**

1. A letter stating you have applied for a CAMA permit and are required to notify them of your intended project. (a template letter is attached following these directions)
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 Duck
2. The completed, signed application. If you are acting as the agent for the property owner, you will need an agent authorization signed by the property owner.
3. The project drawing(s) showing your proposed development.
4. Copies of the letters mailed to the adjoining property owners (APO).
5. The certified mail receipts from the post office showing that you have mailed the letters to APO.  
**Notice may be provided via email, however acknowledgement from the APO must be received to be considered proper notice.**
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 Town of Duck CAMA Local Permit Program Office.

## **Project Drawings**

1. **All drawings** should be drawn to scale (ie. 1"=20', 1"=30') and include the following information:
  - Name, project address, date and drawing scale (title box).
  - Property dimensions and names of adjacent property owners indicated
  - Dimensions and location of all existing and proposed structures, driveways, and sewage disposal system (attach Improvements Permit, if applicable). Decks labeled as covered or uncovered and dimensions shown.
  - Adjacent water body labeled and Normal High Water (NHW) or Normal Water Level (NWL) contour shown.
  - Marsh and/or wetland areas labeled (wetland delineation documentation from USACOE Army Corps of Engineers must be included with the application, if applicable).
  - All areas of ground disturbance and/or landscaping shown.
  
2. If your project is in the Ocean Hazard Area, your application must include an AEC Hazard Notice, **signed by the property owner**. Additional information for project **drawings in the Ocean Hazard Area AECs** includes:
  - Show all dunes and dune system contours, labeling the dune crest and both the landward and oceanward dune toes. Also, include spot elevations on the highest portion of the dunes.
  - The first line of stable, natural vegetation as flagged by the LPO and the applicable setback from the vegetation line. Contact the Local Permit Officer to stake the vegetation line for you if necessary.
  - Cross-sectional/Elevation drawings showing the number of floors and the roof and deck profiles of the proposed structure(s). Additional drawing(s) for each floor plan may be necessary.
  - List the **Total Enclosed Floor Area**. Total Enclosed Floor Area is the combined square-footage of all of the floors, plus any roof covered porches.
  
3. Additional information for project **drawings in the Coastal Shoreline AECs**:
  - Dimensions of the footprint/roofline of all structures (outside walls + roof overhang extended to the ground).
  - Dimensions of all decks, labeled either covered or open (all elevated decks with concrete below them at ground level are considered impervious).
  - Normal high water (NHW) or normal water level (NWL) contour.
  - Show the applicable Area of Environmental Concern (AEC); 75 feet landward of NHW or NWL for Estuarine Shoreline AEC (Coastal or Joint Waters); or 575 feet landward of NHW or NWL, if adjacent to Outstanding Resource Waters; or 30 feet landward of NHW or NWL, if adjacent to Public Trust Shoreline (Inland Waters).
  - List the total amount (sqft) of impervious surface that will be created from your proposed development.
  - Show the 30-ft. buffer landward of NHW or NWL.

## **FILLING OUT THE APPLICATION FORM**

The shaded area at the top of the first page is completed by the Local Permit Officer. The LPO will assign a permit application number and check the AEC in which the property is located.

In the general information section, the applicant and future permittee is always the **Land Owner**, although an agent, such as a contractor or realtor, may obtain the permit for the property owner. The applicant's mailing address is entered here. If an agent is utilized to apply for the permit, their contact information is entered in the **Authorized Agent** section. **Location of Project** is the address of property where the work is to take place (the 911 address, subdivision and lot number, State or County road, etc.). **Description of Project** should include all land clearing, demolition, construction, and landscaping activities that are proposed to complete the project. It is better to go over-board here, than to omit something that would necessitate having to modify or re-apply for another permit to complete the development. **Size of Lot/Parcel** can be listed as square feet or acres, or both. Check the applicable **Proposed Use**, residential (single-family or multi-family), commercial, or other. The **Total Enclosed Floor Area of a Building in the Ocean Hazard AEC** section is only completed for those projects that are located in one or more of the Ocean Erodible, High Hazard Flood, Inlet Hazard or Unvegetated Beach AECs. Total Enclosed Floor Area is the combined square-footage of all of the floors, plus any roof covered porches. If the project is not in the Ocean Hazard Area, then insert N/A and go to the next section and determine in which Coastal Shoreline AEC the project is located. **The Size of Building Footprint and Other Impervious Surfaces/Built-Upon Surfaces in the Coastal Shoreline AEC** is calculated by totaling all of the impervious surfaces within the applicable distance (30 ft., 75 ft. or 575 ft.) from Normal High Water (NHW) or Normal Water Level (NWL). Sometimes the impervious surfaces that are allowed on an individual lot are further limited by the conditions of the subdivision's **State Stormwater Management Permit**. The applicant should insert the amount of impervious coverage that is allocated to their lot under their subdivision's State Stormwater Permit. This number is usually found on the property deed or subdivision covenants. Typically, any subdivision that was developed after January 1, 1988, will have a State Stormwater Plan.

On the second page of the application, the section entitled **Statement of Ownership** is completed by the applicant using information from the property deed. The applicant must check one of the three options and fill in the appropriate information. Make sure that adjacent riparian property owners have been listed in the **Notification of Adjacent Property Owners** section and that they have been contacted by the applicant, either in person or by certified mail. Copies of the completed letters and certified mail receipts, if required, should accompany the application. **Finally, the applicant/agent must sign and date the application at the bottom of the page.**

**(Example Cover Letter for Adjacent Property Owner Notification of a Minor CAMA Permit Application)**

**\*\* SEND CERTIFIED DELIVERY,  
RETURN RECEIPT REQUESTED \*\***

DATE

ADJACENT PROPERTY OWNER'S NAME  
MAILING ADDRESS  
CITY, STATE, ZIP CODE

Dear ADJACENT PROPERTY OWNER:

This letter is to notify you, as an adjacent riparian landowner, that I have applied for a CAMA Minor Permit on my property at INSERT THE STREET ADDRESS OF THE PROPERTY, in Dare County. It is my intention to INSERT DESCRIPTION OF PROJECT. **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 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:

Sandy Cross/Jim Gould  
Local Permit Officer for the Town of Duck  
P.O. Box 8369  
Duck, 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 Sandy Cross or Jim Gould at 252-255-1234, or by email at [zoning@ducknc.gov](mailto:zoning@ducknc.gov).

Sincerely,

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

\_\_\_\_\_  
Telephone 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

\_\_\_\_\_  
Telephone Number

Address

City

State

Zip