

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. (Attached please find an example of this letter)
2. A copy of the drawing 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 Village of Bald Head Island
2. The completed, signed application.
3. The drawing showing your project.
4. Copies of the letters mailed to the adjoining property owners.
5. The certified mail receipts from the post office showing you mailed letters to adjoining property owners.
6. A copy of the property survey.
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 (Bald Head Island) CAMA Local Permit Program Office.

Project Drawings

- 1) All project drawings must be drawn to scale (ie. 1" = 20'. 1"=30', etc.) and include the following information:
 - Name, date and project address (title box).
 - Property dimensions and names of adjacent property owners.
 - Dimensions and location of all existing and proposed structures, driveways, and sewage disposal system (attach the improvements permit if applicable). Label decks as covered or uncovered and show dimensions.
 - Location of any adjacent water body (i.e., Atlantic Ocean, Neuse River, Bradley Creek). Show the normal high water line.
 - Label any marsh or wetland areas and include wetland delineation documentation from the Army Corps of Engineers, if applicable.
- 2) If your project is in the Ocean Hazard Area, your application must include an AEC Hazard Notice, **signed by the property owner**, and your project drawings must include the following additional information:
 - If oceanfront, show all dunes, labeling the dune crest and both landward and oceanward dune toes. Also, spot elevations on the highest portion of the dunes are required.
 - The first line of stable, natural vegetation as determined by a representative of the Division of Coastal Management. Show the applicable setback from the vegetation line on the drawing. Contact your Local Permit Officer or Division representative to stake the vegetation line for you.
 - Cross-sectional or Elevation drawings showing the number of floors and the roof and deck profiles of the proposed structure(s). List total enclosed square footage and the footprint size on the application.
- 3) If your property is in the Estuarine Shoreline AEC (adjacent to Coastal or Joint Waters), your project drawings must include the following additional information:
 - The dimensions of the footprint of your structure. The footprint is your roofline extended to the ground(outside walls + roof overhang).
 - All decks shall be labeled either covered or open (all elevated decks with concrete below them at ground level are considered covered, whether or not they have a roof). Show dimensions on decks also.
 - Show the mean high water contour (MHW) and an AEC line located 75 feet landward of MHW, or 575 feet, if adjacent to Outstanding Resource Waters.
 - Show the mean high water contour (MHW) and an AEC line located 75 feet landward of Normal High Water, or 575 feet, if adjacent to Outstanding, Resource Waters. Show the 30' buffer area adjacent to Normal High Water (NHW) contour.
 - Calculate the impervious surface coverage within the 75' Area of Environmental Concern (or 575') and submit with the application.
- 4) If your property is in the Public Trust Shoreline AEC (adjacent to Inland Waters), your project drawings must include the following additional information:
 - Show the mean high water contour (MHW) and an AEC line located 30 feet landward of Normal High Water. Show the 30' buffer area adjacent to Normal High Water (NHW) contour.

Date

(Mr. Adjoining Property Owner)
(Address)
(Anytown, NC 00000)

Dear Adjoining Property Owner:

As required by the (Municipality or County) CAMA Minor Permit Program, this letter is to inform you that I have applied for a CAMA permit on my property at (street address of property) , in (county or town) , NC. I have enclosed a copy of my permit application and a copy of the drawing of my proposed project. If you have any questions about my permit application, please contact at my current address (see below) and I will be happy to discuss them with you.

If you wish you may provide written comments on my proposed project to the CAMA Local Permit Officer listed below.

 (Local Permit Officer's Address)

Sincerely,

(Applicant's Name)
(Applicant's Address)

(Applicant's Telephone)