



# CAMA Minor Permit Review Process

## Contact Information

Currituck County  
Planning and Inspections Department

153 Courthouse Road, Suite G101  
Currituck, NC 27929

Mainland Phone: 252-232-3378

Website: <https://currituckcountync.gov/cama-permits/>

Pre-application  
Conference  
(optional)

Adjoining  
Property Owner  
Notification

Application  
Submittal and  
Acceptance

Staff Review and  
Action

CAMA Minor  
Permit

## Step 1: Adjoining Property Owner Notification

As required by CAMA regulations, the applicant must notify the adjacent riparian property owners of the proposed development. The applicant must send the following to the adjacent riparian property owners by certified mail (return receipt requested):

- A letter detailing the proposed development (sample letter attached).
- One copy of the site plan showing all proposed development.
- One copy of the completed CAMA Minor Development Permit Application (attached).

## Step 2: Application Submittal and Acceptance

After sending the above items to the adjacent property owners, the applicant must submit a complete application consisting of the following:

- Completed CAMA Minor Development Permit Application.
- Application Fee (\$119.00 check made payable to Currituck County).
- Site plan showing all proposed development.
- Copies of the letters mailed to the adjacent riparian property owners and certified mail receipts or signed letters of no objection from each adjacent riparian property owner.
- Albemarle Regional Health Department Site Evaluation or Approval (if applicable).
- Authorized Agent Form (if applicant is not the property owner, attached)
- AEC Hazard Notice (for Ocean Hazard AEC development only) – (This form must be filled out by the Local Permit Officer prior to being signed by the property owner.)
- Copy of House Plans (pdf) including total floor area of proposed structure. (for Ocean Hazard AEC development only)

## Step 3: Staff Review and Action

After receiving a complete application, the CAMA Local Permit Officer will review it for compliance with all applicable CAMA regulations. 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.

After review, staff will either approve, conditionally approve, or deny the application.

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CAMA Minor Permit Design Standards

The table below depicts the design standards of the site plan for a CAMA Minor application. Please make sure to include all applicable listed items to ensure all appropriate standards are reviewed.

# CAMA Minor Permit

## Site Plan Design Standards Checklist

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

Project Name: \_\_\_\_\_

Applicant/Property Owner: \_\_\_\_\_

CAMA Minor Permit Design Standards Checklist		
1	Site Plan drawn to scale.	
2	Name, property address, date, and scale.	
3	Property dimensions and names of adjacent property owners.	
4	Dimensions and location of all existing and proposed structures, driveways, stormwater controls, sewage disposal system (attach ARHS Improvements Permit, if applicable), and decks (labeled as covered or uncovered and dimensions shown).	
5	Adjacent water body contour labeled as Normal Water Level (NWL).	
6	Marsh and/or wetland areas labeled (wetland delineation documentation from USACOE Army Corps of Engineers must be included with the application, if applicable).	
7	All areas of ground disturbance and/or landscaping.	
<b>Property located in an Ocean Hazard Area, must include a completed AEC Hazard Notice with the application, and include the following items on the site plan:</b>		
8	Dunes and dune system contours, dune crests, landward and oceanward dune toes, and spot elevations of the highest portion of the dunes.	
9	First line of stable, natural vegetation as flagged by the CAMA Local Permit Officer and applicable ocean hazard setback per 15A NCAC 07H . 0306.	
10	Cross-sectional/elevations of the proposed structure(s) showing the number of floors, roof and deck profiles.	
11	Building Plans with Total enclosed floor area.	
<b>Property located in a Coastal Shoreline AEC must include the additional items on the site plan:</b>		
12	Dimensions of footprint of all structures (includes roof overhangs).	
13	Areas of Environmental Concern (AEC); 75 feet landward of NWL for Estuarine Shoreline AEC (Coastal or Joint Waters); 30 feet landward of NWL if adjacent Public Trust Shoreline (Inland Waters).	
14	Total square footage of impervious surface of proposed development.	
15	30 foot buffer landward of NWL.	

CAMA Minor Permit Submittal Checklist

Staff will use the following checklist to determine the completeness of your application. Please make sure all of the listed items are included.

## CAMA Minor Permit Submittal Checklist

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

Project Name: \_\_\_\_\_

Applicant/Property Owner: \_\_\_\_\_

CAMA Minor Permit Submittal Checklist		
1	Complete CAMA Minor Development Permit Application	
2	Application fee (\$119)	
3	Site Plan of all proposed development	
4	Copies of the letters mailed to the adjacent riparian property owners and certified mail receipts <u>or</u> signed letters of no objection from each adjacent riparian property owner.	
5	Albemarle Regional Health Department Site Evaluation or Approval, if applicable	
6	Authorized Agent Form, if applicant is not the property owner	
7	AEC Hazard Notice (Ocean Hazard AEC)	
8	Building Plans with Total enclosed floor area (Ocean Hazard AEC)	

For Staff Only

**Pre-application Conference (optional)**

Pre-application Conference was held on \_\_\_\_\_ and the following people were present:

\_\_\_\_\_

**Comments** \_\_\_\_\_



# APPLICATION FOR CAMA MINOR DEVELOPMENT PERMIT

In 1974, the North Carolina General Assembly passed the Coastal Area Management Act (CAMA) and set the stage for guiding development in fragile and productive areas that border the state's sounds and oceanfront. Along with requiring special care by those who build and develop, the General Assembly directed the Coastal Resources Commission (CRC) to implement clear regulations that minimize the burden on the applicant.

This application for a minor development permit under CAMA is part of the Commission's effort to meet the spirit and intent of the General Assembly. It has been designed to be straightforward and require no more time or effort than necessary from the applicant. Please go over this folder with the Local Permit Officer (LPO) for the locality in which you plan to build to be certain that you understand what information he or she needs before you apply.

Under CAMA regulations, the minor permit is to be issued within 25 days once a complete application is in hand. Often less time is needed if the project is simple. The process generally takes about 18 days. You can speed the approval process by making certain that your application is complete and signed, that your drawing meets the specifications given inside and that your application fee is attached.

Other permits are sometimes required for development in the coastal area. While these are not CAMA-related, we urge you to check with the Local Permit Officer to determine which of these you may need. A list is included on page two of this folder.

We appreciate your cooperation with the North Carolina Coastal Management Program and your willingness to build in a way that protects the resources of our beautiful and productive coast.

Coastal Resources Commission  
Division of Coastal Management

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

Ocean Hazard \_\_\_\_\_ Estuarine Shoreline \_\_\_\_\_ ORW Shoreline \_\_\_\_\_ Public Trust Shoreline \_\_\_\_\_ Other \_\_\_\_\_  
(For official use only)

**GENERAL INFORMATION**

**LAND OWNER – MAILING ADDRESS**

Name: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

**AUTHORIZED AGENT**

Name: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

**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:** \_\_\_\_\_ square feet \_\_\_\_\_ 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:** \_\_\_\_\_ square feet  
(includes air-conditioned 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:** \_\_\_\_\_ square feet (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: \_\_\_\_\_ square feet.

**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 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 name of \_\_\_\_\_, see Deed Book \_\_\_\_\_ page \_\_\_\_\_ in the \_\_\_\_\_ County Registry of Deeds.

\_\_\_\_\_an owner by virtue of inheritance. The 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 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 land owner 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 agent for purpose of filing a CAMA permit application

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

**This application includes:** general information (this form), a site drawing as described on the back of this application, the ownership statement, the Ocean Hazard AEC Notice where necessary, a check for \$119.00 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 permit. Any person developing in an AEC without permit is subject to civil, criminal and administrative action.

Letter to Adjacent Property Owners

CERTIFIED MAIL, RETURN RECEIPT REQUESTED or HAND-DELIVERED

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adjacent Riparian Property Owner

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

\_\_\_\_\_  
City, State, Zip Code

Dear Adjacent Property Owner:

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

Currituck County. **A copy of the application and project drawing is enclosed for your review.**

- If you do not have objections to the proposed activity, please mark the appropriate statement below and return it to the appropriate office 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 the appropriate office.
- If you have any questions about the project, please do not hesitate to contact the local permit officer at the appropriate office.

**Currituck County**  
**153 Courthouse Road, Suite G101**  
**Currituck, NC 27929**  
**252-232-3378**

Sincerely,

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

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

\_\_\_\_\_ I have no objection to the project described in this correspondence.

\_\_\_\_\_ I have objection(s) to the project described in this correspondence.

\_\_\_\_\_  
Adjacent Riparian Property Owner's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name

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

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip



Letter to Adjacent Property Owners

CERTIFIED MAIL, RETURN RECEIPT REQUESTED or HAND-DELIVERED

\_\_\_\_\_ Date

\_\_\_\_\_ Adjacent Riparian Property Owner

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

\_\_\_\_\_ City, State, Zip Code

Dear Adjacent Property Owner:

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

Currituck County. **A copy of the application and project drawing is enclosed for your review.**

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**Currituck County**  
**153 Courthouse Road, Suite G101**  
**Currituck, NC 27929**  
**252-232-3378**

Sincerely,

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

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

\_\_\_\_\_ I have no objection to the project described in this correspondence.

\_\_\_\_\_ I have objection(s) to the project described in this correspondence.

\_\_\_\_\_ Adjacent Riparian Property Owner's Signature

\_\_\_\_\_ Date

\_\_\_\_\_ Print or Type Name

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

\_\_\_\_\_ Address

\_\_\_\_\_ City

\_\_\_\_\_ State

\_\_\_\_\_ Zip

**N.C. DIVISION OF COASTAL MANAGEMENT**

**AGENT AUTHORIZATION FORM**

**Date** \_\_\_\_\_

**Name of Property Owner Applying for Permit:**

\_\_\_\_\_

**Mailing Address:**

\_\_\_\_\_

\_\_\_\_\_

I certify that I have authorized (agent) \_\_\_\_\_ to act on my behalf, for the purpose of applying for and obtaining all CAMA Permits necessary to install or construct (activity) \_\_\_\_\_, at (my property located at) \_\_\_\_\_.

This certification is valid through (date) \_\_\_\_\_ .

\_\_\_\_\_  
**Property Owner Signature**

\_\_\_\_\_  
**Date**