CAMA Major Development Permit Application Checklist

This checklist is provided solely as an informational resource for permit applicants. A prospective applicant is not required to fill out this checklist. It is also not required that this checklist be provided to the Division.

- **Pre-application Meeting**
  While it is not required, you are ***strongly*** encouraged to schedule a pre-application site visit with a CAMA field representative. Such a meeting can greatly aid in expediting the review of your permit application.

PERMIT APPLICATION FORMS

- **Application Forms**
  All applicants must completely fill out all four pages of form DCM MP-1. Depending on the scope of your proposed development, you will need to fill out some or all of the additional forms listed below:

DCM MP-2	Excavation and Fill	DCM MP-4	Structures
DCM MP-3	Upland Development	DCM MP-5	Bridges and Culverts

* All questions on the application forms must be completed or the letters "N/A" must be placed in each item that does not apply to your proposed project.

* All of the information provided in these forms must accurately correspond with the submitted work plan drawings.

WORKPLAN DRAWINGS

- Drawings must be neat, clear, and of standard size to permit photographic reproduction. If blue prints or sheets larger than 11" x 17" are used, 25 copies must be submitted (it may be advisable to request that a CAMA field representative inspect a final copy of the workplan drawing(s) prior to making the required 25 copies).

- Each drawing must have a simple title block, which should include the applicant's name, drawing number (i.e. Page 1 of 4), and the date the application was prepared. Undated drawings cannot be accepted.

- The workplans must be accurately drawn to scale (1" =200' or less). The scale must be indicated on each drawing.

- **Location Map**
  Your application must include a map showing the location of the proposed work or development. This map must provide adequate information to allow someone unfamiliar with the project area to locate the project site.

- **Top or Plan View Drawing**
  Your application must include a drawing(s) showing the following:

  - Existing and proposed features (i.e. dunes, shorelines, water bodies, marsh lands, wetlands, existing and proposed man-made structures, exact areas and dimensions of proposed excavation, fill and/or spoil disposal, existing water depths, approximate mean high, low, and average water levels, property boundaries and riparian corridors, width of the adjacent water body, distance of proposed structures(s) to federally maintained channels, and names of adjacent property owners).

  * Standard north arrow.

- **Cross-Sectional (Side-View) Drawing**
  Your application must include a cross-sectional or side-view diagram(s) showing the following:

  - Depth and elevation of existing structures and the proposed work relative to the existing ground level.
  - Elevations of adjacent dunes (if applicable).
  - Mean low water and mean high water lines.
  - First floor elevations relative to mean sea level for any proposed buildings.

OTHER REQUIRED INFORMATION

- **Project Narrative**
  A narrative description of the proposed project should also be provided. This narrative should discuss the character and purpose of the proposed development, construction methodologies and any other special or relevant considerations.

- **Application Fee**
  Your application package must include a check for the appropriate fees associated with your project (See CAMA field representative for appropriate fee amounts.). Checks should be made payable to NCDENR (NC Department of Environment and Natural Resources). NOTE: There will be a $25.00 Service charge on all return checks.

- **Deed**
  Your permit application package must include a copy of a deed, purchase agreement, or other legal instrument under which the applicant claims the right to develop the property in question.

- **Consultant or Authorized Agent**
  If an authorized agent has been retained to obtain your CAMA permit, you must provide a letter granting your agent the right to apply on your behalf.

- **Wetland Delineation Approval**
  If applicable, documentation of U.S. Army Corps of Engineers wetland delineation approval should be provided.

- **Adjacent Property Owner Notification**
  Certified letters (Return Receipt Requested) with the copies of the permit application package (permit application forms and appropriate work plan drawings) must be sent to all adjacent property owners. The signed return receipt(s) must be provided with the permit application. This notification must also include instructions to the adjacent property owner that any objections or concerns they have about your proposed development should be provided in writing to the Division of Coastal Management (DCM).

- **Stormwater Management Plan Certification**
  If your proposal will lead to an increase in built-upon area on your property, you may be required to submit a stormwater management plan to the NC Division of Water Quality for review and approval. You are advised that DCM cannot issue a CAMA permit until this approval has been obtained.

- **Ocean and Inlet Hazard Notices**
  For projects within oceanfront and inlet areas, an Area of Environmental Concern (AEC) Hazard Notice Form must be signed. This form is available from your local CAMA permit representative.

- **Other Information**
  At the discretion of DCM, additional information may be requested.

For more information, refer to the North Carolina Administrative Code Section 7J.0200 – Application Process. Copies of this Section are available from the offices of DCM, and also from the website: www.nccoastalmanagement.net.