

## **Directions for Filling out a CAMA Minor Permit**

(Zoning permit and Floodplain Development Application is included)

Please fill out application completely including applicant's signature on the second page. Be sure to complete the "statement of ownership" and the "adjacent property owners". You CAMA permit officer will complete the section for Area of Environmental Concern classification. Once the application and survey/stormwater plan (if applicable) showing your proposed project are completed, follow the instructions below. (Pencil not allowed).

### **THE FOLLOWING ITEMS MUST BE SENT TO THE ADJOINING PROPERTY OWNERS:**

#### **These must be mailed via certified mail**

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 survey showing your proposed project, if a stormwater plan is required for your project that will be used as the official drawing.
3. A copy of the completed application

### **BRING THE FOLLOWING ITEMS TO THE LOCAL CAMA PERMIT OFFICER:**

1. A \$169.00 check payable to the Town of Holden Beach with a completed, signed application. (\$119.00 application fee for minor CAMA permit & \$50.00 application fee for zoning permit)
2. The survey showing your project. If a stormwater plan is required for the project that will be the official drawing. If a stormwater plan is not required, then show the proposed project on a survey that is to-scale.
3. Copies of the letters mailed to the adjoining property owners. Proof that adjacent property owners have received the notice.
4. The certified mail receipts from the post office showing you mailed the letters to the adjoining property owners. Proof that adjacent property owners have received the notice.
5. A copy of the property survey. The survey must be to its original scale and have an original seal. *If there is a BUA (Built upon Area) for this subdivision and this lot that has been calculated by NC Division of Water Quality this shall be provided on the survey.*
6. A completed Holden Beach zoning permit application.
7. Stormwater design- required if adding impervious area (roof area, concrete, pavers, roof overhangs etc.). Must be designed and sealed by an engineer or a surveyor licensed to practice in stormwater runoff. This plan is to include all information required by Holden Beach Town Ordinance chapter 158.
8. A copy of the deed or offer to purchase for ownership verification.
9. Floodplain development permit application for Holden Beach.
10. The AEC Hazard notice **MUST BE SIGNED BY THE PROPERTY OWNERS.**

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, or any other aspect of the NC Coastal Area Management Act (CAMA), please contact the LOCAL GOVERNMENT CAMA Local Permit Program Officer.

**PLEASE BE ADVISED ALL DOCUMENTS LARGER THAN  
11" X 17"**

**(2) COPIES MUST BE SUBMITTED WITH THE APPLICATION.**

**PROJECT DRAWINGS THAT ARE TO BE SUBMITTED WITH ALL MINOR CAMA APPLICATIONS SHALL INCLUDE THE FOLLOWING:**

**All project drawings must be drawn to scale (i.e. 1" = 20', 1" = 30') and include the following information: Pencil drawings not accepted.**

- Name and beach address where the project is taking place
- Property dimensions and names of adjacent property owners to be indicated
- Dimensions and location of all existing and proposed structures, driveways ect. Label all decks as covered or uncovered and show dimensions. Also show on the stormwater design the footprint of the proposed structure from eave to eave and show the overhangs.
- Location of any adjacent water body (i.e., Atlantic Ocean, Atlantic Intracoastal Water Way).
- To be labeled on the survey any marsh and coastal wetland delineation that has been determined by the Division of Coastal Management in Wilmington. Also, the 404 delineation determined by the Army Corps of Engineers and the signature of delineation from the COE on the survey if applicable. Existing Bulkheads are to be shown on surveys
- All areas of ground disturbance and /or landscaping shown

**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 dunes 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.

*This information shall be shown on the survey and the stormwater design.*

- The current first line of stable natural vegetation as flagged by the Local Permit Officer.

**All surveys for ocean front lots between 240 Ocean Boulevard East and 781 Ocean Boulevard West shall include the static vegetation line.**

*you. Show the applicable setback from the vegetation line on the drawing or the survey. Show the location of the toe of the frontal dune all the way along the property.*

- 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 the floors.
- All areas of ground disturbance and / or landscaping shown.

If the property is in Coastal Shoreline AEC your project drawings should include the following additional information:

- Dimensions of the footprint / roofline of all structures (outside walls + roof overhang extended to the ground)
- Dimensions of all decks shall be 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 normal high water (NHW) or normal water level (NWL) for Estuarine Shoreline AEC (Coastal or Joint Waters); or 575 feet landward of normal high water (NHW) or normal Water Level (NWL), if adjacent to Outstanding Resource Waters; or 30 feet landward of normal high water (NHW) or normal water level (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 normal high water (NHW) or normal water level (NWL)
- Show the location of all bulkheads.

## 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.



# APPLICATION FOR CAMA MINOR DEVELOPMENT PERMIT

In 1974, the North Carolina General Assembly passed the Coastal Area Management Act and set the stage for guiding development in the fragile and productive areas which 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 which 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 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.

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 listing is included on page 2 of this folder.

We appreciate your cooperation with the North Carolina Coastal Management Program and your willingness to build in a way which 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 \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_ Fax# \_\_\_\_\_

**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. 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 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 \$100.00 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.*

# **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?**

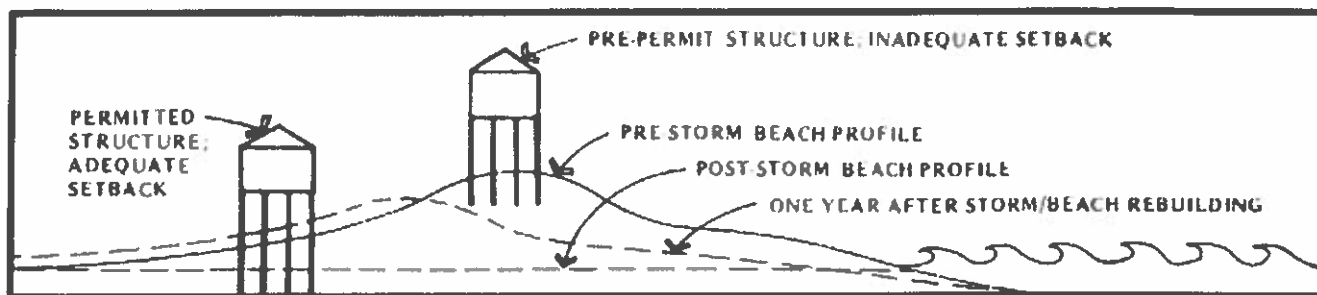
If construction is delayed or a major storm significantly alters the shoreline before development begins, setbacks may need to be re-verified before building can begin. It is important to consult CRC rules and either your CAMA Local Permitting Officer or DCM Representative to ensure all setback requirements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

Janna Pigott  
CAMA Local Permit Officer

910-842-6080  
Phone Number

Town of Holden Beach  
Locality

\_\_\_\_\_  
Property Owner Name

janna@hbtownhall.com  
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

## 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.cfm>. 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.

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: (Janna Pigott, Town of Holden Beach, 110 Rothschild Street, Holden Beach NC 28462)

If you have any questions about the project, please do not hesitate to contact me at my address number listed below or contact (Janna Pigott) at (910-842-6080), or by email at: (janna@hbtownhall.com)

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

Revised July 2021

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: Anna Pigott, Town of Holden Beach, 110 Rothschild Street, Holden Beach NC 28462.

If you have any questions about the project, please do not hesitate to contact me at my address number listed below, or contact Anna Pigott at (910) 842-5080 or by email at: [anna@librownhall.com](mailto:anna@librownhall.com)

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

Revised July 2021

AGENT AUTHORIZATION FOR CAMA PERMIT APPLICATION

Name of Property Owner Applying for Permit: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
\_\_\_\_\_

Phone Number: \_\_\_\_\_  
\_\_\_\_\_

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 \_\_\_\_\_

in \_\_\_\_\_ County.

This certification is valid through \_\_\_\_\_

Date

(Property Owner Information)

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

VE & AE Zones  
Application

**Town of Holden Beach  
Floodplain Development Permit Application**

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

Location of Property : \_\_\_\_\_

**Type of Development :**

Residential Construction

Nonresidential Construction

Addition

Renovation

Other (specify) \_\_\_\_\_

**Size of Development:** \_\_\_\_\_

**FIRM Data :**

Map Panel No \_\_\_\_\_

Suffix \_\_\_\_\_

Map Panel Date \_\_\_\_\_

Flood Zone \_\_\_\_\_

(Enter zone & not y/n) (see survey for information)

**Development Standards Data:**

On Holden Beach the Policy is that all structures constructed in a V or A Zone shall meet FEMA requirements for both zones.

1. Base flood elevation (BFE) per FIRM at development site \_\_\_\_\_
2. Regulatory flood protection elevation must be at or above the bottom of the lowest supporting horizontal member plus 2 feet and all attendant utilities to include but not limited to, all heating, air conditioning and electrical equipment
3. V-Zone Certification is required prior to a C.O. being issued by the Building Inspector for all structures within all V-Zones and A-Zones
4. All walls constructed below base flood elevation shall be constructed with break a way walls and have flood vents in accordance with FEMA's technical bulletins for V- Zones and A-Zones
5. ALL areas below the base flood elevation plus 2 feet are permitted to be used only for parking vehicles, building access, or storage based on FEMA regulations and Holden Beach Ordinance.  
When signing below you the property owner and agent agree to these regulations.
6. Total area of openings required are a minimum of two openings having a net area of not less than one square inch for every square foot of enclosed area below base floor elevation. Garage doors cannot be used to satisfy this requirement  
\*The bottom of all required openings must be no higher than 12" above Grade.  
\*The vents must be installed in at least two walls of the enclosure.

**Applicant acknowledgment:** I, the undersigned, understand that the issuance of a floodplain development permit is contingent upon the above information being correct and that the plans and supporting data have been or shall be provided as required. I also understand that prior to occupancy of the structure being permitted, an elevation certificate signed by a professional engineer or registered land surveyor must be on file with the Town of Holden Beach Building Department indicating the "as built" elevations in relation to mean sea level (MSL).

Print or Type Name of Property Owner

Print or Type Name of Agent

Signature of Property Owner & Date

Signature of Agent & Date

Address & Telephone Number

Address & Telephone Number

Floodplain Manager \_\_\_\_\_

**TOWN OF HOLDEN BEACH  
ZONING PERMIT APPLICATION**

**All sections must be completed, if not applicable write N/A.**

**Section 1: Basic Data**

Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Holden Beach Property Address: \_\_\_\_\_  
Lot: \_\_\_\_\_ Subdivision: \_\_\_\_\_  
Permanent Mailing Address (print same if local address above applies):  
Street Address: \_\_\_\_\_  
City/State/Zip Code: \_\_\_\_\_  
Contractor Who Will Perform Work: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_

**Section 2: Specific Criteria Required to Support Application Approval**

Type of Structure:

New: \_\_\_\_\_ Alteration: \_\_\_\_\_ Repair: \_\_\_\_\_ Relocate: \_\_\_\_\_ Driveway: \_\_\_\_\_ Fence: \_\_\_\_\_

Other: \_\_\_\_\_

Property Use:

Single Family: \_\_\_\_\_ Two Family: \_\_\_\_\_ Apartment: \_\_\_\_\_ Duplex: \_\_\_\_\_ Townhouse: \_\_\_\_\_ Other: \_\_\_\_\_

(1) Total Gross Floor Area of Structure: \_\_\_\_\_

(2) How Many Bedrooms Does The/Will The Structure Have: \_\_\_\_\_

(3) Required Setbacks in Feet:

Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Side: \_\_\_\_\_

(4) Platted Area in Square Feet: \_\_\_\_\_ Usable Area in Square Feet per Survey: \_\_\_\_\_

(5) Type of Driveway Material: \_\_\_\_\_ Driveway Area (in square feet): \_\_\_\_\_

(6) Flood Zone (AE, VE, X): \_\_\_\_\_

(7) Base Flood Elevation (BFE): \_\_\_\_\_

(7) Design Flood Elevation (DFE): \_\_\_\_\_

(8) Average Original Grade: \_\_\_\_\_

(9) Proposed Finished Grade: \_\_\_\_\_

(10) Proposed Top of Slab: \_\_\_\_\_

(11) Lowest Horizontal Structural Member: \_\_\_\_\_

(12) Highest Point of Structure Above Mean Sea Level: \_\_\_\_\_

**Certification to be Completed by Applicant:**

"I certify that any construction, alteration or replacement of building and/or use of land shall be carried out in accordance with the information and Zoning Permit criteria listed above."

Authorized Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

**Section 3: To be Completed by Town of Holden Beach Zoning Official**

CAMA Permit Required? Yes: \_\_\_\_\_ No: \_\_\_\_\_ Stormwater Permit Required? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
Zoning District Determination for Property: \_\_\_\_\_ Residential District (R1 Zone)  
Residential District (R2 Zone) \_\_\_\_\_ Commercial District (C Zone)

Zoning Official Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*This permit expires 1 Year from the date of issue if construction has not begun. This form replaces all previous forms.\***

This permit expires 1 year from the date of issue.