

Directions For Filling Out A CAMA MINOR Permit.

(For Holden Beach a Zoning permit and Floodplain Development Permit 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". Your CAMA Permit Officer will complete the section for Area of Environmental Concern classification. Once the application and drawing showing your 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 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 drawing showing your 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 \$135.00 check payable to Town of Holden Beach with a completed, signed application. (\$100.00 application fee for minor CAMA permit & \$35.00 application fee for zoning permit application).
2. The drawing showing your project. If a stormwater plan is required for the project that will be the official drawing. If a stormwater is not required then show the proposed project on a survey that is to a scale.
3. Copies of the letters mailed to the adjoining property owners
4. The certified mail receipts from the post office showing you mailed the letters to the adjoining property owners.
5. A copy of the property survey. The survey must be to its original scale and have an original seal. **A FAX IS NOT ACCEPTABLE** *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, 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 H.B. 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. If the proposed construction is on the ocean front, then a full set of construction plans shall be submitted with the application.
11. 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 N.C. 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 Holley Snider with the Division of Coastal Management in Wilmington at (910)796-7270. Also, the 404 delineation determined by the Army Corps of Engineers and the signature of delineation from the Corps on the survey if applicable.
- 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. Contact the Local Permit Officer to stake the vegetation line for 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 of 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.



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

APPLICATION:

LOCALITY:

PERMIT ISSUED USING
STATIC LINE EXCEPTION?
YES NO

Blue

Locality _____ Permit Number _____

Ocean Hazard _____ Estuarine Shoreline _____ ORW Shoreline _____ Public Trust Shoreline _____ Other _____

(For official use only)

GENERAL INFORMATION

LAND OWNER

Name _____

Mailing Address :

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. If not oceanfront, what is the 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 roof/drip line 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 Water Quality?

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 _____, 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 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 ____

X _____
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.

AEC HAZARD NOTICE

Project Is In An: _____ Ocean Erodible Area _____ High Hazard Flood Area _____ Inlet Hazard Area

Property Owner: _____

Property Address: _____

Date Lot Was Platted: _____

Call Brunswick County GIS for
this information! 910-253-2390.
This shall be completed.

This notice is intended to make you, the applicant, aware of the special risks and conditions associated with development in this area, which is subject to natural hazards such as storms, erosion and currents. The rules of the Coastal Resources Commission require that you receive an AEC Hazard Notice and acknowledge that notice in writing before a permit for development can be issued.

The Commission's rules on building standards, oceanfront setbacks and dune alterations are designed to minimize, but not eliminate, property loss from hazards. By granting permits, the Coastal Resources Commission does not guarantee the safety of the development and assumes no liability for future damage to the development. Permits issued in the Ocean Hazard Area of Environmental Concern include the condition that structures be relocated or dismantled if they become imminently threatened by changes in shoreline configuration. The structure(s) must be relocated or dismantled within two (2) years of becoming imminently threatened, and in any case upon its collapse or subsidence.

The best available information, as accepted by the Coastal Resources Commission, indicates that the annual long-term average ocean erosion rate for the area where your property is located is _____ feet per year.

The rate was established by careful analysis of aerial photographs of the coastline taken over the past 50 years.

Studies also indicate that the shoreline could move as much as _____ feet landward in a major storm.

The flood waters in a major storm are predicted to be about _____ feet deep in this area.

Preferred oceanfront protection measures are beach nourishment and relocation of threatened structures. Hard erosion control structures such as bulkheads, seawalls, revetments, groins, jetties and breakwaters are prohibited. Temporary sand bags may be authorized under certain conditions.

The applicant must acknowledge this information and requirements by signing this notice in the space below. Without the proper signature, the application will not be complete.

SPECIAL NOTE: This hazard notice is required for development in areas subject to sudden and massive storms and erosion. Permits issued for development in this area expire on December 31 of the third year following the year in which the permit was issued. Shortly before work begins on the project site, the Local Permit Officer must be contacted to determine the vegetation line and setback distance at your site. If the property has seen little change since the time of permit issuance, and the proposed development can still meet the setback requirement, the LPO will inform you that you may begin work. Substantial progress on the project must be made within 60 days of this setback determination, or the setback must be remeasured. Also, the occurrence of a major shoreline change as the result of a storm within the 60-day period will necessitate remeasurement of the setback. It is important that you check with the LPO before the permit expires for official approval to continue the work after the permit has expired. Generally, if foundation pilings have been placed and substantial progress is continuing, permit renewal can be authorized. It is unlawful to continue work after permit expiration.

For more information, contact:

Rhonda Wooten
Local Permit Officer

**TOWN OF HOLDEN BEACH
PLANNING & INSPECTIONS**
Address **110 ROTHSCHILD STREET
HOLDEN BEACH, N.C. 28462**

Locality _____
910-842-6080
Phone Number

X _____

Property Owner's Signature

Date

AEC HAZARD NOTICE

Project Is In An: Ocean Erodible Area High Hazard Flood Area Inlet Hazard Area

Property Owner: _____

Property Address: _____

Date Lot Was Platted: _____

Call Brunswick County GIS for
this information! 910-253-2390.
This shall be completed.

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For more information, contact:

Rhonda Wooten

Local Permit Officer

**TOWN OF HOLDEN BEACH
PLANNING & INSPECTIONS
110 ROTHSCHILD STREET
HOLDEN BEACH, N.C. 28462**

Address

Locality

910-842-6080

Phone Number

X: _____

Property Owner's Signature

SITE DRAWING/APPLICATION CHECKLIST

Please make sure your site drawing includes the following information required for a CAMA minor development permit. The Local Permit Officer will help you, if requested.

PHYSICAL DIMENSIONS

- _____ Label roads
- _____ Label highways right-of-ways
- _____ Label local setback lines
- _____ Label any and all structures and driveways currently existing on property
- _____ Label adjacent waterbody

PHYSICAL CHARACTERISTICS

- _____ Draw and label normal high water line (contact LPO for assistance)
- _____ Draw location of on-site wastewater system

If you will be working in the ocean hazard area:

- _____ Draw and label dune ridges (include spot elevations)
- _____ Draw and label toe of dunes
- _____ Identify and locate first line of stable vegetation (contact LPO for assistance)
- _____ Draw and label erosion setback line (contact LPO for assistance)
- _____ Draw and label topographical features (optional)

If you will be working in a coastal shoreline area:

- _____ Show the roof overhang as a dotted line around the structure
- _____ Draw and label landward limit of AEC
- _____ Draw and label all wetland lines (contact LPO for assistance)
- _____ Draw and label the 30-foot buffer line

DEVELOPMENT PLANS

- _____ Draw and label all proposed structures
- _____ Draw and label areas that will be disturbed and/or landscaped
- _____ Note size of piling and depth to be placed in ground
- _____ Draw and label all areas to be paved or graveled
- _____ Show all areas to be disturbed
- _____ Show landscaping

NOTE TO APPLICANT

Have you:

- completed all blanks and/or indicated if not applicable?
- notified and listed adjacent property owners?
- included your site drawing?
- signed and dated the application?
- enclosed the \$100.00 fee?
- completed an AEC Hazard Notice, if necessary? (Must be signed by the property owner)

FOR STAFF USE

Site Notice Posted _____ Final Inspection _____ Fee Received _____

Site Inspections

Date of Action: Issued _____ Exempted _____ Denied _____ Appeal Deadline (20 days from permit action) _____

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.

**Receipts for
Certified Mail**
(Staple Here)

Date

Adjacent Property Owner

Mailing Address

City, State, Zip Code

Dear Adjacent Property:

This letter is to inform you that I, _____ have applied for a CAMA Minor
Property Owner

Permit on my property at _____, in Brunswick
County
Property Address

County. As required by CAMA regulations, I have enclosed a copy of my permit application and project drawing(s) as notification of my proposed project. No action is required from you or you may sign and return the enclosed no objection form. If you have any questions or comments about my proposed project, please contact me at _____, or by mail at the address listed below. If you wish to
Applicant's Telephone

file written comments or objections with the Town of Holden Beach CAMA Minor Permit Program, you may submit them to:

Rhonda Wooten
Local Permit Officer for Town of Holden Beach
110 Rothschild Street
Holden Beach, NC 28462

Sincerely,

Property Owner

Mailing Address

City, State, Zip Code

**Receipts for
Certified Mail**
(Staple Here)

Date

Adjacent Property Owner

Mailing Address

City, State, Zip Code

Dear Adjacent Property:

This letter is to inform you that I, _____ have applied for a CAMA Minor
Property Owner

Permit on my property at _____, in Brunswick
County
Property Address

County. As required by CAMA regulations, I have enclosed a copy of my permit application and project drawing(s) as notification of my proposed project. No action is required from you or you may sign and return the enclosed no objection form. If you have any questions or comments about my proposed project, please contact me at _____, or by mail at the address listed below. If you wish to
Applicant's Telephone

file written comments or objections with the Town of Holden Beach CAMA Minor Permit Program, you may submit them to:

Rhonda Wooten
Local Permit Officer for Town of Holden Beach
110 Rothschild Street
Holden Beach, NC 28462

Sincerely,

Property Owner

Mailing Address

City, State, Zip Code

This is to be used if being hand delivered only.

**ADJACENT RIPARIAN PROPERTY OWNER
STATEMENT FOR CAMA MINOR PERMITS**

I hereby certify that I own property adjacent to _____'s
(Name of Property Owner)

property located at _____,
Address, Lot, Block, Road, etc.)

on _____, in _____, N.C.
(Waterbody) (Town and/or County)

He has described to me as shown in the attached application and project drawing(s), the development he is proposing at that location, and, I have no objections to his proposal.

(APPLICATION AND DRAWING OF PROPOSED DEVELOPMENT ATTACHED)

Signature

Print or Type Name

Telephone Number

Date

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

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: Condominium: Townhouse: Other:

Required Setbacks in Feet:

Front: _____ Rear: _____ Side: _____

Platted Area in Square Feet: _____ Usable Area in Square Feet per Survey _____

Town Ordinance: No building shall exceed a maximum height of 35 feet measured from ground level to the highest point of the structure.

Design Flood Elevation DFE _____
Highest Point of Structure above Mean Sea Level: _____

See Attachment

Flood Zone (AE, VE, X): Base Flood: _____ Elevation: _____

Type of Driveway Material: _____ Driveway Area (in square feet): _____

Lowest Original Grade Elevation below Building in Feet: _____

Proposed Finished Grade in Feet as Shown on Fill Plan if Fill is to be Placed on Lot: _____

Is Fill Material Being Proposed on the Lot? Yes: _____ No: _____ If Yes, Depth of Fill: _____

Proposed Concrete Slab Elevation as Shown on the Stormwater Plan: _____

Piling Depth Below Original Grade in Feet: _____

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.

Town of Holden Beach

Floodplain Development Permit Application

Date: _____

Permit #: _____

Location of Property: _____

Type of Development:

Residential Construction: _____ Nonresidential Construction: _____

Addition: _____ Renovation: _____ Other(specify): _____

Other Development Activities:

Clearing: _____ Fill: _____ Grading: _____ Excavation: _____

Size of Development: _____

FIRM Data: Map Panel #: _____ Suffix: _____ Map Panel Date: _____

Flood Zone: _____ (enter zone letters NOT y/n)

Development Standards Data:

1. Base flood elevation (BFE)per FIRM at development site is _____ using NAVD 88.
2. Regulatory flood elevation at or above which the lowest floor (including basement) and which all utilities to include, but no limit to, all heating, air conditioning and electrical equipment must be installed and constructed (at or above base flood elevation _____ (NGVD29) _____ (NAVD 88)
3. Will garage(if applicable)be used for any purpose other than parking vehicles, building access, or storage? _____. If yes, then the garage must be used in determining the lowest floor elevation.
4. Total are 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.
*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.
Garage doors cannot be used to satisfy this requirement.
5. Please initial that you have been advised that flood insurance rates increase dramatically for Enclosures beyond the threshold of 299 sq. ft. _____

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 name of Property Owner:

Print Name of Agent:

Signature of Applicant & Date:

Signature of Agent and date:

Address & phone #

Address & phone #

VE-Zone
Application

Town of Holden Beach
Floodplain Development Permit Application

Date : _____

Permit Number : _____

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)

Development Standards Data:

1. Base flood elevation (BFE) per FIRM at development site _____ using NAVD 88
2. Regulatory flood protection elevation must be at or above the bottom of the lowest supporting horizontal member and all attendant utilities to include but not limited to, all heating, air conditioning and electrical equipment must be installed and constructed using NAVD 88.
3. V-Zone Certification is required prior to a C.O. being issued by the Building Inspector.
4. All walls constructed below base flood elevation shall be constructed break a way walls in accordance with FEMA's technical bulletin.
5. Will garage (if applicable) be used for any purpose other than parking vehicles, building access, or storage? _____. If yes, then the garage must be used in determining the lowest floor elevation.

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 _____