

EEP PPPM Section 8.3.2.2.6		Document No.: IMP.PRO.02.02.06	
Procedure Title Section: Preparing and Submitting Applications for N.C. CAMA Permits		Rev. No. 1	Page: 1 of 6
		Date: April 17, 2007	

## 1.0 PURPOSE AND SCOPE

- 1.1 Purpose. This procedure describes how a Project Manager (PM) obtains a Coastal Area Management Act (CAMA) permit for a project within a coastal county.
- 1.2 Scope. This procedure applies to Design, Bid, Build sites that are within one of North Carolina's 20 coastal counties as defined by the N.C. Coastal Area Management Act. Those counties are: Beaufort, Bertie, Brunswick, Camden, Carteret, Chowan, Craven, Currituck, Dare, Gates, Hertford, Hyde, New Hanover, Onslow, Pamlico, Pasquotank, Pender, Perquimans, Tyrrell and Washington.
- 1.3 Participants. This procedure applies to the following personnel:
- EEP Project Managers (PM) in the Eastern Region
  - EEP Design and Construction Supervisor (DCS) or designee
  - EEP Budget Officer
  - NCDENR Division of Coastal Management (DCM) Field Representative
  - NCDENR Division of Purchase and Services
  - NCDENR Controller
  - Design Firm
  - Construction Contractor

## 2.0 PROCEDURE STEPS

- 2.1 Determine if site requires CAMA permit. After a project has been approved by the Project Review Committee, but before a Design Firm begins its scope of work, the PM determines if the project site is located in one of 20 coastal counties that require a CAMA permit. If yes, the PM contacts the appropriate DCM Field Representative for their help in determining if any part of the project is located in an Area of Environmental Concern (AEC). (See DCM's website: <http://dcm2.enr.state.nc.us/staff.htm#Morehead%20City%20office>. Refer to the illustration of [Areas of Environmental Concern](#) at <http://www.nccoastalmanagement.net/Handbook/section2.htm>.) If the DCM Field Representative determines that the project is located in an AEC, the PM notifies the Design Construction Supervisor (DCS) and Design Firm so that they can include DCM's requirements for documentation in the scope of work for the project design. (If the site is not subject to DCM jurisdiction, this process is complete.)
- 2.2 Include DCM's requirements in scope of work. The PM communicates to the Design Firm that the project is subject to the DCM's AEC requirements. The Design Firm includes DCM's requirements in its scope of work.
- 2.3 Contact DCM Field Representative. Once EEP receives the draft Restoration Plan, the PM contacts the DCM Field Representative and arranges an on-site

EEP PPPM Section 8.3.2.2.6		Document No.: IMP.PRO.02.02.06		
Procedure Title Section: Preparing and Submitting Applications for N.C. CAMA Permits		Rev. No. 1	Page: 2 of 6	
		Date: April 17, 2007		

meeting. The PM sends one copy of the draft Restoration Plan to the DCM Field Representative prior to the on-site meeting.

- 2.4 Conduct on-site meeting with DCM. During the on-site meeting, the PM and DCM Field Representative determine adjacent riparian property owners. The PM reviews the draft Restoration Plan with the DCM Field Representative and addresses any comments or concerns.
- 2.5 Submit applications for 401/404 approvals and Sediment and Erosion Control permit. Once the Restoration Plan is approved EEP, the DCS or their designee submits applications for 401/404 approvals and the Sediment and Erosion Control permit. (See IMP.PRO.02.02.04 and IMP.PRO.02.02.03.)
- 2.6 Notify adjacent riparian property owners of proposed project. In accordance with CAMA Rules, the PM notifies adjacent riparian property owners of the proposed project in writing, via certified mail with return receipt requested. (See sample Riparian Property Owner Notification Letter under Forms section.) This notification letter is valid for one year from the date received. The PM retains and files the green cards certifying the letters were mailed; they provide them to the DCM Field Representative when they request the permit(see Step 8). The PM's letter may provide a general illustration of the project area or an executive summary.
- 2.7 Finalize design sheets and prepare bid documents. Once the 401/404 permits have been approved, design sheets are finalized and DCS or their designee prepares bid documents.
- 2.8 Request CAMA permit. The PM contacts the DCM Field Representative and requests the CAMA permit. The PM meets on-site with the DCM Field Representative, if necessary, for permit issuance. Once the CAMA permit has been obtained, the PM files the original permit in the project folder. [**Note:** Construction must start within six months of permit issuance or the permit will need to be reissued. See <http://www.nccoastalmanagement.net/Rules/Text/t15a-07H.2600.pdf> for the rules regarding this permit request.]
- 2.9 Arrange permit fee payment. The PM notifies the EEP Budget Officer to electronically transfer a \$400 permit fee to DCM. The EEP Budget officer sends an e-mail to the DCM Budget Officer to determine which fund number to transfer money to, completes a Journal Adjustment Code Sheet, then sends the form to the DENR Controller's Office. The EEP Budget Officer sends a copy of the paperwork to the DCM Budget Officer to inform them the transaction has been initiated. [**Note:** If the permit needs to be reissued, another permit fee will be required.]

EEP PPM Section 8.3.2.2.6		Document No.: IMP.PRO.02.02.06	
Procedure Title Section: Preparing and Submitting Applications for N.C. CAMA Permits		Rev. No. 1	Page: 3 of 6
		Date: April 17, 2007	

- 2.10 DCS advertises the project for bid.
- 2.11 DCS selects the Construction Contractor.
- 2.12 DENR Division of Purchase and Services signs the construction contract.
- 2.13 DCS issues a Notice to Proceed Letter. The Construction Contractor begins construction on the date specified in the letter.
- 2.14 Notify DCM when construction is complete. The PM notifies the DCM Field Representative within two weeks after construction is complete and, if necessary, meets the DCM Field Representative on-site for a walk-through to verify the project was constructed in compliance with the CAMA permit conditions and requirements.
- 2.15 Complete.

### 3.0 RESPONSIBILITIES AND AUTHORITIES

Table 1 summarizes the responsibilities and authorities of key participants in this procedure.

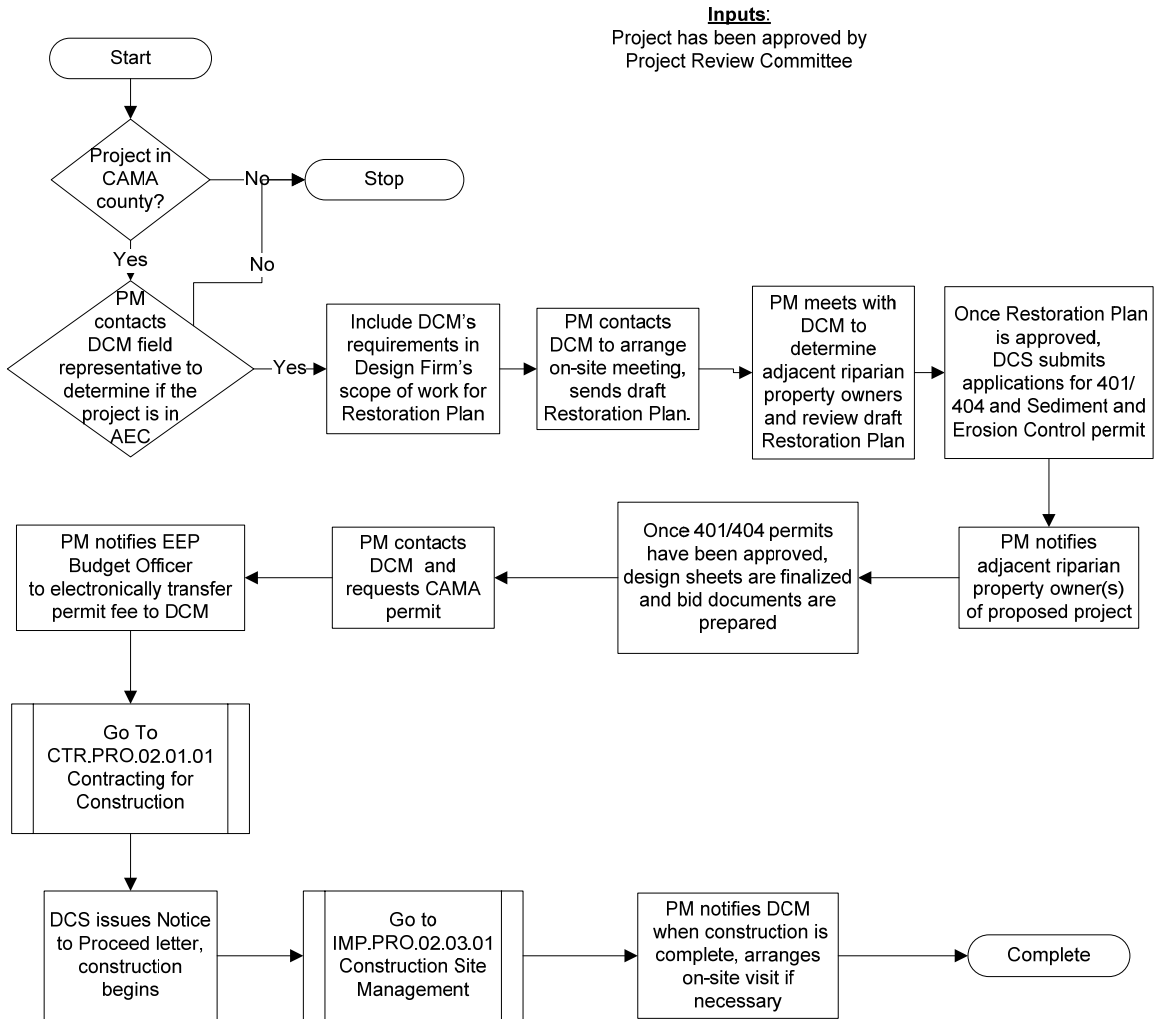
**Table 1. Responsibilities and Authorities**

Step #	Procedure Step	EEP Project Manager	EEP Design and Construction Supv.	EEP Budget Officer	DENR Controller	DCM Field Representative	Design Firm	Construction Contractor	DENR Division of Purchase and Services
1	Determine if site requires CAMA permit	P	S			A			
2	Include DCM's requirements in scope of work for restoration plan	A					P		
3	Contact DCM Field Representative	P	N			N			
4	Conduct on-site meeting with DCM	P	N			RI			
5	Submit application for 401/404 approvals and Sediment and Erosion Control permit	N	P						
6	Notify adjacent riparian property owners of proposed project	P							
7	Finalize design sheets and prepare bid documents	A	P				A		
8	Request CAMA permit	P				RA			
9	Arrange permit fee payment	N		P	N				
10	Advertise project for bid	A	P						
11	Select construction contractor	N	P					N	
12	Sign construction contract	S	S					A	P
13	Issue Notice to Proceed letter		P			N		S	
14	Notify DCM when construction is complete	P				N			
15	Complete								

Legend:

- P** = Primary responsibility
- A** = Assist
- RI** = Review to provide Input
- RA** = Review and Approve
- N** = Notify
- S** = Submit final output to this person

## 4.0 PROCEDURE FLOW DIAGRAM



**Note:** Construction must start within 6 months of permit issuance or permit will have to be reissued

EEP PPM Section 8.3.2.2.6		Document No.: IMP.PRO.02.02.06	
Procedure Title Section: Preparing and Submitting Applications for N.C. CAMA Permits		Rev. No. 1	Page: 6 of 6
		Date: April 17, 2007	

## 5.0 REFERENCES

CAMA Rule: <http://www.nccoastalmanagement.net/Rules/Text/t15a-07H.2600.pdf>

Areas of Environmental Concern

<http://www.nccoastalmanagement.net/Handbook/section2.htm>

Map of Coastal Counties

## 6.0 FORMS

Riparian Property Owner Notification Letter