

**From:** kwinzler@northtopsailbeachnc.gov  
**Sent:** 07/18/2024 - 09:55 AM  
**To:** anetapaval@yahoo.com  
**CC:** kwinzler@northtopsailbeachnc.gov  
**Subject:** 4021 Island Dr Lot 14G Oar Fence Application Incomplete

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Greetings,

Please address the following at your convenience to complete this application:

1. SB24-000044 - Incorrect application. Requires a fence application:
  1. Log into: <https://www.citizenserve.com/northtopsailbeach>
  2. Mouse over "Services" tab in the top bar
  3. Click on "Planning and Zoning"
  4. In the left-hand column, click on "Apply online"
  5. Select "Fence Permit" in the drop-down menu
  6. Complete the application and click "submit"

Please upload all documentation to the portal to ensure timely reviews.

1. Log into <https://www.citizenserve.com/northtopsailbeach>
2. Next, click on the 'My Account' tab, then 'View My Requests' there will be an option to see issued or pending permits.
3. Click on the permit you want to upload a document to and click on document upload in the left-hand column.

Once the requested information is submitted and complete, it will be processed for review. This application is on hold until complete.

Thank you kindly,

Kate Winzler, CMC, NCCMC  
Permit Specialist & Deputy Town Clerk  
Town of North Topsail Beach  
2008 Loggerhead Ct  
North Topsail Beach, NC 28460  
910-328-1349  
[www.ntbnc.org/planning](http://www.ntbnc.org/planning)

