

**From:** kwinzler@northtopsailbeachnc.gov  
**Sent:** 07/19/2024 - 08:22 AM  
**To:** anetapaval@yahoo.com,rogersbayoffice@embarqmail.com  
**CC:** dhill@northtopsailbeachnc.gov,kwinzler@northtopsailbeachnc.gov  
**Subject:** 4021 Island Dr Lot 14G Oar FNC24-000008 Application Incomplete

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Greetings,

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

1. FNC24-000008 - The uploaded fence panel image appears to be a solid-board fence. Per <https://www.northtopsailbeachnc.gov/buildinginspections/page/fencegate-application> if the proposed fence is solid, or is prone to trapping debris: V-Zone Certificate prepared by a qualified registered design professional demonstrating no harmful diversion of floodwaters or wave runup and wave reflection that would increase damage to adjacent buildings and structures. Please upload the V-Zone certification for the proposed fence or modify fence style.

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)

