Town of Holly Ridge
Post Office Box 145
Holly Ridge, North Carolina 28445
Telephone (910) 329-7081 Fax (910) 329-1593

REQUEST FOR PLACEMENT ON THE SUNSHINE LIST

Date: _____

Notification preference (select one): **Email:** _____ **Fax:** _____

Name: _____

Organization: _____

Phone: _____ **Fax:** _____

Email Address: _____

_____ **Date:** _____
Signature

To submit your request, please use one of the following options:
• Email the completed form to PIO@hollyridgenc.org
• Mail the completed form to: PO Box 145, Holly Ridge, NC 28445
• Drop it off in person at Town Hall, Monday–Friday, 8:00 AM–4:00 PM

For Questions you may call Town Hall at 910-329-7081 EXT. 228

In accordance with NC GS 132-1.13 – Electronic lists of subscribers open for inspection but not available for copying. This is a public record and will be disclosed upon request.

In accordance with NC GS 143-318.12 (b) (2) – Public Notice of Official Meetings:

- *The public body shall also cause notice to be mailed, emailed, or delivered to any person, in addition to the representatives of the media listed above, who has filed a written request with the clerk, secretary, or other person designated by the public body.*
- *This notice shall be posted and mailed, emailed, or delivered at least 48 hours before the time of the meeting.*
- *The public body shall charge a fee to persons other than the media, who request notice of ten dollars ($10.00) per calendar year, and may require them to renew their requests quarterly.*