



**REQUEST FOR NOTIFICATION OF  
TOWN OF CAPE CARTERET BOARD OF COMMISSIONERS  
MEETING AGENDAS AND PUBLIC NOTICES  
FY 2022-2023**

In accordance with NCGS 143-318.12 (b) (2) the Town of Cape Carteret requires that all media and individuals wishing to receive Cape Carteret Board of Commissioner's meeting agendas and public notices to file a written request for meeting notices with the Town Clerk and renew their request annually. There is no charge for individuals wishing to receive electronic copies of the Town's public notices; however, we do require that you submit a written request to the Town Clerk.

Please note that meeting agendas are available on the Town's website at <http://www.townofcapecarteret.org/> Unless otherwise posted, the Board will hold their monthly regular meetings on the 2<sup>nd</sup> Monday of the month at 6:00 p.m. in the Debbie E. Stanley Board Room.

If you would like to receive meeting agendas and public notices from the Town of Cape Carteret, please complete the information below and return it to Heather Leffingwell, Town Clerk to the Board, at 102 Dolphin Street, Cape Carteret, NC or you may email it to her at [hleffingwell@capecarteret.org](mailto:hleffingwell@capecarteret.org).

We respectfully request that you complete and submit this application to be included in the Town's FY 2022-2023 "Sunshine List".

Thank you in advance for your attention to this request.

NAME:
COMPANY (IF APPLICABLE):
ADDRESS:
TELEPHONE:
EMAIL ADDRESS:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date