



Town of Surf City Hurricane Re-Entry Key Cards

In advance of each hurricane season, the Town of Surf City issues Hurricane Re-Entry Keys to Island Property Owners and Island Businesses. The purpose of these keys is to expedite re-entry to Topsail Island once a mandatory evacuation order has been lifted. This service is provided to Island Property Owners free of charge, however registration is required.

1. Complete an application, online at www.key.townofsurfcity.com, in person, or by mail.
2. Be sure to include your previous key(s) number on your application, as this assists us in updating the data base and in re-issuing keys that are lost or stolen.
3. The Town of Surf City's Re-Entry Key Application (for mail in orders) is located on the website at www.townofsurfcity.com or at Town Hall at 214 N. New River Dr. Applicants are encouraged to download and print off the PDF forms on the website.
4. For convenience you can:
 - i. Drop off the application at Town Hall located at 214 N. New River Drive
 - ii. Fax the application to 910-328-1746
 - iii. Mail the application to Town of Surf City Attn: Stephanie Hobbs, Town Clerk PO Box 2475 Surf City, NC 28445
 - iv. Email the application to shobbs@townofsurfcity.comWhen using one of these methods please allow for adequate time for processing of the application and mailing. Please ensure the correct mailing address is listed for return keys.
5. Keys are property of the Town of Surf City. The Town has authority to deny issuance or revoke any keys from anyone for any reasons.
6. A processing fee will be assessed for lost or stolen, or additional property management companies' keys or State licensed contractors.
 - i. 1st replacement \$5.00 Each / 2nd replacement \$15.00
 - ii. Businesses receive first 5 keys free of charge / additional 5 \$5 each
 - iii. Licensed Contractors receive first 5 keys free of charge / additional 5 \$5 each
7. Keys are non-transferable and non-refundable.

The following items must be provided to register:

Resident:

- i. Valid State Issued Identification
- ii. Proof of Residency (ie: current utility bill / tax bill)

Property Managers:

- i. Valid State Identification for Each Employee
- ii. Property Management Listing signed by Broker in Charge

Contractors:

- i. Valid State Identification for Each Key Requested
- ii. Current Town Privilege License if applicable
- iii. Copy of Valid NC State Contractor License