



# Town of Southern Shores

5375 N. Virginia Dare Trail, Southern Shores, NC 27949

Phone 252-261-2394 / Fax 252-255-0876

[www.southernshores-nc.gov](http://www.southernshores-nc.gov)

Following the Mayor's declaration of a State of Emergency, the Town of Southern Shores is taking proactive steps to protect the health and well-being of our citizens and staff in the face of growing cases of the coronavirus COVID-19 both around the nation and here in North Carolina. Effective Monday, March 16, 2020 and continuing until further notice, government operations for the Town of Southern Shores have been modified in the following manner:

## Town Hall

Town Hall is currently closed to the public and all Town Hall business is being conducted via phone, email, fax, or other virtual means to the greatest extent possible. Documents requiring delivery to Town Staff can be placed in the drop box located outside the main entrance into Town Hall (nearest the flagpole).

## Meetings

The March 24, 2020 budget work session meeting has been cancelled. The meetings of all appointed Town advisory boards, commissions and committees will be modified to reduce vulnerability of people and property of the Town of Southern Shores. Town Staff will be in contact with these respective groups to outline meeting procedures going forward. Meetings of groups not affiliated with government operations are not permitted in Town buildings until further notice.

## Building Inspections

Building inspections are being conducted as normal, however, meetings in person on site are limited.

## Permitting

Permit applications can be found on the Town website ([www.southernshores-nc.gov](http://www.southernshores-nc.gov)) by utilizing the link to Citizenserve.

## Trash and Recycling

Trash and recycling are being collected as scheduled.

## Police Department Building

The Police Department Building is currently closed to the public and all non-emergent business is being conducted via phone, email, fax, or other virtual means to the greatest extent possible. If you have business with the Police Department and need to contact someone there, please call 252-261-3331 or email Jennifer Couture at [jcouture@southernshores-nc.gov](mailto:jcouture@southernshores-nc.gov). In the event of an emergency, please call 911. For all non-emergencies, please call the non-emergency dispatch number at 252-473-3444.