

## **NOTICE TO THE PUBLIC REGARDING TOWNSHIP BUILDING OPENING – BUREAU OF PLANNING, ZONING & DEVELOPMENT RELATED ACTIVITIES**

THE BUREAU OF PLANNING, ZONING & DEVELOPMENT WOULD LIKE TO ADVISE RESIDENTS AND PROPERTY OWNERS OF THE FOLLOWING CHANGES THAT WILL BECOME EFFECTIVE WHEN THE MUNICIPAL BUILDING RE-OPENS TO THE PUBLIC AND IN-PERSON TRANSACTIONS:

CONSTRUCTION PERMITS, REQUESTS FOR CERTIFICATE OF OCCUPANCY INSPECTION AND RELATED ITEMS WILL NO LONGER BE ACCEPTED BY ONLINE SUBMISSION AND MUST BE SUBMITTED EITHER IN PERSON OR DROPPED AT THE BUILDING OR MAILED.

AS THE TOWNSHIP DOES NOT ACCEPT ONLINE PAYMENT AT THIS TIME ALL PLAN REVIEW FEES ASSOCIATED WITH CONSTRUCTION PERMIT APPLICATIONS WILL BE REQUIRED TO BE PAID AT TIME OF PERMIT SUBMISSION, EITHER IN PERSON OR MAILED.

ALL CERTIFICATE OF OCCUPANCY INSPECTION REQUEST FEES WILL BE REQUIRED TO BE PAID AT TIME OF REQUEST, EITHER IN PERSON OR MAIL OR IN THE DROP BOX.

ONLY ONE CERTIFICATE OF OCCUPANCY WILL BE EMAILED. IF ADDITIONAL COPIES ARE REQUESTED, THEY WILL NOT BE ISSUED UNLESS AND UNTIL THE REQUIRED \$5.00 FEE HAS BEEN PAID FOR SAME. CERTIFICATES WILL ONLY BE EMAILED TO THE APPLICANT AS LISTED ON THE REQUEST FOR INSPECTION.

THERE IS A DROP BOX THAT WILL BE PERMANENTLY LOCATED OUTSIDE OF THE MAIN ENTRANCE DOORS TO THE MUNICIPAL BUILDING THAT CAN BE USED 24/7 FOR DROPPING ITEMS.

PLEASE NOTE THAT THE LOBBY ACCESS HOURS WILL BE 8:00 AM – 4:30 PM AND COVID PROTOCOLS REMAIN IN PLACE, INCLUDING REQUIRED **SOCIAL DISTANCING AND WEARING OF MASKS.**

WE APPRECIATE YOUR PATIENCE AS WE MOVE FORWARD TO SERVING YOU IN OUR NEW SPACES.