

C19 Operational Updates

Received from Deputy County Administrator Community Development, Chesterfield County

Via email March 18, 2020

Development Community,

I hope you are all doing well in these trying times and I wanted to make sure you were all aware of our status in Community Development. We are currently operating with reduced services; however, we are asking that you make every effort to do your business with us by phone/email, and unscheduled walk-ins are not being permitted into the Community Development Building at this time. If you need to deliver or pickup something from the CD Building, there is a pickup/drop-off area located outside the building for your convenience. Please include a detailed routing slip on your items so that we know their final destination and contact the intended recipient beforehand to confirm their availability to pick up the items. Conversely, staff will let you know when there are items available for you to pick up. We will also mail (USPS) items when possible.

Our priority in the short term is to keep construction activities moving, so inspections will take place at a level as close to normal as possible. We will continue to review development plans that are already in the process but those reviews may take longer than normal, as we are working with reduced staffing levels. New building permit applications will also continue be processed.

We are not currently accepting new zoning, site plan, or subdivision applications due to our reduced staffing. Once things have normalized and we have determined how to perform more review functions remotely, we will begin to accept those applications again. Our goal is to begin accepting new development applications again by April 6, 2020.

In summary, we are trying to keep operations as normal as possible and appreciate your patience as we work to do that. Please call or email me if you have any questions, and all of the CD Directors are copied and available by phone and email if you need to reach them. Thanks again for your cooperation as we work through this unique situation.

Jesse Smith  
Deputy County Administrator  
Chesterfield County