



Date: April 7, 2020

To Whom It May Concern,

Our department has gone through changes to assist builders/applicants in continuing with their permitting process. At this time, we are still continuing with the day to day procedures. I want to explain some of the changes that have taken place with the City of Ozark being under a "Stay-At-Home" order.

**Applications:**

City Hall has been closed to walk-ins. All the applications on the website have been updated to be fillable and we will accept digital signatures. You can find them here:

<https://ozarkmissouri.com/108/Forms-Resources>.

**Submitting Applications:**

Any applications submitted shall be emailed to Planning and Development Coordinator, Christina Posey ([cposey@ozarkmissouri.org](mailto:cposey@ozarkmissouri.org)) and Planning and Development Technician, Cheryl Carter ([ccarter@ozarkmissouri.org](mailto:ccarter@ozarkmissouri.org)). All attachments submitted with the application shall be emailed as well. This includes but is not limited to the site plan and building plans. The application will dictate which items are needed to move forward.

If you are having trouble getting the site plan or what you need to submit with your application, you can reach out to Planning and Development at 417-581-2407 or at one of the two emails above.

In the event you do not have the ability to email plans and the application you can still submit them to our office via fax, mail or hand delivery. If you come by, you must call in prior to getting to City Hall and schedule an appointment to drop off the plans and application. I encourage you all to utilize the fillable form and email those to use. If you choose to hand deliver the application to City Hall you can utilize the dropbox in the window south of City Hall's main entrance at 205 N. 1<sup>st</sup> Street. This dropbox will be checked regularly and can be used after hours. The dropbox is only big enough to fit smaller applications of no more than fifteen pages and not larger than 11X17. Any other applications will need to be submitted via email or by scheduling a time with staff to be dropped off.

**Review of Applications:**

Please understand there may be delays with everything that is going on. We will all do our best to follow our process of the five day review period for residential and ten day review period for commercial.



**Picking Up Permits:**

Our department does not have the ability to take payments over the phone or online at this time. With the closure of City Hall to the public, there are a couple ways to handle getting a permit. Choose whichever option is best for your situation.

1. Permits can be picked up at City Hall and staff will meet you outside. You must call in the day you are picking up the permit(s) and give us the check number at that time you will schedule a time to pick up your documents.

With this process we will take care of everything while you are here.

2. Another option is to drop a payment in the dropbox at 205 N. 1<sup>st</sup> Street. This is the public entrance to City Hall and the dropbox is located just south of the doors. If you choose to go this route, please let us know and you must put the money in an envelope and write on the envelope Planning and Development Department. The following information will need to be in or on the envelope with the check:
  - a. Name of the subdivision
  - b. Project Name
  - c. Lot number
  - d. Name
  - e. Phone Number
  - f. Email Address

With this process we will email the field copy and permit to you. You will then be responsible for sending the signed permit back to our office for our records and keep the field copy of the plans and the permit onsite.

If you choose to drop off a check and want to come back later and pick up the plans that is fine, but we will need to schedule a time for you to pick up and sign the permit. If you are stopping during normal business hours you can call in advance and we can have everything ready to go when you get here to drop off the payment. This can be done by calling our office at 417-581-2407.

I hope this information assists through this time. While it is never good to be going through a situation such as this, we have been able to implement some new processes that may assist in the future.

Respectfully,

Planning and Development Team