

CONTINUITY OF BUSINESS OPERATIONS PLAN
TOWNSHIP BUILDING TO BE OPEN TO VISITORS FOR
ESSENTIAL BUSINESS ONLY BEGINNING 11/30/2020

The Township building will be open to visitors for essential business only beginning November 30, 2020. Office restrictions following the CDC & Governor's Guidelines will be in place. Staff will be working in staggered shifts each day (in-office and remotely). While the Governor's New Order is in place, we encourage all residents with non-urgent business to stay home and to continue to contact the township staff via email or phone.

PERMITS (Building & Codes Department Visitors Must Have an Appointment)**

- The Building & Codes Department is open by appointment only. All applicants must make an appointment to enter the building. Please contact Ms. Maureen Kelly for construction permits (mkelly@concordtownship.org) or Ms. Christina Mahoney for E&S permits (cmahoney@concordtownship.org).
- Current Permits received and not approved may be delayed for processing.
- New permits received will be reviewed and may be delayed for processing.
- Special Event & Attended Display permits will not be processed/accepted until the Governor's Orders restricting large gatherings is rescinded.
- Real Estate Resale Requests may be delayed for processing.

INSPECTIONS

- Contact the township's Building & Codes office team and leave a message. We will return your call or email within 24 hours. All inspections will be evaluated per the governmental regulations and will be scheduled either in-person or via a remote visual inspection. Instructions regarding safety protocols will be given by the Township to contractors/owners prior to any inspection.

SUB-DIVISION/LAND DEVELOPMENT & ZHB

- Current & new applications may be delayed, and applicants will be notified. Extensions of time will be requested if necessary.

RIGHT-TO-KNOW LAW REQUESTS

- All current and new requests received made pursuant to the Right-to-Know Law may be delayed, and extensions of time will be requested when necessary.

TOWNSHIP COUNCIL/COMMITTEE MEETINGS/TAX COLLECTOR HOURS

- All Township Council meetings will be conducted via video conferencing and through live stream with advance public comment options (info will be made available on the Township's website). Meetings will be closed to members of the public until further notice.
- Committee/Board meetings will be conducted via video conference and advance public comment options will be made available (information will be posted on the website). Meetings will be closed to members of the public until further notice.
- The Tax Collector is available by appointment only. Contact information is available on the Township's website.

PARKS/FACILITIES USE

- Township Building will be open to the public for essential business only 11/30/2020 and until further notice. Residents with nonurgent business are expected to contact staff via email or phone.
- Township Trails will remain open; however, residents and visitors must adhere to the Governor's orders requiring masks, gathering and social distancing.
- Park & Pavilion rentals closed for the season.
- Dog Parks will remain open; however, residents and visitors must adhere to the Governor's orders requiring masks, gathering and social distancing.
- Township Playground structures and equipment will remain open; however, residents and visitors must adhere to the Governor's orders requiring masks, gathering and social distancing.
- Township Pickleball Courts will remain open; however, residents and visitors must adhere to the Governor's orders requiring masks, gathering and social distancing. (Please note that in the event of inclement weather the courts will be closed).
- Township Buildings are closed for use by outside groups.