

MEMO

DATE: MARCH 20, 2020
TO: ARCHITECTS, ENGINEERS, LANDSCAPE ARCHITECTS, SURVEYORS, DEVELOPERS
FROM: ADRIENNE JONES, COMMUNITY DEVELOPMENT DIRECTOR 
CC: TROY STRUNK, CITY DEVELOPMENT EXECUTIVE DIRECTOR, JAN VALLECILLO, PATRICIA JOHNSON
SUBJECT: NEW PROCEDURE REGARDING SUBMITTALS, APPLICATIONS, PETITIONS

The purpose of this memo is to provide information regarding the Department of Community Development's **modified submittal procedures** which shall be effective as of today, Friday, March 20th at 5:00 pm.

City Hall will be closed to the public as of 5 pm today; however, the Department of Community Development will remain operational during normal business hours.

The deadline for the *next Planning Commission meeting is Monday, March 23rd at 4:30 pm. The City of *Daphne has a new drop box located at the front doors of Daphne City Hall* at 1705 Main Street where you must deposit submittal material.

At this time we ask that you ***provide 11x17 or similarly sized prints in lieu of 24x36 prints.*** We will contact you if/when further information is needed.

Additionally, Community Development ***is able to accept and process credit card payments.***

First, contact Ms. Jan to verify associated fees prior to finalizing the check or submitting a payment. Ms. Pat will create invoices and process the credit card payments.

Please ***contact Community Development before placing material in the box.*** Call Ms. Jan (251-620-1702) or Ms. Pat (251-620-1701) or me at (251-620-1710).

One other important item that you should be aware of is that the cost of ***U.S.P.S Certified Mail Postage has increased and is now \$5.75.*** The increased cost will impact fees related to the following applications: Preliminary Subdivision Plat review, Zoning, Pre-zoning, Vacation of Right-of-Way or Easement, and any other application where adjacent property owners must be notified.

This procedure applies to all submissions listed in this email subject header.

Please contact me if you have any questions with regard to these modified procedures.

*Next-TBA