Planning & Community Development Department

Department Announcement Regarding Corona Virus Precautions

As of Friday (June 19, 2020) - the Lycoming County Planning and Community Development Department will re-open to the general public. In an effort keep both the staff and the residents of the County safe, we ask that visitors to the office observe the following guidelines:

- If you are feeling ill, please stay home and reschedule your appointment.
- Visitors are required to wear masks. If you do not own one, the Department can provide one to you.
- The Planning Department recommends that any visit to the department be made by appointment. Please visit the <u>Staff</u> <u>Contact Page</u> for direct contact information for specific staff members.
- We will begin accepting hand delivery of <u>UPI</u> requests again. <u>Our UPI program is experiencing an increased workload</u> <u>currently</u>, so we encourage customers to <u>call</u> ahead to gauge wait time and backlog. Draft documents can be e-mailed to <u>upi@lyco.org</u> for review prior to submission.
- All inquiries to the Planning Department should take place during regular business hours (8:30 a.m. to 5:00 p.m.) via email or telephone. If you do not know which staff member to contact directly, please contact our front desk at (570) 320-2130.