

COMMUNITY DEVELOPMENT DEPARTMENT OPERATIONS
DURING COVID-19 EMERGENCY

Updated May 29, 2020

Under Governor Wolfe's plan to reopen Pennsylvania, Dauphin County transitioned to the Yellow Phase on Friday, May 29, 2020. Beginning Monday, June 1, Derry Township's administrative offices, including Community Development, will be open for business ONLY in the lobby of the Administration building at 600 Clearwater Road, Hershey. The general public **must** wear masks at all times when in the Township's public facilities. **Entrance to the Township facility will be denied if a mask is not worn.**

GENERAL QUESTIONS:

- Contact us at 717-533-2057, Opt. 2; commdevinfo@derrytownship.org; or see our index of e-mail addresses at <https://www.derrytownship.org/contact-us>. Community Development staff will continue to work on a staggered schedule, meaning that employees will rotate between remote and in-office work hours. However, there will be at least one Community Development staff member in the office at all times during normal business hours.

BUILDING & ZONING PERMITS:

- **New or revised submissions.** We are continuing to accept applications and the required number of supporting plans and documentation by mail to the Community Development office at 600 Clearwater Road, Hershey, PA, 17033. You may also arrange for drop-off in the lobby of the office. Contact Michele Pecho at mdpecho@derrytownship.org for the number of copies and fees to be included with the submission.
- **Permit issuance.** We are issuing permits. Contractors are expected to follow the guidelines issued by Governor Wolf. They can be viewed here: <https://www.governor.pa.gov/wp-content/uploads/2020/04/20200423-Construction-Industry-Guidance.pdf>.
- **Inspections.** The Township is conducting inspections for permitted work on Mondays, Wednesdays, and Fridays. Please contact Michele Pecho at mdpecho@derrytownship.org to schedule inspections. A minimum of 48 hours' notice is required.

STORMWATER MANAGEMENT PLANS

Submissions can be dropped off in the lobby of the Township's Administration building at 600 Clearwater Road, Hershey, or mailed to the same address, attention Community Development. Contact Jenelle Stumpf at jenelles@derrytownship.org if you have any questions.

ZONING HEARINGS:

- The Zoning Hearing Board's Wednesday, June 17, 2020 meeting will be conducted via Zoom Webinar. Click on the following link for information regarding how to attend the webinar: <https://www.derrytownship.org/government/agendas-and-minutes/zoning-hearing-board-meeting-minutes>
- Submissions can be dropped off in the lobby of the Township's Administration building at 600 Clearwater Road, Hershey, or mailed to the same address, attention Community Development. Contact Jenelle Stumpf at jenelles@derrytownship.org if you have any questions.

SUBDIVISION AND LAND DEVELOPMENT:

- Submissions can be dropped off in the lobby of the Township's Administration building at 600 Clearwater Road, Hershey, or mailed to the same address, attention Community Development. Contact Jenelle Stumpf at jenelles@derrytownship.org if you have any questions.

DOWNTOWN CORE DESIGN BOARD:

- Submissions can be dropped off in the lobby of the Township's Administration building at 600 Clearwater Road, Hershey, or mailed to the same address, attention Community Development. Contact Jenelle Stumpf at jenelles@derrytownship.org if you have any questions.