



Development Advisory 53  
CODIV-19 City Services and Alternative Procedures  
April 9, 2020

On March 13, 2020, at 2:00 p.m., the Chesapeake City Manager declared a Local State of Emergency related to the COVID-19 global pandemic, which closed the City Hall building to the public. Many Departments have adopted alternative work schedules for their staff, which includes limited office hours and teleworking from home. As a result, some processes have been modified and below you will find the alternative procedures for Development and Permits, Planning, and Public Utilities. **Lastly, we would like to assure the community that City Departments are still providing essential services and are still available by phone or email for any questions or concerns.**

**Deliveries for Development and Permits**

There is a drop box on the first floor of City Hall that can be utilized by anyone that **must** submit original documents to a City Department. Development and Permits is accepting deliveries to the drop box, however every effort should be made to use electronic payment and correspondence either via email or eBuild. For any questions, please contact Mark Curry at 757-382-6283 or [mcurry@cityofchesapeake.net](mailto:mcurry@cityofchesapeake.net).

**Payment Methods for Planning Applications**

The Planning Department has temporarily adjusted operating procedures to limit contact between customers and staff during this time. Effective immediately, and until the end of the Local State of Emergency, the Planning Department will no longer accept in-person payments or payments by check through the mail. Customers will have the ability to pay for services online through eBuild by either credit card or by bank account. All applications will continue to be accepted and processed during this time. Please note this change only applies to those items submitted to the Planning Department. Pending further notice, no other changes to City fee or payment arrangements are being made. For any questions, please contact current Planning Administrator Jimmy McNamara at 757-382-6043 or [jmcnamara@cityofchesapeake.net](mailto:jmcnamara@cityofchesapeake.net).

**Public Utilities Processing of Legal Documents**

Department of Public Utilities, Engineering has adopted an alternate method of receiving and processing paper legal documents with original signatures in support of development and Capital Improvement projects. Developers, consultants, and builders shall send documents to DPU by U.S. mail or place in the drop box at City Hall. With the submission of documents, please include an e-mail address and contact information for the individual sending the documents. Please do not attempt to use the 'Return Receipt Requested' feature, as this would disrupt our efforts to maintain social distance. The document should be addressed to a specific person in DPU Engineering. If unsure of the specific person, please call (757) 382-6671. The mailing address is:

City of Chesapeake  
Public Utilities Engineering  
P.O. Box 15225  
Chesapeake, VA 23328

Upon receipt of the document, it will be routed to the appropriate staff member for review and processing, and an e-mail message will be sent acknowledging receipt. Upon approval and recordation of the document, an electronic copy will be sent to the developer, consultant, or builder providing the document. We appreciate your patience with this alternate method of processing legal documents with original signatures. For any questions, please contact Ed West at 757-382-6671, [EdWest@cityofchesapeake.net](mailto:EdWest@cityofchesapeake.net).