



MEMO: COMMUNITY DEVELOPMENT TELECOMMUNICATION SERVICES ONLY DUE TO COVID-19 STARTING MONDAY, MARCH 16, 2020.

DATE: Friday, March 13, 2020

TO: Contractors, Developers, Current/Future Planning & Zoning Applicants, and Community Members

In an effort to slow the community transmission of COVID-19, the Town of Eagle is taking proactive steps to adopt practices to protect the health, safety, and welfare of employee and community members. To ensure this, we are implementing the following starting on Monday, March 16th, 2020. Please read thoroughly as this impacts daily operations:

- I. ALL COMMUNICATIONS WITH COMMUNITY DEVELOPMENT WILL BE VIA TELEPHONE OR EMAIL ONLY.** The Office of Community Development will no longer accept walk ins. The door will remain closed to the public during business hours.
 - a. **BUSINESS HOURS:** Monday-Friday, 8:00am-5:00pm unless otherwise communicated by the Town Manager.
 - b. **SERVICE STANDARDS:** Due to these changes, please expect to receive a response to your voicemail or email from a Department Representative within 1-3 business days.
 - c. **PHONE NUMBERS:** Direct phone numbers for the Community Development Staff:
 - i. Charlie Davis, Building Official - (970) 328-9657
 - ii. Angie Kyle, Admin Tech II - (970) 328-9655
 - iii. Jessica Lake, Planner I – (970) 328-9627
 - iv. Peyton Heitzman, Planner I – (970) 328-9618

- II. BELOW ARE THE ACCEPTABLE STANDARDS TO FOLLOW WHEN SUBMITTING A REQUEST OR INQUIRY TO THE COMMUNITY DEVELOPMENT.**
 - a. PDF or Microsoft Office programs are the only acceptable formats for submission.
 - b. If your attachments are larger than 10Mb, they need to be sent as a DropBox link to your files or zip your files before sending.

- III. PAYMENTS**
 - a. We are accepting cash or check payments using the drop box in the parking lot behind Town Hall or permit fees may be paid through Community Core using a username and password. Please contact Angie Kyle if you need assistance with Community Core.

- IV. PLEASE REFERENCE THE TABLE BELOW FOR ACCESS TO COMMUNITY DEVELOPMENT REQUESTS & FORMS.**

BUILDING INSPECTIONS:	PLANNING AND ZONING APPLICATIONS:
All Inspections will continue, please call the inspection line by 4pm at 970-328-9626 to request an inspection for the following day.	<ul style="list-style-type: none"> • Land Use Application <p style="background-color: yellow;">Send all planning and zoning applications, requests, and inquires to planning@townofeagle.org.</p>
BUILDING PERMIT APPLICATIONS:	
Click the links below to assess the following forms: <ul style="list-style-type: none"> • Building Permit Application • Plumbing Permit Application • Electrical Permit Application 	<ul style="list-style-type: none"> • Mechanical Permit Application • Contractor's License Application • Plant Investment Fee (PIF) Applications (Tap Fees) <p style="background-color: yellow;">Send all permit files, requests, and inquires to permits@townofeagle.org.</p>
ALL COMMUNITY DEVELOPMENT FORMS	2020 FEE SCHEDULE