



**Community Development Department &  
Public Works Department**  
P.O. Box 3006  
Lodi, CA 95241

## Applicant's Guide for Development Services Submittals During Temporary City Hall Closure

In an effort to maintain services to our construction community as an 'Essential Service' during this time of limited access, project processing as outlined below is designed to move your efforts forward.

<p align="center"><b>1</b></p> 	<p align="center"><b>General Submittal Communication:</b></p> <ul style="list-style-type: none"> <li>➤ Applicants need to consult with Staff <b>PRIOR</b> to receiving any submittal             <ul style="list-style-type: none"> <li>○ Building Dept.:(209) 333-6714 Planning Dept.:(209) 333-6711 or our website: <a href="http://www.lodi.gov/169/Community-Development">http://www.lodi.gov/169/Community-Development</a></li> <li>○ Public Works at (209) 333-6706 for Public Improvement Plans, Encroachment Permits and Transportation Permits or our website: <a href="http://www.lodi.gov/555/Encroachment-Permits">http://www.lodi.gov/555/Encroachment-Permits</a></li> </ul> </li> </ul>					
<p align="center"><b>2</b></p>  <p align="center"><b>or</b></p> 	<p align="center"><b>Electronic Submittal:</b></p> <ul style="list-style-type: none"> <li>➤ Community Development digital submittals <a href="#">ComDev</a> (plan sets no larger than can be read on 11" x 17" size paper (5 sheets max)</li> <li>➤ Public Works digital submittals <a href="#">PWDepart</a></li> </ul>	<p align="center"><b>Hard Copy Submittals:</b></p> <ul style="list-style-type: none"> <li>➤ Applicants will be given instructions of a time and location to drop off plans at our <b>TEMPORARY</b> designated drop-off location at the western exit of City Hall near the Veterans Plaza.</li> </ul>				
<p align="center">All required forms and numbers of sets are to be included in your submittal. Roll format submittals in cardboard shipping bags or boxes are acceptable. Large manila envelopes are also approved.</p>						
<p align="center"><b>3</b></p> 	<p align="center"><b>Fee Collection and Application Processing/issuance:</b></p> <table border="1"> <tr> <td data-bbox="370 1440 1024 1619"> <p><b>Electronic:</b></p> <ul style="list-style-type: none"> <li>➤ Fees shall either be mailed to the PO Box above or dropped in the secure container during the hours shown below</li> </ul> </td> <td data-bbox="1024 1440 1586 1619"> <p><b>Hard Copy:</b></p> <ul style="list-style-type: none"> <li>➤ A check shall be attached to the plan submittal and deposited in our secure container.</li> </ul> </td> </tr> <tr> <td colspan="2" data-bbox="370 1619 1586 1671"> <p align="center">Applications will be processed on a first-come, first-served basis until further notice</p> </td> </tr> </table>		<p><b>Electronic:</b></p> <ul style="list-style-type: none"> <li>➤ Fees shall either be mailed to the PO Box above or dropped in the secure container during the hours shown below</li> </ul>	<p><b>Hard Copy:</b></p> <ul style="list-style-type: none"> <li>➤ A check shall be attached to the plan submittal and deposited in our secure container.</li> </ul>	<p align="center">Applications will be processed on a first-come, first-served basis until further notice</p>	
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<p align="center">Applications will be processed on a first-come, first-served basis until further notice</p>						
<p align="center"><b>No</b> credit card or cash payments are being accepted at this time. No permits are considered issued until payments are made and permit forms are fully executed. Staff will provide instructions on signature processes for all applications</p>						

**Appointments:**

Monday – Thursday 8:30-9:30am & 3:30-4:30pm Building (209) 333-6714, Public Works (209) 333-6706  
Planning (209) 333-6711

**Due to current conditions, there may be delays which exceed our normal processing time**

**We thank you for your understanding and cooperation**