

Through continued discussions, the Township of King has provided additional updates to BILD regarding their planning and building services in light of the ongoing developments around COVID-19.

As of today, the Township of King is providing the following planning and building services:

- Planning staff continues to work remotely with full access to applications, files, e-mail, telephone and other remote capabilities. Members are asked to contact the Planner/staff member assigned to any file/application for further information with respect to status and/or next steps;
- The Township continues to accept and receive new applications and/or submissions in relation to existing applications in both hard-copy and digital format.
 - Hard-copies can still be provided by regular mail, courier, or drop-off at the Township Municipal Centre (2585 King Road) accepted between 8:30AM AND 3:00PM daily;
 - Digital copies of any submission can be submitted by e-mail (subject to file size limitations). USB/Flash Drive, or the Township's 'ShareFile' web-based file sharing service. Please contact Township Planning staff for further instruction when using "ShareFile";
 - Application fees are payable by cheque to the Township of King and must be included with the hard copy submission. Payments cannot be accepted online or by telephone at this time;
 - Please provide all applications and submissions to the attention of Yvonne Hunter, from the Township's Planning Department by email at yhunter@king.ca;
- Moving forward, **ALL** items which are submitted (eg. Forms, documents, drawings, letters. etc.) are also required to be provided in digital format for the ease of reference for staff;
- Regarding Council and Committee – the remainder of the meetings scheduled for the month of April have been cancelled and are currently under investigation for the month of May;
- With respect to Committee of Adjustment (CoA) applications, please note that CoA and Planning staff are currently working on rescheduling a hearing date for applications which were originally scheduled for March and April. As a result of the related back-log, the Township expects a significantly higher than normal volume of applications to be scheduled once Committee meetings resume;
- New Minor Variance and Consent Applications for the CoA will be accepted at this time and will be assigned a file number to initiate preliminary processing. However, staff does not have a timeline at this time with respect to any fully processing and scheduling for a hearing;

The Planning Department at the Township intends to make all reasonable efforts to continue to advance the processing of applications during this period as efficiently and expeditiously as possible.

As a friendly reminder, BILD's [website](#) contains the most recent updates to members including any relevant provincial bulletins, the status and actions of any municipalities/regions as it pertains to your operations and bulletins/notices from our partner organizations. BILD staff are monitoring the situation closely and are making updates as new information comes along.

For general questions, please contact:

Service King

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