

# KENT COUNTY DEPARTMENT OF PLANNING, HOUSING, & ZONING



## **Updated** Procedures for permit and project submissions during COVID-19

Greetings,

The Department of Planning, Housing, and Zoning (DPHZ) is pleased to announce that as of October 1, 2020, our office will be open to the public by appointment only. Although it is still recommended and encouraged that your building permits and project applications be dropped off or submitted electronically, we will be available **by appointment only** to assist you, starting October 1st. We remain committed to providing excellent customer service.

You may utilize the following methods to submit building permits and project applications:

1. You may use the drop box located to the right-hand side of the County Commissioners' door on the back side of the County Government Center building, facing Calvert Street. Please call ahead if you have large sets of plans, so we may coordinate with you to receive your plans.
2. You may submit documents electronically to [planning@kentgov.org](mailto:planning@kentgov.org). Please note that we are unable to print documents larger than 11 by 17 inches, and some agencies require paper submittals. Please note that submissions cannot be processed until the required fees have been paid.
3. You may mail your application and plans to us. The DPHZ Team is receiving USPS mail. The mailing address is:  
  
Department of Planning, Housing, and Zoning  
400 High Street, Suite 130  
Chestertown, MD 21620
4. You may schedule an appointment with one of our staff members. Please send email to [planning@kentgov.org](mailto:planning@kentgov.org) or call (410) 778-7423. We will only be able to meet with one applicant at a time, and not all staff will be available every day. Typically, appointments will need to be scheduled at least one day in advance.

Please remember to include the application fee(s) with your submittal. At this time, the DPHZ Team is able to accept cash and checks only. If paying by check, please make the check payable to: County Commissioners of Kent County.

If you have any questions, please feel free to contact the DPHZ Team at (410) 778-7423 (voice/relay). Please leave a detailed message or email us at [planning@kentgov.org](mailto:planning@kentgov.org).

Thank you for your understanding during this unprecedented event as we continue to work together in preventing the spread of the Novel Coronavirus (COVID-19)

CONTACT US AT (410) 778-7423 or [planning@kentgov.org](mailto:planning@kentgov.org)