



Planning Commission

150 North Queen Street

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County Commissioners

Joshua G. Parsons, Chairman

Ray D'Agostino, Vice-Chairman

Craig E. Lehman, Commissioner

Executive Director

Scott W. Standish

May 18, 2020

Friends and Colleagues:

The guidance in this letter replaces an earlier letter dated March 20, 2020.

Starting Monday, May 18, 2020, the Lancaster County Government Center is open to the public Monday-Friday, 8:30 a.m.-5:00 p.m. Some staff have returned to work in our building, while others continue to work remotely.

The LCPC office remains closed to visitors, but a receptionist is available to assist you at our front desk or by phone at 717-299-8333. Until further notice, most meetings with LCPC staff and the planning commission will continue to happen remotely by phone or with the Lifesize app.

To submit plans for **LCPC review**:

- Option 1 Submit them electronically (preferred). Please refer to the instructions [here](#). We will review them for completeness, ensure the submittal fee is calculated correctly, and contact you about paying the review fee.
- Option 2 Deliver them in person at our front desk on the 3rd floor of the Lancaster County Government Center, or drop them in the box outside our window.
- Option 3 Mail them to the Lancaster County Planning Commission, 150 N. Queen St., Ste. 320, Lancaster, PA 17603.

To submit plans for **signing and recording**:

- Option 1 Submit them electronically (preferred). Please refer to the instructions [here](#).
- Option 2 Deliver them to our front desk, where planners will sign them if available. If not, you may leave the plans with the receptionist or drop them in the box outside our window. We will sign them later and deliver them to the Recorder of Deeds.
- Option 3 Mail them to the address above, and we will sign and deliver them to the Recorder of Deeds.

We appreciate your flexibility as we respond to changing conditions during the COVID-19 situation.

Thank you,

Scott W. Standish
Executive Director

