

# **THE CHARTER TOWNSHIP OF GRAND BLANC GENERAL OFFICE WILL REMAIN CLOSED TO WALK-IN TRAFFIC, until JUNE 15, 2020**

**UPDATED June 2, 2020**

Pursuant to Governor Whitmer's Executive Order 2020-110 (6/1/2020) rescinding the "Stay at Home, Stay Safe" (COVID-19) orders and moving the entire State to Phase 4 of the MI SAFE START Plan, beginning at 8:00am Monday, JUNE 8, 2020, the Grand Blanc Township General Office will remain closed to the public EXCEPT BY APPOINTMENT. Please contact the General Office at 810-424-2600 and follow the prompts to schedule an appointment with the Department you need to conduct business with. **Effective Monday June 15, 2020 the General Office will be open for all business. Appointments are strongly encouraged, and will allow the Township staff to practice appropriate safety precautions.** Please follow the safety protocols outlined below as required by the CDC and Governors directive.

## **SAFETY PROTOCOLS FOR ENTERING GRAND BLANC TOWNSHIP GENERAL OFFICES**

- 1. Please wear a face covering if medically able to do so at all times in the building.**
- 2. Maintain 6' of social distancing.**
- 3. Please ask yourself the following questions to determine if it is appropriate to enter the premises:**
  - a. In the past 24 hours, have you experienced any of the symptoms associated with COVID-19 including: fever, new or worsening cough, shortness of breath, sore throat, diarrhea?**
  - b. In the past 14 days have you been in close contact with anyone diagnosed with COVID-19?**
  - c. In the past 14 days, have you traveled to an area known to be a hotspot for COVID-19?**

**If you answered yes to any of these questions, please do not enter the facility. Grand Blanc Township staff will be happy to assist you with handling all transactions through other means, including online, US Postal mail, convenient drive up window, or through one of our drop boxes.**

Service typically rendered in person at the Township Office may be handled as follows:

### **Payment of Utility Bills**

Payment of utility bills may be completed by the following methods:

1. Send payment via U.S. Mail
2. Pay online with a credit card through the Township website <https://www.twp.grand-blanc.mi.us/>
3. Deposit payment in the drop-box located next to the main entrance.
4. Deposit payment in the tan mailbox located in front of the main entrance.
5. Drive-up window open June 15<sup>th</sup>.

### **Department of Public Works**

The Department of Public Works are considered critical infrastructure employees and as such are deemed essential to continued safe operations of the Townships water and wastewater utility systems. You may contact them to report concerns or emergencies, or to schedule an appointment.

Call 810-424-2640. After-hours emergency call dispatch at 810-424-2611.

### **Building Department**

Conducting business with the Grand Blanc Township Building Department can be accomplished as follows:

All building permit applications and permit fees may be submitted using one of the following methods:

1. Send via U.S. Mail.
2. Deposit in the drop-box located next to the main entrance.

3. Send via email to [lloyd@twp.grand-blanc.mi.us](mailto:lloyd@twp.grand-blanc.mi.us).

4. Schedule an appointment at 810-424-2608.

**Inspection line 810-424-2690.**

### **Assessor's Office**

The filing of required documents with the Grand Blanc Township Assessor (Principal Residence Exemption, Property Transfer Affidavit, etc.) may be completed as follows:

1. Send via U.S. Mail.

2. Deposit in the drop-box located next to the main entrance.

3. Send via email to [salvati@twp.grand-blanc.mi.us](mailto:salvati@twp.grand-blanc.mi.us).

4. Schedule an appointment either by email or phone at 810-424-2694

### **Planning & Zoning**

Planning Commission and Zoning Board of Appeals applications and/or communications may be submitted as follows:

1. Send via U.S. Mail.

2. Deposit in the drop-box located next to the main entrance.

3. Send via email to [lloyd@twp.grand-blanc.mi.us](mailto:lloyd@twp.grand-blanc.mi.us).

4. Schedule an appointment. Questions, call 810-424-2766.

### **Police Department**

The Police Department is open and responding to calls for service except for the lobby which has been locked until the Executive Order is lifted. Please call 810-424-2611 for all non-emergency issues. In the event of an emergency, please call 911.

### **Fire Department**

The Fire Department is open and prepared to respond to all emergencies. Installation of smoke alarms and inspections are suspended until the lifting of the Executive Order and it is deemed safe for entering homes. Please call 810-694-7211 for all non-emergency issues. In the event of an emergency, please call 911.

### **Parks and Recreation**

Creasey Bicentennial Park is open for outdoor recreational pursuits, but please remember to follow social distancing requirements and the recommendations from the CDC at all times. Recreational Programming has resumed for all programs where it is safe to maintain social distancing rules. Pavilions may be reserved for outdoor gatherings within the approved guidelines. P&R Director Patrick Linihan may be reached at [linihan@twp.grand-blanc.mi.us](mailto:linihan@twp.grand-blanc.mi.us) . All other questions please call 810-694-0101.

### **Superintendent's Office**

The Township Superintendent's Office is open and monitoring all day to day operations. If you have inquiries into Township Department service issues, complaints, or general operation concerns Dennis Liimatta may be reached at [Liimatta@twp.grand-blanc.mi.us](mailto:Liimatta@twp.grand-blanc.mi.us) or 810-424-2682.

### **Other**

Any other payments or documents not listed above, including Absent Voter Ballot Applications and Ballots may be sent via U.S. Mail or by depositing in the drop-box. Thank you for your patience and understanding during this health emergency.

Any changes to operating procedures will be posted on the Grand Blanc Township website at <https://www.twp.grand-blanc.mi.us/>.