



CITY HALL – COMMUNITY DEVELOPMENT OPERATIONAL GUIDELINES

LAST UPDATED: MARCH 30, 2021

For those visiting City Hall, the City has installed a remote access system on the front door. Please follow the instructions for the system, as posted on the front door of City Hall.

FACE COVERINGS REQUIRED: Per the Saint Louis County Public Health Order requiring Face Coverings, everyone over the age of 5, who can medically tolerate a Face Covering, will be required to properly wear a Face Covering while on the premises. Children between the ages of 3 and 5 are strongly encouraged, but not required, to wear a Face Covering, while under the direct supervision of an adult.

The lobby is be limited to a **total of two (2) people at a time, one (1) person per transaction.**

All Community Development Applications will continue to be received via outside drop box only, as the Department remains closed to the public.

- The City has installed a drop box at the front of City Hall to allow permits and plans to be dropped off during business hours.
- City Staff will retrieve items dropped off during the day.
- Once the permit or license application has been processed, City Staff will contact the applicant advising them that their permit or license is ready to be picked up.
- Permit Application are available through the City's website: www.overlandmo.org

For questions or concerns, please contact the Overland City Hall – Department of Community Development at (314) 428-4677.