



TOWN OF RIVERHEAD

Department of Land Management

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Department Status (Updated March 26, 2020)

Due to the COVID-19 pandemic, at this time, the Department of Land Management is implementing the following procedures:

Effective immediately and until further notice, you may hand deliver paper material to our dropbox that is located outside the building located at 201 Howell Avenue. Please be advised, however, that the dropbox can only hold limited sized material. Mail from the United States Postal Service and private overnight service companies is still accepted at Town Hall.

Note: The Building Department, Fire Protection and Planning Department are now accepting electronic (PDF) submission of new applications and material. Please read the details below for each department.

At this time, the Department of Land Management is implementing the following procedures:

FOIL Requests

Please be advised that due to current circumstances we hope to provide a FOIL response within approximately 20 business days. In 20 business days, we will re-visit the status at that time based upon then current circumstances.

Building Department

Communication

Communication through email is still continuing. A list of office assistants and inspectors, along with their contact information, can be found on the Town's website. Simply click on their name to email the person you need to contact. All employees are checking their emails on a daily basis. Phone messages are being retrieved and returned on a regular basis.

New Applications

Effective immediately and until further notice, you may hand deliver paper material to our dropbox that is located outside the building located at 201 Howell Avenue. Please be advised, however, that the dropbox can only hold limited sized material. Large paper plans and application materials can only be mailed to us. Mail will be picked up on a daily basis.

All applications can be found on the Town's website.

www.townofriverheadny.gov

Home Page > Divisions and Departments > Building > Department Online Forms

Applications and plans can also be emailed (PDF) to trojanowski@townofriverheadny.gov . Applications will be reviewed and processed on a limited basis. Paper copies of applications with original signatures and plans, signed and sealed, along with the correct application fee, will be required when the office opens.

Inspections

Building inspections have resumed on a limited basis. Please contact one of the office assistants listed on the Town's website with your request. Inspections will be prioritized for essential services.

Fire Protection

Communication

Communication through email is still continuing. A list of inspectors, along with their contact information, can be found on the Town's website. Simply click on their name to email the person you need to contact. **Do not email or call Andrew Smith nor Laura Tague.** All employees are checking their emails on a daily basis. Phone messages are being retrieved and returned on a regular basis.

New Applications

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New applications will be reviewed and processed on a limited basis. All applications can be found on the Town's website.

<http://riverhead.municipalcms.com/documentlist.aspx?categoryid=8586>

Applications and plans can also be emailed (PDF) to zitek@townofriverheadny.gov. Applications will be reviewed and processed on a limited basis. Paper copies of applications with original signatures and plans, signed and sealed, along with the correct application fee, will be required when the office opens.

Inspections

Building inspections for new construction have resumed on a limited basis. Please email zitek@townofriverheadny.gov with your request. Inspections will be prioritized for essential services.

Planning Department

Communication

Communication through email is still continuing. A list of staff, along with their contact information, can be found on the Town's website. Simply click on their name to email the person you need to contact. All employees are checking their emails on a daily basis. Phone messages are being retrieved and returned on a regular basis.

New Applications

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dropbox can only hold limited sized material. Large paper plans and application materials can only be mailed to us. Mail will be picked up on a daily basis.

All applications can be found on the Town's website.

<https://www.townofriverheadny.gov/documents.aspx>

Applications and plans can also be emailed to collins@townofriverheadny.gov. Applications will be reviewed and processed on a limited basis. Paper copies of applications with original signatures and plans, signed and sealed, along with the correct application fee, will be required when the office opens. All inspections, unless deemed essential, are cancelled through March 31, 2020.

Meetings

All meetings in Town Hall are cancelled until March 31, 2020. These cancellations may be extended subject to the State of Emergency, so please check the Town website on when the Planning Board, Zoning Board of Appeals and all advisory committee meetings will be re-scheduled.