



NASSAU COUNTY
BOARD OF COUNTY COMMISSIONERS
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Yulee, Florida 32097

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Dist. No. 2 Amelia Island
Dist. No. 3 Yulee
Dist. No. 4 Bryceville/Hilliard
Dist. No. 5 Callahan/West Yulee

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Ex-Officio Clerk

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County Attorney/County Manager

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FOR IMMEDIATE RELEASE

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Changes to Operations to Departments Under the Board of County Commissioners

Nassau County, Florida, March 23, 2020 – The Board of County Commissioners has made some changes to County operations to protect the staff from possible exposure to COVID-19. Effective Monday, March 23, 2020, some departments will be working in shifts to minimize the number of employees working at one time.

Though we will continue with day to day operations, many of the lobbies will be closed to the public. We will still serve you telephonically or electronically through email and/or the website. Departments providing public safety services to the residents such as Fire Rescue and Road Department, will continue to operate as normal.

Please note the following changes:

Animal Control:

The lobby is closed to the public. As such, adoptions and owner surrenders have been suspended until further notice. Staff will continue to work seven days per week caring for the animals, cleaning kennels, etc. All meetings with the public shall be virtual or by phone.

Building Department/Code Enforcement/Engineering/Planning:

The public services building where these departments are located will be closed to the public. This includes residents, contractors and consultants. All meetings will be virtual or by phone.

All building permit applications must be submitting using one of three options:

1. Email to permitting@nassaucountyfl.com
2. Faxed to (904) 321-5763
3. Uploaded to MUNIS Self Service website at www.nassaucountyfl.com

(904) 530-6010 or (866)-474-1446

An Affirmative Action / Equal Opportunity Employer

Permit applications with large plans must be scanned and emailed with PDF attachments. Email size is limited to less than 20 mb per email (include project description and property identification number in email). In lieu of scanning, contractor or owner/builder may contact their design professional to have plans sent directly to permitting@nassaucountyfl.com. All permit applications must be paid for via credit card or contractor escrow account by calling (904) 530-6250. Permit applications will be routed to all required departments for their review and approval.

Submittals to the Development Review Committee will be virtual until further notice, with the exception of subdivision plat mylars which require a physical submittal and approval by the Board of County Commissioners. Processing time of subdivision plat mylars may be extended in order to follow proper CDC and DOH protocols. All other applications, plans, and other submittals must be scanned and emailed as a PDF to planninginfo@nassaucountyfl.com. Email size is limited to 20 mb per email. For submittals exceeding 20 mb, contact Engineering and Planning staff to use an FTP site.

No new applications requiring a quasi or non-quasi hearing will be accepted until further notice. This includes, but not limited to, applications for re-zonings, comprehensive plan amendments, Future Land Use Map Amendments, Conditional Use Permits, variances requiring public hearings, new Detailed Specific Area Plans (DSAP) or any other development proposal requiring an agreement to be approved by the Board of County Commissioners. Call Planning at (904) 530-6300 with questions or concerns.

Engineering services will be accepting permits electronically through email at engineering@nassaucountyfl.com. This includes driveway permits, golf cart applications, right-of-way permits, abandonment applications, pond/borrow pit applications, and requests for variance.

Code Enforcement correspondence and/or complaints can be made by phone at (904) 530-6200 or through the website at <http://www.nassaucountyfl.com/79/Code-Enforcement>.

County Extension:

The Yulee Office is temporarily closed. Personnel will work from the Callahan location, however that site will be closed to the public. All programs have been cancelled. This includes 4-H Programs, landscape matters classes, plant clinics and soil testing samples requiring samples to be delivered. Meetings will be virtual or telephonically only.

County Manager & County Attorney:

Office closed to the public. Meetings will be held virtually or telephonically.

Office of Management & Budget (includes NAU & Rescue billing, SHIP and I.T.):

Office is closed to the public and meetings will be held virtually or telephonically.

Payments to Nassau Amelia Utilities can be made any of these ways:

- online at waterbill.nassaucountyfl.com
- by mail via check or money order to: PO Box 1905, Lake City, Florida, 32056
- electronic payment through your financial institution

Service disconnections for customers not able to pay their bill will be suspend until further notice. You are encouraged to pay your bill if able, however please call (904) 530-6030 to request a payment extension.

Rescue bills can be paid online at <http://www.nassaucountyfl.com/568/Online-Payments>

Human Resources:

Lobby is closed to the public. Residents can apply for jobs through the website at www.nassaucountyfl.com. You may also speak to HR personnel by calling (904) 530-6075.

Facilities Maintenance:

Lobby is closed to the public. Staff can be reached at (904) 530-6120. Work orders can be submitted online at www.nassaucountyfl.com. Use/rental of all County buildings has been suspended. Parks, boat ramps, and sports fields remain open for individual use however no organized sports or groups of more than 10 allowed. Meetings limited to virtual or telephonically only.

Fire Rescue:

They will respond to calls for service as normal however, Fire Rescue Headquarters is closed to the public. They can still be reached by phone at (904) 530-6600. Fire Stations are also closed to the public. Residents needing wellness checks will need to ring the bell and have a station member meet them at the door. Fire inspections are limited to those necessitated by emergency or at the request of the Building Department. Meetings limited to virtual or telephonically only.

Library

All libraries are closed to the public and programs have been suspended until further notice. This includes "checking out" of library materials and passport services. Return of Library materials can be done through the drop box on site. Meetings will be virtual or telephonically only.

Road & Bridge:

Road crews will continue working as normal on a modified seven-day schedule, however administrative lobby is closed to the public. Concerns/complaints can be done via phone at (904) 530-6175 or through the website at www.nassaucountyfl.com.

Solid Waste:

The Convenience and Recycle Center will maintain their normal business hours. No public or vendors allowed in administrative building. Staff can be reached telephonically at (904) 530-6175. Staff will limit interaction with the public vendors as much as possible. Meetings shall be virtual or telephonic.