



KING GEORGE VIRGINIA

Department of
Community Development
10459 Courthouse Drive, Suite 104
King George, VA 22485

Heather Hall, CZA, Director
Rick Herron, Acting Building Official
(540)775-7111 (office)
(540)775-3139 (fax)

COVID-19 PROCEDURES EFFECTIVE IMMEDIATELY

The Department of Community Development strives to provide excellent customer service. Please help us best serve our citizens and protect each other during the COVID-19 pandemic by following the procedures below:

1. Make an appointment:

- a. Our office has been directed to maximize teleworking. To make sure staff is here to assist you, please call or email to make an appointment with the appropriate staff before arriving at our office in order to make your visit as effective as possible. A Directory is on the backside of this handout.
- b. If you do not make an appointment, **we will accommodate walk ins; however, priority will be given to those who have an appointment.** Your wait time may be longer than usual.

2. Apply through email or drop box:

- a. If you are dropping off a completed application and do not have questions regarding your submittal, please utilize our drop box outside. Submittals are collected daily at the close of business. You may also email applications to comdevelopment@co.kinggeorge.state.va.us. If you are missing any information, a member of our staff will contact you. **Be sure your application has your correct contact information; email and phone number.**

3. Inspections:

- a. During your inspection, please keep your distance (6ft). If possible, please allow the inspector to conduct the inspection alone. The inspector may request that you clear the area of people so that the inspection can be completed. Both you and the County Inspector should wear a mask when communicating.

4. Be patient:

- a. Our office will be operating daily with minimal staff in the office. We will do our very best to assist you as quickly and efficiently as possible. Please help us better serve you during these unusual times.
- b. During business hours, our staff who may not physically be in the office, will be available by phone, email, or virtual meetings. Please use the directory on the backside of this handout to work with staff directly.

Community Development Staff

Office Phone: 540-775-7111 or Office Email: comdevelopment@co.kinggeorge.state.va.us

Department/Position:	Name:	Direct Line:	Email:
-----------------------------	--------------	---------------------	---------------

Planning/Zoning:

Director / Zoning Administrator	Heather Hall	540-775-8550	hhall@co.kinggeorge.state.va.us
Senior Planner	Louis Pancotti	540-775-8553	lpancotti@co.kinggeorge.state.va.us
Planner			
Environmental Specialist (Erosion)	Michael Newchok	540-775-8556	mnewchok@co.kinggeorge.state.va.us

Permit Technicians:

Senior Permit Tech. / Office Manager	Sierra Harvey	540-775-8551	sharvey@co.kinggeorge.state.va.us
Permit Tech.	Kathy Holmes	540-775-8552	kholmes@co.kinggeore.state.va.us
Permit Tech.	Lauren Colley	540-775-8549	lcolley@co.kinggeorge.state.va.us

Building:

Building Official	Rick Herron	540-775-8550	rherron@co.kinggeorge.state.va.us
Building Inspector	Travis Self	540-775-3061	tself@co.kinggeorge.state.va.us
Building Inspector	Scott Deane	540-775-8557	sdean@co.kinggeorge.state.va.us

GIS:

GIS Manager	Kyle Conboy	540-775-8558	kconboy@co.kinggeorge.state.va.us
GIS Analyst	Dave Birge	540-775-3243	dbirge@co.kinggeorge.state.va.us