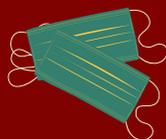


Safety is our number one priority.

Here are some of the new procedures you will see at Village Hall

- Signs in parking areas/entrances asking visitors to phone from their cars when they arrive for their appointment or to transact business
- Capacity Limits in the Lobby areas
- Use of signs, tape marks, or other visual cues on the floor, indicating social distancing requirements
- Plexiglass barrier at the reception area of the Village Hall
- Plexiglass barrier and separation at the lower level of the building to allow only employee access
- Signs in parking areas/entrances reminding visitors to wear cloth face coverings if possible, to not enter the building if they are sick, and to stay 6 feet away from employees
- Conference rooms set up with appropriate spacing
- Hand sanitizer, face coverings, and thermometers at entrances of the building



Cleaning and Sanitizing

Here are some of the additional cleaning and sanitizing procedures you will see at Village Hall

- Each room and work area should have cleaning supplies
- Every facility should be thoroughly cleaned on a daily basis
- High traffic areas should be sanitized every 2 hours
- touch points will be sanitized every 2 hours

Questions? Comments? Concerns?

Contact us at
630-789-7001

or visit

www.villageofhinsdale.org



VILLAGE OF HINSDALE

A Gradual Reopening Plan
for Village Hall

www.villageofhinsdale.org

The Village will reopen to the public on Friday, June 26th, 2020.

Monday through Friday

10:00am- 3:00pm*

Walk-in service will be limited to paying tickets, water bills, vehicle stickers, and animal licenses only. All other services by appointment only.

Please call for an appointment

Community Development/Zoning:
630-789-7031

Engineering:
630-789-7034

Finance:
630-789-7001

Clerk:
630-789-7011

Parks & Recreation:
630-789-7091



*Dependent on the status of the pandemic, days and times may be adjusted as service levels and public safety require.

VILLAGE HALL IN-PERSON SERVICES

The Village will continue to offer the same level of municipal services electronically, by phone, or by mail as it currently does.

However, to accommodate residents and the general public, the Village Hall will be open for the following, with some activities requiring an appointment to control the flow of persons in the common areas of the Village Hall:

Department	Municipal Service (in-person)	Appointment Needed
Community Development and Engineering	Building Permits – Accept applications & issuance of completed/reviewed permits Inspection scheduling requests Land Use Applications (Temporary Use, Administrative Zoning Relief, Zoning Variations, etc.) – Address questions & accept applications Zoning and Permit application process – Address questions or concerns	Yes
	Grading Permits – Application/Plan Submission or Permit Issuance Inspection scheduling requests Resident questions (drainage concerns, status of permit, status of deposit refunds) ROW Permits – Application/Plan Submission or Permit Issuance Utility Permits – Application/Plan Submission or Permit Issuance	Yes
Finance Department	Permit Payments Utility Billing – Payments Vehicle Sticker – Purchases Yard Waste Sticker - Purchases	No
Parks and Recreation Department	Pool Reservations – Payments Activity and Special Event Registration - Payments	No