



# Digital Submittal Memo

MARCH 31, 2020

**To:** All Current and Future Planning and Permitting Applicants

**Subject:** City of Bastrop Planning and Permitting Submittal Requirements

**Effective Date:** March 31, 2020

## POLICY DECISION

In order to ensure our customers are able to maintain operations while complying with local and regional stay-at-home orders, the City of Bastrop has decided to accept only digital submissions for all Permitting, Planning, and Development submittals. Paper or hard copy submissions are no longer required and will no longer be accepted. This Policy is expected to remain in effect until local and regional stay-at-home orders have been lifted.

Payment is still required at the time of submittal. Please mail checks ahead of your digital submission to:

City of Bastrop  
Planning/Permitting  
PO Box 427  
Bastrop, TX 78602

Please ensure there is a note on or with the check specifying which application the check accompanies. If there are special circumstances where mailing a check is not feasible, please add a note to the submittal explaining the circumstances and City Staff will contact you about payment methods.

As always, submittals must be received before 4:00 pm on Monday to be considered for review that week. If the submittal is not complete, including payment, it will not enter the review process.

Thank you for understanding our need to limit the amount of contact between City Staff and the general public at this time. We remain committed to continuing to provide essential City Services to the community, and as such we must take certain precautions to protect those that do that day after day.