



**DEPARTMENT OF ENGINEERING AND PLANNING**  
**Division of Engineering**  
Sussex County Administrative Center  
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*Department Administrator / County Engineer*

*County of Sussex*

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**NOTIFICATIONS TO PLANNING BOARD, CONSTRUCTION BOARD OF APPEALS, ROAD  
OPENING, AND HIGHWAY OCCUPANCY PERMIT APPLICANTS**

**TO: All Applicants**

As you are aware Governor Phil Murphy has declared a Public Health Emergency due to COVID-19 (coronavirus). The Sussex County Department of Engineering and Planning will continue to provide essential services to residents and businesses, but is requesting that business be conducted by telephone, fax, email, and/or regular mail. **Please note the following changes to paperwork and permit inspections:**

**Dropping off paperwork/applications:**

- We strongly encourage that ALL applications and paperwork be mailed to this office.
- If you choose to drop-off the application during regular business hours, a drop-box will be located on the first floor outside of the elevator at the Sussex County Administration Building. Please place the application with payment in a sealed envelope into the drop box. If uncertain of the fee, please contact the appropriate office. The drop box will be checked on a regular basis.

**Site Meetings, Inspections, and Occupancy Permits:**

- All Sussex County Planning Board site meetings are postponed until further notice.
- All prior / pending approvals for highway occupancy permits are temporarily suspended until further notice.
- All Road Opening permit inspections will be scheduled on a case by case basis.
- If an inspection, of any kind is scheduled to take place, it is requested that you stay in your vehicle during the inspection. If you are needed to assist the inspector, please be conscious of, and maintain a six foot distance or greater to protect both you and the inspector.

**Approval of SCPB applications and Engineering Permits:**

- Any and all approvals will be mailed to the applicant. In the event an approval is needed sooner, it can be faxed or emailed. Please contact the appropriate office to request this.

The Division of Engineering remains open with normal operating hours of 7:00 AM – 3:30 PM. If you have any questions related to Highway Occupancy Permits, Road Opening permits or Construction Board of Appeals applications, please call 973-579-0430 or email us at [dpw@sussex.nj.us](mailto:dpw@sussex.nj.us).

The Division of Planning & Economic Development remains open with normal operating hours of 8:30 AM – 5:00 PM. All Planning Board or Planning Application related questions should be directed to 973-579-0500 or emailed to [AWasiewicz@sussex.nj](mailto:AWasiewicz@sussex.nj).

We are asking for your patience and understanding at this time. Please be aware that this policy is subject to change, and we will do our best to inform you as information becomes available. Please continue to check the County Website [www.sussex.nj.us](http://www.sussex.nj.us) for updated information.