

NDS Drop Off (updated September 2021)

**\*\*Drop off now on Tuesday, Thursday and Friday**

Beginning the week of September 7, 2021, NDS has document drop off and pick up hours from 10am-12pm each Tuesday, Thursday and Friday.

The Market Street door to City Hall will open on Tuesday, Thursday and Friday from 10am - 12pm for document drop off and pick up only. Applicants will have the opportunity to enter the building, place items on the conference room table or pick up prearranged items and then exit the building.

Items dropped off should be bound and contain a cover document with the following information: project name, project number, city contact, applicant name and contact and detailed description of the materials in the packet. The attached form may be used: [Document-Delivery-Memorandum \(charlottesville.gov\)](#)

Items for pick up must be prearranged. Permit staff will contact applicant when the permits are ready for delivery option - pick up or by US mail. Permits with large rolled plans will not be mailed.

Interaction with staff to confirm application requirements, fees and other items must be performed in advance of this timeframe by calling 434-970-3182 or contacting your project contact. There will be limited technical support available on site during these drop off/pick up opportunities.

Guidance provided on development applications is included under NDS COVID Guidance here: [Frequently-Asked-Questions-about-NDS-during-Coronavirus \(charlottesville.gov\)](#)

We hope this drop off/pick up option, in addition to USPS, UPS and FedEx deliveries, will assist in improving continuity of operations.

**\*\*\*If there is a city holiday or other closure on a Tuesday, Thursday, or Friday, there will be no drop off/pickup. See City Press releases for alternative plans.\*\*\***