



Lancaster County Government Return To Normal Operations

STAGE 2: EFFECTIVE TUESDAY, MAY 26, 2020 UNTIL FURTHER NOTICE

MANY BUILDINGS OR FUNCTIONS ARE CURRENTLY OPERATING WITH SOCIAL DISTANCING RESTRICTIONS OR BY APPOINTMENT ONLY
COUNTY FACILITIES ARE REQUIRING SIX FEET SOCIAL DISTANCING OR OPERATING WITH OTHER RESTRICTIONS IN PLACE FOR THE SAFETY OF THE PUBLIC AND OUR STAFF

| DEPARTMENT | SOCIAL DISTANCING RESTRICTIONS |
|-------------------|--|
| BUILDING | Evolve is being used for online submittal. Only four individuals are allowed in the office lobby at a time. |
| PLANNING | Evolve is being used for online submittal. Only one visitor at a time is allowed in the office lobby. Plans may be dropped off in the Main Lobby of the Administration Building - see blue drop-off container. |
| ZONING | Evolve is being used for online submittal. Only one visitor at a time is allowed in the office lobby. |
| FINANCE | Hospitality and Accommodations Tax payments are encouraged to be sent by mail or paid through the drive-thru. |
| TREASURER | Tax payments will be accepted online (mylancastersctax.org), by phone (1-888-525-3661), or in the office/drive-thru from 8:30 AM - 5:00 PM Monday - Friday. Available at the IL Service Center on the 2nd Tues of each month beginning June 9th. |
| AUDITOR | Only four individuals at a time will be allowed in the office lobby. Citizens may continue using email to conduct business. |
| DELINQUENT TAX | Only one individual or family at a time will be allowed in the office lobby. Delinquent Tax Payments are no longer taken at the Treasurer's Office. |
| ASSESSOR | Only two individuals at a time are allowed in the office lobby. |
| REGISTER OF DEEDS | Operating by appointment only - 3 slots from 9 AM - 12 PM and 3 slots from 12 PM - 3 PM. Call 803-416-9440 to schedule. |
| PASSPORTS | No appointments will be taken until further notice. |
| PROBATE | All hearings will be conducted by video conference via Zoom. The Probate Court will continue to be open to the public by appointment only. Marriage License applications can be started online. Appointment of personal representatives will continue via e-mail and mail. Abstractors can continue to email the court. See website for more information: mylancastersc.org/probate |
| MAGISTRATE | Only three individuals at a time will be allowed in the office lobby. Masks are required to enter the courtroom. Only case parties and testifying witnesses will be permitted in the courtroom. No marriage ceremonies will be performed at this time. |
| VETERANS AFFAIRS | Only two individuals at a time will be allowed in the office lobby. Individuals are urged to continue to use services by phone (803-283-2469) and email (vaoffice@lancastersc.net). If your issue requires an office visit, an appointment will need to be made - only two individuals will be able to attend the appointment. If you have an appointment please call our office (803-283-2469) when you arrive in the parking lot. If you do not have an appointment, you will have to return to your car and call for an appointment. Veterans Affairs will return to the IL Service Center each Thursday beginning June 11, 2020 by appointment only. |
| LIBRARY | Operating regular schedule with the exception of Del Webb (closed for renovations). See website for details: lanclib.org |
| ANIMAL SHELTER | Operating regular schedule. Adoptions will continue by appointment only. |