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Town of Fairfield News

3/20/2020 - Town Government Operational Procedures under COVID

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Fairfield's Town Government Operations During COVID-19



Fairfield Town Government

Town offices are open **by appointment only**. Face coverings are required by anyone entering the building.

Below is a summary by department with links for additional information.

Bigelow Center for Senior Activities

Activities are closed to the public. All activities and individual, in person appointments are cancelled. We have staff onsite to answer calls and assist residents with their needs during this unprecedented time. Please call if you should need assistance. if you get the voicemail, leave a message. We will get back to you as quickly as we can.

Social Services: 203-256-3170

Bigelow Center: 203-256-3166

Parks & Recreation

Parks & Recreation Offices are open to the public. Staff is available Monday through Friday 8:30AM - 4:30PM via phone 203.256.3191 or email recsupport@fairfieldct.org.

Park & Recreation Website

Town Planning & Zoning

The Town Plan and Zoning Department remains committed to serving our citizens during this health crisis. We remain available to provide information and to process permits. During this emergency, the permitting procedure can be found linked below. Phone: 203-256-3050.

Permitting Procedures

Building Department

The Building Department will continue to accept permits online and via the drop box in Town Hall and complete inspections.

For scheduling of inspections please call our phone number 203-256-3036. We have a new protocol for the safety of our inspectors and the public.

All of our permit applications can be found on the link below. Click the drop down box to find the appropriate permit. You may scan and send to our e-mail for review tconley@fairfield.org we will review and get back to you. You need all of the fields filled out and any permission or licensing to be scanned with the permit. Please be sure to include all of the work to be completed on your application. Our fee schedule is also online. Please do not send a check until we contact you.

materials must be deposited into the drop box by 2:30 PM. Do not leave any checks in drop box.

All permit applications are available online under "**Forms & Documents**". The permitting process can be found [here](#).

Solid Waste & Recycling

The Town of Fairfield Transfer Station is closed on Wednesdays until further notice. The normal hours are 7 AM to 3 PM Monday, Tuesday, Thursday and Friday. Saturday hours are 7 AM to 12 PM.

Residents using the facility should bring exact change only.

Waste & Recycling Website

Office of the Town Clerk

Town Clerk office hours are by appointment only and is closed for walk-in business.

We encourage you to conduct your business by mail, email or phone. To make an appointment for recordings that need immediate attention, or if you are a Funeral Director please call 203-256-3090 or email: townclerk@fairfieldct.org. Land records are available online at www.searchIQS.com.

Town Clerk Website

Office of Community & Economic Development

Monday - Friday: 8:30 am to 4:30 pm (Call 203-256-3120)

Registrar of Voters

The most common questions we receive are about individual's voter registration and party status, which can be found by using the online voter lookup tool at govote.ct.gov. If you have other questions, you can contact the Registrars using the emails in our [office directory](#), or you can call us at (203) 256-3115.

to vote, visit our website: fairfieldct.org/vote

Fire Marshal

The Fire Marshal's Office will continue to take permits and complete inspections. Permit Applications are now available online.

Schedule Inspections via 203-254-4720 or via **FIRE-FIREPREVENTION@fairfieldct.org** after you have called the Building Department as we will continue to work together moving forward.

We have a new protocol for the safety of our inspectors and the public. Visit our website for more information.

The Fire Marshal's Office will continue to receive and process permits. All of the required permit applications can be found on the Building Department's Link found below. Click the drop down box to find the appropriate permit. You may send your application to our e-mail address for review **FIRE-FIREPREVENTION@fairfieldct.org** and we will get back to you upon completion. You will need all of the fields filled out and any permissions or licensing to be scanned with the permit. Please be sure to include the entire scope of work to be completed on your application.

We are also adding a drop box outside of the main entrance at 140 Reef Road for dropping off permits, plans and applications. All application materials must be deposited into the drop box by 11:00 AM on Mondays, Wednesdays and Fridays only. Do not leave any checks or payments in drop box.

Documents are available online - [click here](#).

Department of Public Works

Your Department of Public Works team remains committed to providing excellent service to the people of Fairfield during this global health crisis. The primary focus of our work is to protect our employees and the community at large. To make sure that we minimize the risk, our First Selectwoman has taken the following measures to reduce the risk of exposure at Town properties:

- New and vigorous cleaning protocols are in place for all Town Hall offices.
- Minimizing face-to-face contact with the public.

The Public Works garage and offices are closed to the public. If you need us, please call (203) 256-3177, or contact us [here](#).

DPW Website

Fairfield Public Library

You can contact us by using our [Ask a Librarian link](#).

Use of our digital resources are available 24/7: downloadable audio & video, e-books, magazines, training & crafting resources and more through our [Digital Resources page](#).

Most databases are also available from home with your Fairfield Public Library card. Please [visit our databases page for a full listing and links to our offerings](#).

If you need help using any of our resources, let us know! Please call 203.256.3160, text askfplct to 66746 to ask us a question, or email us at eref@fplct.org.

[Sign up for our eNewsletter](#); we will be sending out regular updates with tips on library products and services.

Office of the Tax Assessor

Contact us at [203-256-311](tel:203-256-311).

Important Items:

Motor Vehicle - If you need to submit a plate cancellation receipt or proof of disposal please do so by mail or email. assessoroffice@fairfieldct.org

Income and Expense Forms - Forms were mailed the first week of April and are due by August 15, 2020 for this year only. Forms may also be downloaded from our website here: [I&E Info](#)

Veterans - If you are seeking a veterans exemption and need to record your discharge with the Town Clerk please check their website for instructions. If you are submitting an application to the Assessor's Office please do so by mail. If your application requires you to submit income information please

Field Cards- If you need a field card or a copy of a parcel map, please email the office and we email it back. Any fees will be waived until the office is open to the public again.

Revaluation - The Town of Fairfield is scheduled for a revaluation effective October 1, 2020. At this time we are proceeding with the process of gathering and reviewing market data. We do understand that the current situation with the COVID-19 virus will have an effect on the market and will need to be accounted for. It is too early in this situation to know the full impact of the virus on the market and revaluation. Please be patient and check back for future updates.

If you have any questions please call 203-256-3110 or email to assessoroffice@fairfieldct.org.

Mailing Address:

Assessors Office: 611 Old Post Road, Fairfield, CT 06824

If you have any questions please call 203-256-3110 or email to assessoroffice@fairfieldct.org.

Office of the Tax Collector

The Tax Collector's Office is now open to the public, no appointment is necessary

Social distancing requirements will be strictly enforced

- Face covering required
- 3 Person maximum in the office at all times
- One-way entry and exit to and from the office

Monday - Friday 8:30 am to 4:30 pm

203-256-3101

Save time and pay online at www.fairfieldct.org/taxpayment

You may also leave checks in the Tax Collector's payment drop box in the lobby of Old Town Hall.

The WPCA/Sewer Department will continue to take permits and perform inspections until further notice. Street Opening and Sewer Permits can be found on the WPCA/Sewer web page <https://fairfieldct.org/sewer/files>.

To Schedule an Inspection please call (203) 256-3003.

As a reminder we ask that you please DO NOT flush disinfectant wipes (or Any type of wipes), paper towels, facial tissue or any materials other than toilet paper down your toilet as they are NOT designed to break down in the wastewater treatment process.

For any Sewer related emergencies during normal business hours please call the Sewer Department (203) 256-3003 or after hours please call the Fairfield Police Department (203) 254-4800.