

The City of Lake Forest

COVID 19 Continuity of Operations Plan – Office of the City Manager and City Clerk

Updated 6/8/2020

The following is a summary of the operations of The City of Lake Forest – Office of the City Manager and City Clerk's office as of the date noted above. This page will be updated as necessary as this is a developing situation.

Effective **June 3, 2020**, City Hall will reopen to the public Monday-Friday from 8:30 a.m. – 4:30 p.m. The Office of the City Manager and City Clerk will be working an alternating schedule within the office, with 50% of staff on site and 50% working remotely on any given day of the week. **We encourage you to continue conducting business with us online or by mail due to our reduced staffing levels during this time.**

Please see below for specific information and updates regarding our services that are available:

Birth or Death Certificates

We will continue to approve birth and death certificates both in-the office and remotely. You may still request Certificates via US mail. Please complete a certified record application and mail your request to:

Registrar
220 E Deerpath
Lake Forest, IL 60050

Link to application of certified record:

[https://www.cityoflakeforest.com/assets/1/7/Application for Certified Copy of Vital Record 2015.pdf](https://www.cityoflakeforest.com/assets/1/7/Application%20for%20Certified%20Copy%20of%20Vital%20Record%202015.pdf)

Landscape Licenses

Landscape Licenses are available to be applied for in-person, via USPS Mail, the Drop box outside City Hall and electronically. Visit us online to learn more: <https://www.cityoflakeforest.com/i-want-to/apply-for/landscaping-license/>.

For questions, concerns please contact Kim McCann, Administrative Assistant, at mccannk@cityoflakeforest.com or by calling 847.810.3675.

Special Event Permits

At the present time, the City can only issue special event permits for events and gatherings that will have **ten (10) people or fewer** consistent with the Governor's Restore Illinois Plan. For more information, visit us online at: <https://www.cityoflakeforest.com/i-want-to/apply-for/special-event-permit/>.

Solicitor Permits

Door-to-door sales are allowed to continue under Phase 3 of the Governor's Restore Illinois Plan. The City of Lake Forest is now continuing to issue door-to-door solicitation permits. Solicitors interested in applying for a permit should read through the [Illinois Department of Public Health guidelines](#) on physical distancing to maximize health and safety.

For questions, concerns or information about any of these items above please email Cityhall@cityoflakeforest.com. We are grateful for your understanding as we try to provide public services in a way that reassures public health and safety.

Please watch for updates on the City's web site www.cityoflakeforest.com/covid19.