

Williamsburg County Reduced Public Contact Plan

As the positive cases of COVID-19 rises in the State, Williamsburg County, and most importantly, within the governmental employees, we need to take action to slow the spread of this pandemic. Williamsburg County is modifying many business procedures to be more easily accessible remotely or through dropbox services. The reduced public contact will be in effect beginning **July 16, 2020**.

County employees will continue to report on a rotating schedule basis. Citizens are encouraged to reduce public visits to our facilities, conduct business online, by phone, or utilize dropbox services to the maximum extent possible by reducing public visits, our ability to continue to offer services and minimize the spread of COVID-19.

The following is a listing of the offices that will continue to provide services through these adjusted operations and how citizens may contact and interact with them.

Treasurer Office

The county strongly recommends that residents use the following options to pay tax bills and to only visit the offices when necessary by appointment. This will protect both residents and employees from the potential spread of the virus.

- Pay online at <http://www.williamsburgcounty.sc.gov>. by E-Check, Visa/Master Card debit cards only, Credit Card.
- Pay by mail using the envelope enclosed with your tax bill- check and money orders only.
- Pay by drop box-Check and money order only- the drop box is conveniently accessible 24/7 and is located at the parking lot entrance of the Public Service Administration Building and Chavis One Stop, Hemingway SC
- By phone- 1-888-695-7811 (MUST HAVE NOTICE # TO PAY BY PHONE)
- Email: treasurer@wc.sc.gov

Auditor's Office

Email: auditor@wc.sc.gov

- Apply for the high mileage discount
- Appeal a vehicle value

- Apply for Homestead
- Apply for a refund
- Apply for 6% on motor homes, campers, and watercraft

Via phone at 843-355-9321 Ext. 5600 Auditors Department

Register of Deeds

Document Search:

All users of the ROD Office should utilize the office's online search services and e-filing services instead of visiting the office. You may contact the office to request a copy of any document that is not available online, or set-up an appointment to visit the office. The number to call is 843-355-9321 Ext.7100. All fees for the department still apply.

- Via US Mail – **Williamsburg County Register of Deeds**
 - **125 W. Main Street**
 - **Kingstree, SC 29556**
- Via drop Box- the drop box is located **125 W. Main Street**. Documents for recordation and associated payments must be included together in a sealed envelope labeled Register of Deeds. The envelope will also need to indicate the date of drop off, Attorney or submitter name, and contact information. Checks, cashiers checks, and money orders are the only acceptable form of payment for the dropbox location. This box will be checked hourly during the workday to ensure timely processing of your documents.
- Attorney/submitter will be contacted if documents are un-recordable and provided with instructions on the return of their documents. Except for un-recordable documents, all recorded documents will be returned by mail or picked up when the office resumes to a regular schedule. The dropbox will be checked several times a day for any documents left for recording.
- We request that you call ahead at 843-355-9321 Ext. 7100 and practice social distancing and sanitation protocols as recommended by SCDHEC & CDC if you must visit the office.

Building Codes

Permits:

- Contractors can apply via email at: buildingcodes@wc.sc.gov
- Via phone at 843-355-9321 Ext. 5300
- Payments can be accepted by calling the above listed phone number.
Plans & Applications Drop Off:
- Building plans may be dropped off at the Public Service Administration Building, 201 W. Main Street, Kingstree SC 29556
- Applications can be done online or dropped off at 201 W. Main Street, Kingstree SC 29556
Certification of Occupancy and Certificates of Completion
- Via email by first calling 843-355-9321 Ext. 5300 and providing project information and our email address. Hard copies will continue to be mailed via US Mail.
- Pick-ups of Certificates of Occupancy are highly discouraged.

Solid Waste

Collection/Convenience Centers, including the Landfill:

- All collection convenience centers continue to operate regular business hours.
- The Landfill continues to operate regular business hours.

Please be mindful of and abide by social distancing protocols recommended by SCDHEC & CDC and wait in your vehicle if needed to avoid proximity to other individuals.

Roads & Bridges

Encroachment Permits:

- Submitted by email to publicworks@wc.sc.gov

Work Order Requests:

- Submit via email to publicworks@wc.sc.gov
- Via phone-843-355-8900

Assessor Information

- Via email at- assessor@wc.sc.gov
- Via phone at 843-355-9321 Ext. 5500
- Requirements to Register a Mobile Home
- Requirements to obtain a Mobile Home Moving Permit to move: Into the county, Within the county or Out of the county.
- Plat and Deed Draft reviews and New Tax Parcel ID assignments.
- GIS Mapping information
- GIS Mapping questions or issues
- Land Development Regulations
- Tax Parcel ID#; Property Ownership, Property Valuation, Property GIS Information, Residential Land Requirements, Legal Residence qualifications, Agricultural 4% Special Assessment qualifications.

(Application forms for both legal residence and agricultural use are automatically mailed out upon transfer of ownership for the new applicant. If you already own a home in Williamsburg County but lived somewhere else and have recently moved into the home in Williamsburg County you will need a letter of release from your previous county of legal residence and you may apply in Williamsburg County. Let us know of your move and the assessor's office will mail you an application for the home in Williamsburg County.)

- Change of Address forms may be obtained via website: www.williamsburgcountygov.com. Go to Assessor's office, then Printable Forms. Print and complete form.
(Copy of requesting owner's driver's license must be returned with address change request form or request cannot be processed.)
- All Assessor's applications/forms are to be submitted as follows:
 - Via mail—original completed applications or original address change forms with respective required supporting documents should be mailed to: Williamsburg County Assessor, 201 W. Main St, PSA Bldg Ste.120, Kingtree, SC 29556.

Via drop box – (a new drop box will be placed within the next several days at the front of the Public Service Building, 201 W. Main Street, Kingtree SC 29556.) Original completed applications or address change forms with respective

required supporting documents must be in a sealed envelope labeled “**Assessor**”. This box will be checked hourly during the work day to ensure timely processing of your application. If applications are incomplete or documents of proof are missing the application cannot not be processed.

Park and Recreation

- Via email at- recreation@wc.sc.gov
- Via phone at 843-355-9321 Ext. 4200

All County parks and recreation programs, special events and athletics have been postponed until further notice. Community centers remain closed until further notice. Open recreation areas such as trails and walking tracks are still available for leisure use, but patrons should observe SCDHEC & CDC guidelines for distancing and gatherings. Rentals previously scheduled with payments paid will be reimburse to the responsible parties. Please note: This process can take up to 30 days or more before you receive your reimbursement.

Registration and Elections

Due to COVID-19 and to better practice social distancing at this time you may go to www.SCVotes.gov to make name and address changes. You can also register to vote and apply for an absentee ballot for upcoming elections.

Please call before coming into the office at 843-355-6044. You can also email the office at Vote.Williamsburg@elections.sc.gov

Town of Hemingway General Election is July 14, 2020

Town of Greeleyville General Election is July 14, 2020

Statewide General Election is Nov. 3, 2020

The Deadline to register to vote: in person is October 2nd by 5pm; by online/fax/email is October 4th at 11:59pm; by mail is October 5th (postmarked no later than this date).

In-person absentee voting will begin on October 5th. Please remember that you can vote by Mail-In Ballot. You can apply now for an absentee application. You can

get your form online at [Apply for online absentee Application](#) (To apply online you must have a printer), or by calling or emailing the office. We won't be able to send applications by mail after 4 pm on Wednesday October 28th. The last day to send out ballots will be Friday, October 30th by 4 pm. For a ballot to be counted it must be in our office by 7 pm on Election Day which is November 3, 2020.

Please contact Voter Registration if you have any questions.

If you want to be a poll worker. Please, remember to choose Williamsburg as your county. Here is the link to apply.

<https://noexcuses.sc.com/apply-to-be-a-poll-manager/>

Magistrates/Summary Court

Most court functions have been postponed or modified by order of the Chief Justice.

Email: magistrate@wc.sc.gov

Via Phone at: 843-355-9565

Clerk of Court

Most court functions have been postponed or modified by order of the Chief Justice.

Questions can be sent via email: clerkofcourt@wc.sc.gov

Questions about family court can be sent via email: familycourt@wc.sc.gov

Via phone at: 843-355-9321 Ext. 6100

Probate Court

Encourage the use of drop-box and mail-in Probate Documents:

Many Probate Court Services for Estate and Marriage License/Records will be available:

Via Phone: 843-355-9321 Ext. 6200

Via email: probatecourt@wc.sc.gov

Via Zoom session (call or email to schedule)

Via email: probatecourt@wc.sc.gov

Researcher hours are Tuesday-Thursday 11am-1pm

GIS/Addressing

New Address Request & Address Verification Letter (Individual)-

- Parcel ID, Occupant or Owner's name & Telephone Number.
- Proof of Sewer or DHEC Septic Letter must be attached for all new addresses except Utility-only addresses. Address Verification Letters will be issued electronically via email.
- Phoned will still be manned during regular business hours. Call 843-355-9321 Ext. 5112.

New Address Request

- Email: addressing@wc.sc.gov

Tax Collectors

Tax Collector Information:

- Via email -taxcollector@wc.sc.gov
- Via phone at 843-355-9321 Ext. 5800

Payment Options:

- Via mail- mail check (certified check or money order for tax sale redemption) to:
- Payments should be in a sealed envelope and labeled TAX Collector, please include tax bill. The drop box is accessible 24 hours a day and conveniently located in the parking lot entrance of the Public Administration Building, 201 W. Main Street, Kingstree SC 2955 and Chavis One Stop, Hemingway SC
- Via phone at 843-355-9321 Ext. 5800 by VISA/MASTER CARDS—debit or credit cards

Veteran's Affairs

Via email at va@wc.sc.gov

Via Telephone 843-355-9321 Ext.6300

ANIMAL CARE AND CONTROL

Via email-animalcare@wc.sc.gov

Via Telephone at 843-355-9312

Economic Development

Via email- ecodev@wc.sc.gov

Via Telephone at- 843-372-0863

Sheriff Office

Via email-sheriff@wc.sc.gov

Via Telephone- 843-355-9696

Water & Sewer Department

Drive-Thru will be open 8:30-5:00 pm. M-F for payments

Via Telephone-1-844-868-6775 (For payments)

Via Telephone for other matters- 843-355-8997

Via email-water@wc.sc.gov

County Council

Via Telephone: Tammi McClary- 843-355-9321 Ext. 5401

Via Email-tammi-mcclary@wc.sc.gov