



Town of Sunnyvale  
127 N. Collins Road \* Sunnyvale, TX 75182  
[www.townofsunnyvale.org](http://www.townofsunnyvale.org)  
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## Press Release

For Immediate Release  
March 18, 2020

### Town of Sunnyvale – Facility Closures

**As Town officials continue to monitor the COVID-19 outbreak, it has been determined that it is in the best interest of our community and our employees to indefinitely close the Town Hall lobby to the public, except for appointments.**

Town Hall – 127 N. Collins Rd. – Front doors will remain closed to the public until further notice. Staff will remain available via phone or email and payment services will be available online.

#### **Utilities:**

- Assistance is available via telephone at (972) 226-7177 or by emailing [ub@townofsunnyvale.org](mailto:ub@townofsunnyvale.org) during regular business hours.
- Payments may be dropped off in the drop box\* near the front driveway entrance of Town Hall.
- Payments may be mailed to 127 N. Collins Rd. Sunnyvale, TX 75182.
- Payments may be made online at [www.municipalonlinepayments.com/sunnyvaletx](http://www.municipalonlinepayments.com/sunnyvaletx). ***The convenience fee will be waived for those making online utility payments.***
- Public Works will not be performing disconnections during this time and the after-hours emergency response will not be affected by this change.

(more)

### **Municipal Court:**

- Assistance is available via telephone at (972) 203-4144 or by emailing [towncourt@townofsunnyvale.org](mailto:towncourt@townofsunnyvale.org) during regular business hours.
- Payments may be dropped off in the drop box\* near the front driveway entrance of Town Hall. Please include your name and your citation number with your payment.
- Payments may be mailed to 127 N. Collins Rd. Sunnyvale, TX 75182.
- Payments may be made online at [www.municipalonlinepayments.com/sunnyvaletx](http://www.municipalonlinepayments.com/sunnyvaletx).

### **Building Permits:**

- Assistance is available via telephone at (972) 203-4188 or by emailing [permittech@townofsunnyvale.org](mailto:permittech@townofsunnyvale.org) during regular business hours.
- Payments/applications may be dropped off in the drop box\* near the front driveway entrance of Town Hall. Please include pertinent identifying information.
- Payments/applications may be mailed to 127 N. Collins Rd. Sunnyvale, TX 75182.

### **Library:**

- The Library facility is closed; however, staff are available via phone at (972) 226-4491.
- E-Books may be checked out online through Overdrive via [www.DorisPadgettLibrary.org](http://www.DorisPadgettLibrary.org).
- Book returns may be placed in the drop box located outside of the Library.

\*Please refrain from placing cash in the drop box – a check or money order is preferred.

For general assistance or to request an appointment with staff, related to other business not mentioned above, please contact Town Hall at (972) 226-7177.

Your understanding and willingness to keep the community safe during this time is much appreciated!

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