

**COUNTY PLANNING DEPARTMENT WILL CONTINUE ALL SERVICES
TO THE PUBLIC, THROUGH ALTERNATE ELECTRONIC MEANS**

Health and Safety is a core mission of the Planning Department, with development regulations all fundamentally existing to protect public health and safety. With COVID-19 virus now in our community, we are taking steps to help “flatten the curve” by changing how our services are delivered. We know you are doing your part too.

On March 17th the Planning Department shifted its service delivery approach to alternate **electronic means**, which will continue until further notice. The configuration of our lobby and counter area has made it difficult to implement social distancing practices, but we are fortunate in that nearly all services can occur electronically.

The County already uses an electronic system for all building permit application submittals and plan check, and many can be issued online through our website. Planners will continue to process applications and are available by email and phone. We are working to develop additional capacity for electronic submittal of discretionary permit applications and plan re-submittals, in a manner that would mimic the existing building permit process. A drop-box has been placed on the first floor of the County Building for minor project building permit submittals if applicants have no electronic alternative. The Drop Box is NOT for submittals of discretionary permit applications. Fees can be paid online. Contact information by functional area of service is found on the reverse side of this flyer. Staff can be contacted directly via their email addresses.

The Department has assigned staff to be available to return voicemails to the building and zoning lines; most returns will be via email. The best way to leave messages is to email the general zoning and building email inboxes. Let us know if you need to make arrangements to submit a new discretionary permit application. Staff will be available to coach those who need assistance with our electronic and website mechanisms.

The Planning Department phone number for other services is **831-454-2130**. Note, however, that emails continue to be the most efficient method of communication.

We will evaluate the situation throughout April as guidance is received from local, state and federal officials. We understand that closure of the public counter and unavailability of in-person appointments may be inconvenient and thank you for your patience. We will post periodic status updates on the Planning Department website:

<https://www.sccoplanning.com/>.

Thank you for your support and attention to this critical matter.

Kathleen Molloy
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