

COUNTY PLANNING DEPARTMENT WILL CONTINUE ALL SERVICES TO THE PUBLIC, WITH SOME MODIFICATION OF OPERATIONS AT PUBLIC COUNTER

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 “public counter” services are delivered. On Monday March 16th the Planning Department will begin to shift to alternate **electronic means** and **advance appointments**, 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 of our 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 be available by appointment. Fees can be paid online. Contact information by functional area of service is provided on the attached flyer.

The Department has assigned additional staff to be available to answer the public phone line and emails, and staff will be available to coach those who need assistance with our electronic and website mechanisms.

The phone number to schedule an appointment to submit an application for a Discretionary Permit is **831-454-3252**; and the Planning Department phone number for any other services is **831-454-2580**. Note, however, that emails are the most efficient method of communication.

We will evaluate the situation at the end of March and determine next steps. We understand that closure of the public counter may be inconvenient and thank you for your patience. Starting on March 16th, we will post periodic status updates on the Planning Department website: <https://www.sccoplanning.com/>.

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

Kathleen Molloy
Planning Director
Santa Cruz County Planning Department