



PUBLIC COUNTER NOTICE RE COVID-19

The County of Santa Barbara is committed to the health of our staff, the public, and our overall community. Based on guidance from the California Department of Public Health and the California Governor's Stay at Home Executive Order N-33-20 issued on March 19, 2020 to protect the health and well-being of all Californians and to establish consistency across the state in order to slow the spread of COVID-19, the Santa Barbara County Clerk of the Board has closed its public counter until further notice. The Clerk of the Board is committed to continuing to provide public services during this time. As such, we require the public to conduct their business with the office through other means. We strongly encourage the submittal of materials electronically via email at: sbcob@countyofsb.org.

If your materials cannot be submitted via email, you may bring them in and deposit them in a collection bin made available on the 1st floor of the Santa Barbara County Administration Building. Frequently used Clerk of the Board forms are also available at the collection bin location. Members of the public should avail themselves of materials and information available online at:

<https://www.countyofsb.org/ceo/cob.sbc>

Feel free to contact our staff via phone and/or email. We will provide responses to voicemails and email inquiries within one business day. Voice messages and Faxes may be made at the following:

<u>Office Location</u>	<u>Telephone</u>	<u>Fax</u>
Santa Barbara	(805)568-2240	(805)568-2249

We will be accepting inquiries and electronic documents through the following email address:

<u>Office Location</u>	<u>Email</u>
Santa Barbara	sbcob@countyofsb.org

Please make sure that documents are clearly labeled with your contact information so that we may contact you if we have follow-up questions regarding your submittals. The following documents can be submitted:

- Assessment Appeals
- Land Use Appeals
- Claims
- CEQA Filings

- o Payment made by check or JE

For monument deposits and Clerk of the Board map attestations, please email Sheila de la Guerra at: sdelaguerra@countyofsb.org to make an appointment.

If you have an urgent matter that is not listed above, please contact our main line at (805) 568-2240.

This is an evolving situation and we appreciate your awareness and understanding. We will continue to take heed from our County Health Officer and adjust our procedures accordingly.