



# PUBLIC COUNTER NOTICE RE COVID-19

The County of Santa Barbara is committed to the health of our staff, our customers, and the health of our overall community. The Governor recently issued a proclamation of a State Emergency (March 11, 2020) and the County Health Officer has issued an order for people to practice social distancing through maintaining a six foot distance from others.

In abundance of caution and in an effort to slow the spread of COVID-19, the Planning and Development Department (P&D) is closing the public service counters at the Santa Barbara and Santa Maria locations from Tuesday March 17<sup>th</sup> until **FURTHER NOTICE**. **The Department is committed to continuing to provide public services during this time.** As such, we require customers to conduct their business with the Department through other means. We strongly encourage the submittal of materials electronically via email or through other digital platforms, i.e Box.com. If you are interested in utilizing the Box platform please contact counter staff and they will set up a shared file for you to submit plans and documents. In addition, any already scheduled intake appointments will be done via telephone, Go To Meetings, or Skype. You will be contacted by staff ahead of the scheduled appointment to arrange for the meeting to be either a conference call, GoToMeeting, or Skype.

If your materials cannot be submitted in this manner, you may bring them in and deposit them in a clearly labeled collection bin in our offices: Santa Barbara (105 E. Anapamu St.) or Santa Maria (624 W. Foster Rd). Comments on materials such as plans or permit applications will be provided electronically. Please make sure that all materials are clearly labeled and that your contact information is clearly marked so that we may contact you if we have follow-up questions regarding your submittals. A form is available at the drop-off locations and as a download to use as an attachment to your materials. A copy of the form should also be submitted with any checks at either drop off location. There will be instructions posted at each office location to assist in the drop-off of plans and checks.

Customers should avail themselves of materials available online at <https://countyofsb.org/plndev/home.sbc> and contact our staff via phone and/or email. Our public counter contact information is available on our website here: <https://countyofsb.org/plndev/hours.sbc>. We will provide responses to voicemails and email inquiries within one business day. Voice messages may be made at the following:

<u>Office Location</u>	<u>Zoning Counter</u>	<u>Building Counter</u>
Santa Barbara – South County	(805)568-2090	(805)568-3030
Santa Maria – North County	(805)934-6251	(805)934-6397

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

<u>Office Location</u>	<u>Zoning Counter</u>	<u>Building Counter*</u>
Santa Barbara – South County	<a href="mailto:front@countyofsb.org">front@countyofsb.org</a>	<a href="mailto:padbuild@countyofsb.org">padbuild@countyofsb.org</a>
Santa Maria – North County	<a href="mailto:nocounte@countyofsb.org">nocounte@countyofsb.org</a>	<a href="mailto:ncbuild@countyofsb.org">ncbuild@countyofsb.org</a>

\*Building electronic plans can be emailed to [epc@countyofsb.org](mailto:epc@countyofsb.org).

Again, please make sure that materials are clearly labeled with your project and contact information so that we may contact you if we have follow-up questions regarding your submittals. A form is available for download to use as an attachment to your materials for this purpose (<https://countyofsb.org/uploadedFiles/plndev/Content/SubmittalDrop.pdf>).

Inspection services will continue at this time during regular business hours, however, contact will be limited or avoided to the greatest degree possible.

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