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## Planning Department Services - Covid-19 Restrictions, Effective September 9 2020

The City of Gilroy is dedicated to the safety of our applicants, our residents, and our staff. We also understand the importance of continuing to process development applications. In accordance with the May 4<sup>th</sup> Shelter in Place order, which allows for construction activity to occur if certain criteria are met, Planning staff are providing limited remote service for all development projects. We will take in applications, review plans, complete inspections, and issue permits. In order to ensure the safety of our employees and our customers, we have implemented the following application submittal procedure:

- No members of the public are allowed inside City Hall at this time.
- For questions, please call (408) 846-0440 or email [PlanningDivision@cityofgilroy.org](mailto:PlanningDivision@cityofgilroy.org)
- Please submit your applications digitally by emailing [PlanningDivision@cityofgilroy.org](mailto:PlanningDivision@cityofgilroy.org). Application materials may either be attached to the email or shared with a file sharing service such as Box.
- To the extent practicable, all services will be conducted via email or by other electronic means. If you need to submit hard copies or other materials, these items must be mailed to city hall or an arrangement can be made for a courier to drop off materials. The drop-off must be at a specific time and approved by the staff person who will be receiving the item. All items received by mail or delivery will be quarantined for a minimum of 48 hours.
- Planning Division staff will review new applications within 24 hours of receipt to verify the application submittal checklist items have been addressed. If any required information is missing the submittal package will be returned to you for resubmittal with the missing information as identified by staff.
- Upon receipt of a complete application submittal package, staff will prepare an invoice and inform Finance staff to contact you for payment. This may take up to 3 business days. Once payment is received the application will be assigned for formal processing.
- Once assigned the project planner will contact you. Any further resubmittals can be sent electronically directly to the planner assigned to your project.
- Please contact the planner assigned to your project for information on planning inspections. We will require proper use of PPE per County and OSHA guidelines for staff. Protocols are also required of the developer/contractor for the job site. This information will be provided to you in advance and inspectors will not perform any inspections for developers/contractors who fail to adhere to required protocols.

We are here to help, and we look forward to continuing to do business with you. First and foremost, be safe, be healthy, and please let us know if you have any questions or concerns.