

REMOTE PROCEDURES FOR TREE PERMITS DURING COVID-19

In response to Monterey County's Public Health mandatory order issued March 17th and **revised on May 1, 2020**, City Hall will remain closed to public visitation. Most of our staff will begin working remotely to continue services. Thank you for your patience as we work together to address this unprecedented threat.

Staff is prepared to handle tree permits electronically.

Because non-essential personnel must shelter in place, the City will be unable to timely respond to requests for public records, or meet other deadlines, including those under the Permit Streamlining Act. The City considers any such deadlines to be tolled during the period in which employees are required to shelter in place.

Services will be conducted as follows until further notice. This page will be updated as needed.

Tree Permits <https://www.cityofpacificgrove.org/living/public-works/tree-permits>

Service	Action
General permit questions	Email dgonzales@cityofpacificgrove.org or aweisfuss@cityofpacificgrove.org OR call 831-648-3190 or 831-760-0602.
Permit applications	Complete the permit application on the Tree permit webpage and email to dgonzales@cityofpacificgrove.org
Fee Payment	Call 831-648-3190 to pay over the phone via credit card, mail to City Hall 300 Forest Ave, Pacific Grove, 93950, or drop a check at the Police Department lobby located at 580 Pine Ave between the hours of 7:00am to 11:00pm. The lobby has a secure drop box. Please address to CDD/PW – Tree Permit and include a copy of the application/permit. Once the fee has been processed a receipt will be emailed to you.
Tree Permits	Staff will email a .PDF that you can print.
Online permit lookup	To look up tree permits please visit https://www.cityofpacificgrove.org/living/public-works/tree-permits

Thank you for your understanding and compliance. This change is effective immediately.