

## NEW PLANNING COUNTER SCHEDULE TO BEGIN MARCH 22, 2004

In an effort to better serve our customers, a new Planning counter schedule will begin on Monday, March 22, 2004. The changes will affect walk-in counter service and submittals for development permit applications, such as a submittal of an application for a use permit.

The counter will be open for walk-in service for general planning questions during afternoon workday hours. If you are unable to come in during the new walk-in hours, planners will be also available by appointment to provide complete and prompt assistance.

In addition, all submittals for a development permit application will be made by appointment only. Please budget approximately 30 minutes to one hour for an application submittal.

HOURS	GENERAL PLANNING QUESTIONS	APPLICATION SUBMITTAL
7:30 a.m.-12:00 p.m. (Monday-Thursday) 8:00 a.m.-12:00 p.m. (Alternate Fridays closed)	By Appointment Only	By Appointment Only
1:00 p.m.-5:30 p.m. (Monday- Thursday) 1:00 p.m.-5:00 p.m. (Alternate Fridays closed)	Walk-in	

To schedule an appointment, please contact Beverly Beasley at (650) 330-6717. If you have been working with a planner on a specific project, you may contact the planner directly to schedule an appointment. Planner contact information is available on the City's website at [www.menlopark.org](http://www.menlopark.org).

