

# Planning Department Notice

**April 15 to 18, 2019**

Due to the volume of applications and inquiries, SCRD Planning staff are not available for phone or counter inquiries at the Field Road office between 12:00p.m. – 2:00p.m. with the exception of **Friday, April 19, 2019** Planning staff are not available as it is a statutory holiday. Appointments are encouraged for counter inquiries. Contact planning staff at 604-885-6800 or [planning@scrd.ca](mailto:planning@scrd.ca) to make an appointment and have the following information ready:

- Location of the property (address and/or Property ID)
- A list of questions or summary of proposed development
- If an application is already submitted, include a file number

For assistance with common inquiries, please ask the receptionist for a pamphlet or follow this link:

<http://www.scrd.ca/FAQs>

