



CITY OF GROSSE POINTE WOODS

20025 Mack Plaza Drive

Grosse Pointe Woods, Michigan 48236-2397

City Administration

Telephone (313) 343-2440

E-mail: admin@gpwmi.us

Shelter In Place Order

The Governor issued a [shelter in place order](#) on March 23, effective March 24 through April 13.

Grosse Pointe Woods City Hall and City buildings are closed to public visitors until further notice. City Council meetings are cancelled until May 4. City Commission meetings are cancelled until further notice.

Essential city services such as Police, Fire, Emergency Dispatch, water service, garbage, recycling, and yard waste collection will not be impacted.

Residents are to use the city Drop Box when making utility payments by check or money order. *Do not deposit cash in the Drop Box.* The box is located in the circular driveway in front of City Hall. It is the first, white box on the left. Receipts will be mailed to customers upon request.

For ongoing updates from the City of Grosse Pointe Woods, residents are encouraged to subscribe to the weekly e-blasts. If you know someone who has not subscribed to the e-blasts, they can do so by visiting www.gpwmi.us, look under Online Services, and click on "Email Newsletter Registration."

Residents can be confident that city officials are continuing all efforts to ensure delivery of services to the community. Below are details on how to contact each department.

Building Department

building@gpwmi.us

313-343-2426

- Use the city Drop Box to submit plans, applications, and fees. Be sure to address envelopes to "Building Department".
- [CLICK HERE](#) for applications for permits and inspections. Please note, applications must be printed and submitted in the City Drop box or through mail.
- Inspections will continue on a case-by-case basis.
- For additional assistance, call (313) 343-2426 or email building@gpwmi.us.

City Clerk

cityclerk@gpwmi.us

313-343-2440

- [Business License](#)- temporarily suspended or deposit completed forms with an accompanying check into City drop box at City Hall. Be sure to review the renewal form to ensure updated information is provided, and remember to sign and date the application.
- [Animal Licensing](#)- temporarily suspended
- [Notary Services](#)-temporarily suspended
- [Voter Registration](#) - On Line at <https://mvlc.sos.state.mi.us/RegisterVoter>
- [Freedom of Information Act requests](#) – Search on the City's website at www.gpwmi.us for city records such as agendas and minutes. Normal timelines required under FOIA may not be able to be adhered to under the circumstances. Request forms are available if you [CLICK HERE](#).
 - Return records supplied by the Department of Public Safety such as Police Reports to dpsrecords@gpwmi.us.
 - Return all other requests for records to cityclerk@gpwmi.us.
 - FOIA requests may be deposited into the City's drop box or mailed to City Hall via USPS.

- Notice of Meetings – For the most up to date meeting dates, check the City calendar at www.gpwmi.us. Various City meeting dates will be changing so check the calendar or call (313) 343-2440.
- Application forms for various licenses and permits can be found if you **CLICK HERE**. Complete and sign the appropriate form and provide a check with the applicable fee in a sealed envelope addressed to the City Clerk. Return via USPS to Lisa Kay Hathaway - City Clerk, City of Grosse Pointe Woods, 20025 Mack Plaza, Grosse Pointe Woods, MI 48236; or, deposit into the City's drop box at City Hall. Requests will be responded as soon as we are able.
- Interested in serving on a City Commission? Complete a Biographical Sketch Form which can be accessed if you **CLICK HERE**. Email the completed form to lhathaway@gpwmi.us or deposit into the City's drop box addressed to Lisa Kay Hathaway, City Clerk.

Finance and Tax

cberhens@gpwmi.us

(313) 343-2604

- Garbage and yard waste bag sells will be postponed until further notice.
- Passport services will be postponed until further notice.
- Water bill payment can be made via:
 - City Drop box
 - Mail payments to: 20025 Mack Plaza, Grosse Pointe Woods, MI 48236
 - Online payments **CLICK HERE**.

Municipal Court

court@gpwmi.us

313-343-2455

- The Municipal Court is only open for essential court business. Please contact 313-343-2455 prior to visiting.
- All payments of parking and traffic tickets are to be paid by the following:
 - City Drop Box
 - Payment by phone calling 1-888-604-7888 using PLC code 5114.
 - Online ticket payment, **CLICK HERE** for detailed information and a link to the online payment service.

Parks and Recreation

parks@gpwmi.us

313-343-2408

- The Lake Front Park and Activities Building are closed until further notice. Consequently, all fitness classes and Toddler Tumble Time are cancelled.
- Chene-Trombley, Sweeney, and Ghesquiere Parks are open, however, play structures are closed.
- All Parks and Recreation events, programs, and classes will be canceled until further notice.
- The Grosse Pointe Woods Community Center is closed until further notice.
- Boat well payments deadline is extended until May 1.

Public Safety

pubsafty@gpwmi.us

313-343-2400

- The Public Safety lobby will only be open to emergencies and crime reporting. Residents are encouraged to call before coming into the department for further instructions.
- The Public Safety Department will not be fingerprinting, providing car seat inspections, allowing any visitation for prisoners, will not be selling garbage bags and bike licenses until further notice.
- **Residential Street Parking**- Until April 13, temporary parking permits are not required to park on residential streets. However, please do not park in a fire lane or in front of a fire hydrant.

Department of Public Works

pubwks@gpwmi.us

313-343-2460

- The Department of Public Works building and yard are closed to the public until further notice.
- Critical services provided by the DPW, such as water, rubbish, recycling, and yard waste collection, will not be impacted.
- If you need further information, call or email the DPW.