

	<h2 style="text-align: center;">POSTING-MAILING NOTICES</h2> <p>Town of Paradise Valley 6401 East Lincoln Drive Paradise Valley, AZ 85253</p>	<p>Phone: (480) 348-3693 Fax: (480) 443-3236 TDD: (480) 483-1811</p>
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Several application processes require notification by posting of property and/or mailing notification. This notification may be required by Arizona Revised Statutes, Town Code, and/or by Town policy.

## **POSTING OF PROPERTY**

When an application requires Posting of Property, it shall be the responsibility of the applicant to properly post and document such posting to the Town. The basic steps are outlined below:

- Obtain the official posting notice at the Community Development Department at least 21 calendar days prior to the scheduled meeting date or the date as set by the Town staff member processing your application. For the Hillside Building Committee, obtain the official posting notice 7 calendar days prior to the scheduled meeting date.
- Post the official notice on the subject site in a visible location no earlier than 21 calendar days and no later than 15 calendar days prior to the scheduled meeting date. For the Hillside Building Committee postings, post the official notice 6 to 7 calendar days prior to the scheduled meeting date.
- Sign, notarize, and submit the official Affidavit of Posting along with a color photo of the posted sign to the Community Development Department no later than 15 calendar days prior to the scheduled meeting date. A template Affidavit of Posting is attached.

### **FAQ**

*Do I have to do a Posting of Property for all scheduled meetings?*

No, posting is only required for the meeting where action will be taken.

*What meetings require a Posting of Property?*

For a general guide of what applications require posting see Table 1 attached.

*Can I use my own sign?*

No, the Community Development Department has an official posting sign that the Town staff member processing your application will prepare for posting. This sign is a cardboard sign that is 11 inches by 14 inches. A posting stake will be provided by the Town.

*What happens if I miss the last day to post the sign?*

This may result in the application request being postponed to the next available meeting along with the applicant doing a mailing notification of the postponement.

*Do I need to repost the sign if it gets damaged or removed before the meeting?*

Yes, in most cases. Legally this may not be required in all instances, but the Town would encourage reposting to be a good neighbor.

# **MAILING NOTIFICATION**

When an application requires Mailing Notification, it shall be the responsibility of the applicant to properly mail the notice by the required deadline dates and document such mailing to the Town. The basic steps are outlined below:

- Obtain the official mailing notice letter from the Town staff member processing your application at least 21 calendar days prior to the scheduled meeting date or the date as set by the staff member processing your application.
- Verify with the staff member processing your application the mailing notification radius. This radius will be determined by the type of application as shown in Table 1 and/or the Town.
- Mail the notice letter to each property owner within the specified radius in Table 1 attached for your application type no earlier than 21 calendar days and no later than 15 calendar days prior to the scheduled meeting date. Verify with the staff member processing your application that there are no additional persons of interest that will require notification. Also, make sure the envelope has the Town return address, "Town of Paradise Valley Planning Department, 6401 East Lincoln Drive, Paradise Valley AZ 85253-4399"
- Sign, notarize, and submit the official Affidavit of Mailing along with a copy of the notice and mailing address list to the Community Development Department no later than 15 calendar days prior to the scheduled meeting date. A template Affidavit of Mailing is attached.

## **FAQ**

### **Do I have to do a Mailing Notification for all scheduled meetings?**

No, mailing notices are typically only required for the meeting where action will be taken.

### **What meetings require a Mailing Notification?**

For a general guide of what applications require mailing notification see Table 1 attached.

### **Can I use my own notice and/or add additional information?**

Yes, in certain instances this may be allowable if cleared by the Community Development Director or designee.

### **What minimally must be included on the notice?**

Items that must be included on the notice are the time, day, date, and location of the meeting; a description of the application request; the location of the site; contact information of the Town staff person processing the application, and the Town disclaimer on meeting accessibility to persons with disabilities.

### **Where do I find the mailing list?**

The official mailing address source and tool to create a mailing list by radius is available by the Maricopa County Assessor. Any changes of mailing address should be processed with Maricopa County and not the Town. Refer to <http://maps.mcassessor.maricopa.gov/>

### **Does the Town provide postage and envelopes?**

No, the applicant must provide the necessary postage and envelopes.

### **What happens if I miss the last day to mail the notices?**

This may result in the application request being postponed to the next available meeting along with the applicant doing a mailing notification of the postponement.

**AFFIDAVIT OF POSTING**

STATE OF ARIZONA    )

) ss:

County of Maricopa    )

I, \_\_\_\_\_, depose and state that the attached notice, of proposed application \_\_\_\_\_ located at \_\_\_\_\_ for the (Planning Commission/Town Council/Board of Adjustment/Hillside Committee) meeting date of \_\_\_\_\_, 201\_\_ is a true and correct copy of a notice which I cause to be posted by the following day of the week \_\_\_\_\_, and on the following date \_\_\_\_\_, 201\_\_ in the following location(s):

All in the Town of Paradise Valley, Arizona and County and State aforesaid, the same being public places in said County and in the following locations:

All to the Town of Paradise Valley, Arizona and County and State aforesaid.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Signature

This affidavit was SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires:

\_\_\_\_\_

**AFFIDAVIT OF MAILING NOTIFICATION**

STATE OF ARIZONA    )

) ss:

County of Maricopa        )

In accordance with the requirements of the Town of Paradise Valley, the undersigned hereby certifies that the mailing list for the proposed project is a complete list of property owners within \_\_\_\_\_ feet of the subject property, as obtained from the Maricopa County Assessor’s Office on the following date \_\_\_\_\_, 201\_\_\_\_, and such notification has been mailed on the following date \_\_\_\_\_, 201\_\_\_\_.

\_\_\_\_\_  
Signature

The foregoing instrument was acknowledged by me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_.  
Name

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires:  
\_\_\_\_\_

**Table 1: Application Posting/Mailing Notification Guide**

<b>Application Type</b>	<b>Reviewing/Approval Body</b>	<b>Posting of Property (Minimum Deadlines)</b>	<b>Mailing Notification</b>
Administrative Relief – Zoning Ordinance	Community Development Director	No	Yes, adjoining lots 15 days prior to decision
Appeal – Zoning Ordinance, Admin Decision <sup>3</sup>	Board of Adjustment	Yes, 15 days prior to meeting	Yes, 1,500' radius 15 days prior to meeting
Conditional Use Permit <sup>3</sup>	Planning Commission	Yes, 15 days prior to meeting	Yes, 1,500' radius 15 days prior to meeting
General Plan, Major Amendment <sup>1 4 5</sup>	Planning Commission Town Council	Yes, 15 days prior to meeting	Yes, 2,000' radius 15 days prior to meeting
General Plan, Minor Amendment <sup>1 3</sup>	Planning Commission Town Council	Yes, 15 days prior to meeting	Yes, 1,500' radius 15 days prior to meeting
General Plan, Text Amendment * <sup>1 4</sup>	Planning Commission Town Council	Yes, 15 days prior to meeting	Yes, 1,500' radius 15 days prior to meeting
Hillside, New Structures **	Hillside Committee	Yes, 7 days prior to meeting	Yes, 1,500' radius 15 days prior to meeting
Hillside, Remove Designation**	Hillside Committee Town Council***	Yes, 7 days prior to meeting	Yes, 1,500' radius 15 days prior to meeting
Administrative Land Modifications: <ul style="list-style-type: none"> <li>▪ Lot Line Adjustment</li> <li>▪ Lot Combo</li> <li>▪ Easement Modifications</li> <li>▪ Lot Split (&gt; 2.5 Net Acres)</li> </ul>	Community Development Director/Town Engineer	No	No
Non-Administrative Land Modifications: <ul style="list-style-type: none"> <li>▪ Lot Line Adjustment/Combo with Deviation from Town Standards</li> <li>▪ Lot Split (&lt; 2.5 Net Acres)</li> <li>▪ Lot Split (&gt; 2.5 Net Acres) with Deviation from Town Standards</li> <li>▪ Modification to SUP Plat</li> </ul>	Planning Commission Town Council	No	Yes, 500' radius 15 days prior to meeting  Except for Modification to SUP Plat, which requires a 1,500' radius 15 days prior to meeting
Plat, Final	Planning Commission Town Council	No	Yes, 1,500' radius 15 days prior to meeting
Plat, Preliminary	Planning Commission Town Council	No	Yes, 1,500' radius 15 days prior to meeting
Rezoning <sup>1 4</sup>	Planning Commission Town Council	Yes, 15 days prior to meeting	Yes, 1,500' radius 15 days prior to meeting
Roadway/Easement Vacation	Town Council	Yes, 15 days prior to meeting 3 posting locations	Yes, adjoining lots 15 days prior to meeting
Special Use Permit, Major <sup>1 2 3</sup>	Planning Commission Town Council	Yes, 15 days prior to meeting	Yes, 1,500' radius 15 days prior to meeting
Special Use Permit, Intermediate <sup>1 2 3</sup>	Planning Commission Town Council	Yes, 15 days prior to meeting	Yes, 1,500' radius 15 days prior to meeting
Special Use Permit, Minor <sup>3</sup>	Planning Commission	Yes, 15 days prior to meeting	Yes, 1,500' radius 15 days prior to meeting
Special Use Permit, Managerial	Town Manager	No	Yes, adjoining lots 15 days prior to decision

Subdivision Sign	Town Council	No	Yes, properties within plat 15 days prior to meeting
Temporary Use Permit	Town Manager	No	If requested by Town
Variance <sup>3</sup>	Board of Adjustment	Yes, 15 days prior to meeting	Yes, 1,500' radius 15 days prior to meeting
Zoning Ordinance Text Change <sup>1 4</sup>	Planning Commission Town Council	Yes, 15 days prior to meeting	Yes, 1,500' radius 15 days prior to meeting

*For more information and verification on noticing for your specific application please check with the appropriate Town staff member. \* If effects a specific site \*\*Refer to Hillside Building Regulations, Article XXII of the Town Zoning Ordinance \*\*\*No Posting of Property or Mailing Notification <sup>1</sup> Citizen Review Session/Meeting required, see Town Code §2-5-2 <sup>2</sup> Statement of Direction required, see Town Zoning Ordinance Article XXI, Special Uses <sup>3</sup> Standard Newspaper Ad <sup>4</sup> Display Newspaper Ad <sup>5</sup> PV Independent Ad*