

<b>PV APPLICATION TYPE Mar 17, 2020</b>	<b>Paradise Valley</b>	<b>Gilbert</b>	<b>Phoenix</b>	<b>Scottsdale</b>
Contacted		Yes, replied	Yes, replied and need more info	Yes, no reply
<b>First required notice to residents</b>	Generally Citizen Review Session 20 days prior to Planning Commission action or 15 days mailing notice prior to the Planning Commission hearing	Requires applicant hold at least one neighborhood meeting before pre-application submittal (i.e., Major General Plan and Rezoning); Planning Manager has discretion to apply to other application types; Posting 10 days before neighborhood meeting; Mailing property owners 300' (660' in San Tan Character Area) and HOAs within 1,000' 10 days before the neighborhood meeting	Requires applicant hold two neighborhood meetings prior to the first public meeting by the Village Planning Committee (e.g. PUD Rezoning); The 1st neighborhood meeting occurs after formal application submittal, but the mailing notices must go out at least 10 days before filing and 10 days prior to the neighborhood meeting; This 1st neighborhood meeting must be completed with meeting summary by the time staff holds its post-application meeting; No posting for the open house meetings; Mailing to all property owners within 600', nearest 4 quadrants, and all HOAs within 1 mile	Requires applicant hold at least one open house meeting prior to formal application submittal (e.g. General Plan amendment, Rezoning, Infill Incentive); Post sign 10 days prior to open house; Mailing to property owners and HOA within 750' radius; Mail notices at least 10 days prior to open house
<b>Typical Sign</b>	11"x14"; 3' tall [Building Permit construction sign requires permittees must post a 6 square foot (2'x3') identification sign, made of durable material, in the front yard of subject property and not in the Town right-of-way. The sign may not exceed a maximum of 6' in height from grade to top of the sign. The sign must include the permittee or company name, phone number, type of work, and address of project]	2'x3', 6' tall	4'x8'; 8' tall	4'x4' sign area; 8' tall
<b>Residents outside community noticed</b>	Yes, if they fall in the notice radius and a mailing required	Yes, if they fall in the notice radius and a mailing required; Also, notify adjoining communities at application review stage	Yes, if they fall in the notice radius and a mailing required	Yes, if they fall in the notice radius and a mailing required

<b>PV APPLICATION TYPE Mar 17, 2020</b>	<b>Buckeye</b>	<b>Fountain Hills</b>	<b>Cave Creek</b>	<b>Carefree</b>	<b>Queen Creek</b>
Contacted	Yes, no reply	Yes, replied and need more info	Yes, no reply	Yes, no reply	Yes, replied and need more info
<b>First required notice to residents</b>	Requires a neighborhood meeting for certain applications (i.e., General Plan Amendment, Rezoning, CUP, Variance); The neighborhood meeting must be held prior to the 1st public hearing; The applicant needs to submit a citizen participation plan with the formal application that calls out the details of the outreach; the mailing radius minimally is 300' (600' if the site is > 20 acres); and posting on required if part of the citizen participation plan; Public hearing postings require 2 signs 15 days before the hearing	Did not find a pre-application or noticing sign specs online; Requires applicant provide mailing notice and posting 15 days before hearing; Mailing radius 300' for all applications; Town staff prepares and posts the notice	Mailing radius of 2,640' for rezoning and SUP; 500' mailing radius for plats and Board of Adjustment applications	Requires applicant do a citizen participation plan on any application requiring review by the Planning Commission and/or Town Council; The citizen participation plan leaves the type of contact up to the applicant and staff (excepting required noticing by Town Code/Statute); Mailing notice of the application request must be done to property owners and HOAs within 500'; The report on the citizen participation plan results must be submitted prior to scheduling the application for review before either other the Planning ne	First notice occurs 15 days prior to the 1st public hearing; Mailing radius is 900' (CUP and rezonings on sites 5 acres or less) and 1,200' (CUP and rezonings more than 5 acres); No notification on plats;
<b>Typical Sign</b>	3'x3'; 4' tall	18" x 24"	4'x4', 6' tall	Unavailable	Not provided
<b>Residents outside community noticed</b>	Yes, if they fall in the notice radius and a mailing required	Not provided	Unavailable	Unavailable	Yes, if they fall in the notice radius and a mailing required

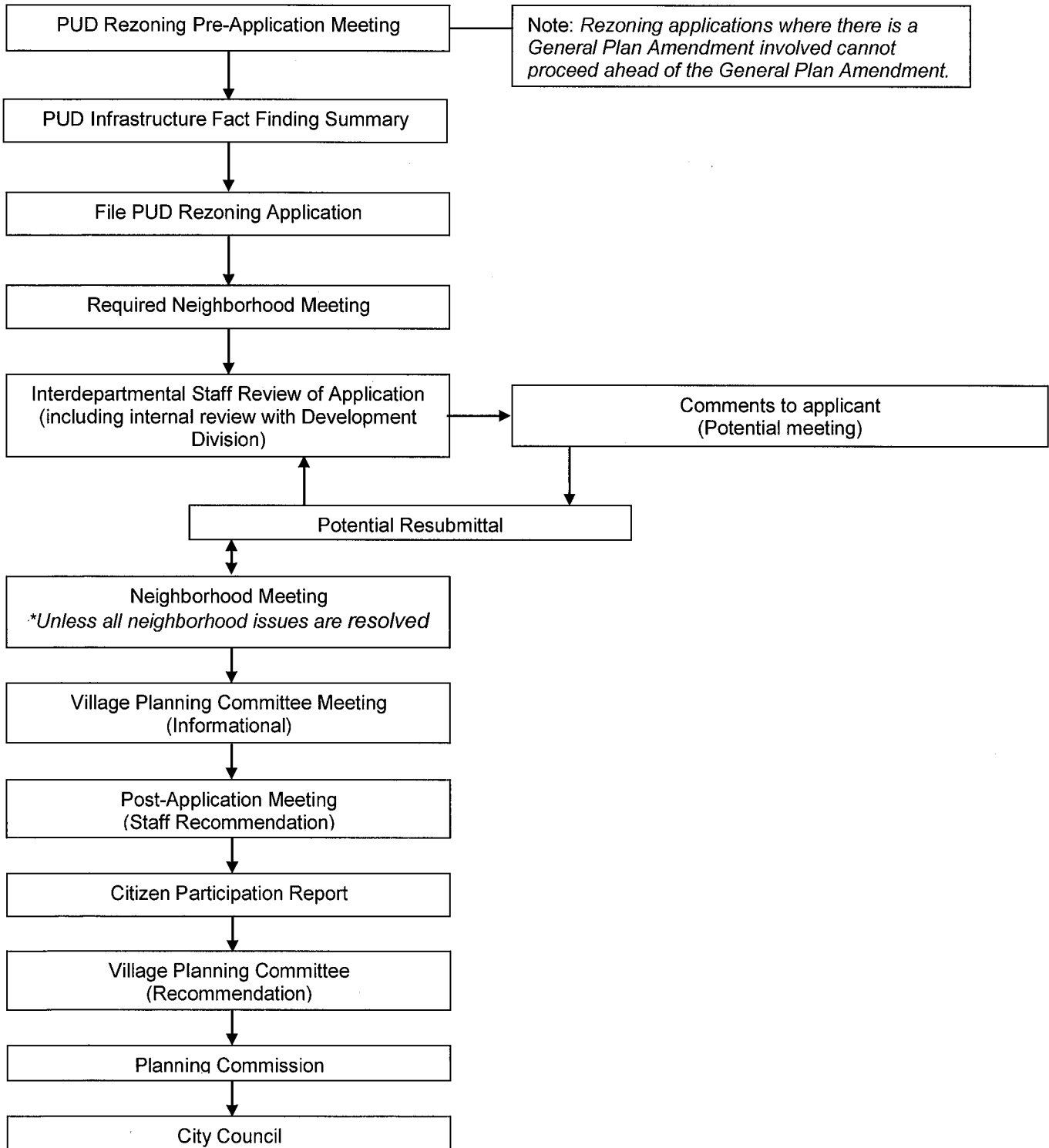


## City of Phoenix

PLANNING AND DEVELOPMENT DEPARTMENT

### Planned Unit Development (PUD) Procedures

The Planned Unit Development (PUD) is a zoning designation intended to create a built environment superior to that which is accomplished through conventional zoning districts. This is achieved by allowing the PUD rezoning applicant to propose the uses, development standards, and design guidelines for a site, and by doing so, entering into a collaborative review process. It is expected that PUD requests include objectives from the Design Expectations (pages 20-22). The PUD rezoning process may take 6 to 8 months. Complex cases that require substantial and/or multiple revisions may extend the process.





## City of Phoenix

PLANNING AND DEVELOPMENT DEPARTMENT

A.R.S. § 9-836 requires that an applicant for a license (permit) be provided with applicable licensing time frames and a list of all the steps the applicant is required to take in order to obtain the license. This guide outlines the items that must be completed prior to action by the City Council and the time total time in which review will be completed. The process provides for a timely decision by City Council pursuant to the timeline but does not guarantee a successful outcome.

The PUD Rezoning process is a legislative act and the adopted time for this process it outlined on the last page of this packet. It allows for staff administrative and substantive review timeframes. It also allows for suspension of the review timeframe for a public hearing process. Development of a PUD Narrative is a fluid process between the applicant, staff and the public. The applicant is required to make all changes or provide documentation on why changes were not incorporated into the draft. If the end of the Substantive Review Timeframe is reached and the applicant has not made appropriate corrections it will impact the staff recommendation of the application. In the PUD Rezoning process, the time suspension for a public hearing will start when the property is posted by the applicant for the public hearing process. Typically, this is 15 calendar days prior to the first public meeting for recommendation on the PUD application.

### PUD REZONING PRE-APPLICATION MEETING

This meeting *must* be held before staff will accept a rezoning application. Please note that there may be up to three weeks between the date that the Pre-Application Meeting form is filed with the Planning and Development Department and the date of the Pre-Application meeting. To schedule a required pre-application meeting with the Planning and Development Department, please fill out the PUD Pre-Application Meeting form (pages 6-7) and bring it to the Planning and Development Department, 2nd Floor, Phoenix City Hall, 200 West Washington Street, where you will be provided with your meeting date and time with the Planning and Development Department.

- Your site may be within a Public Airport Disclosure Area, Impact Fee Area, or adjacent to an SRP Canal and other requirements may apply. Please refer to Required Supplemental Forms and Information section of this packet for applicable forms (pages 38-50).

### PUD INFRASTRUCTURE FACT FINDING SUMMARY

You are also required to contact the Development Division to conduct a PUD Fact Finding to determine if your site will have any development issues that should be addressed during the PUD process. This requirement may be waived at the discretion of the Planning and Development Department Director or their designee.

### PUD REZONING APPLICATION SUBMITTAL

See PUD Application Submittal Checklist (page 10). Applicants requesting PUD zoning are required to submit a development narrative establishing the zoning regulations, development standards and design guidelines, for the site. The Development Narrative Submittal Requirements (pages 18-19) outlines the format and required content of the development narrative. Staff will post the development narrative online at <https://www.phoenix.gov/pdd/planning-zoning/pzservices/pud-cases> within 5 working days of the filing or revision of a complete application.

### CITIZEN PARTICIPATION REPORT

The purpose of the Citizen Participation Report is to ensure that applicants pursue early and effective citizen participation in conjunction with their rezoning application, giving them the opportunity to understand and try to mitigate any impacts their application may have on the community; ensure the citizens and property owners of Phoenix have an adequate opportunity to learn about rezoning applications that may affect them and to work with applicants to resolve concerns at an early stage of the process; and facilitate ongoing communication between the applicant, interested citizens and property owners, City staff, and elected officials throughout the application review process. A Citizen Participation Report is required to be submitted a minimum of two week prior to the first public hearing body (e.g. Village Planning Committee) that will be providing a recommendation. See the Citizen Participation Report Checklist for instructions (page 23).

## NEIGHBORHOOD MEETINGS AND NOTIFICATION PROCEDURES

All PUD requests are required to hold a neighborhood meeting. A second neighborhood meeting will be required if there are unresolved issues. It is recommended that the applicant hold additional neighborhood meetings following any substantial revisions to the development narrative.

*The following shall be submitted prior to or at the post-application meeting and as part of the Citizen Participation Report:*

### Notification Letter Requirements

Notification letters shall be mailed or emailed for all neighborhood meetings (page 24-28). The letters shall be sent within 10 working days of filing the application and a minimum of 10 calendar days prior to the meeting.

The applicant is required to mail or email meeting notifications to:

1. All property owners within 600 feet of the subject site,
2. The nearest resident within the four quadrants to the subject site, and
3. All neighborhood associations registered with the City that are within a one-mile radius of the subject site.

Use the Zoning Notification search option: <https://www.phoenix.gov/nsd/programs/neighborhood-coordination>

### Notarized Affidavit of Notification

A list of the property owners and associations contacted, a copy of the letter sent with attachments, and a notarized affidavit stipulating to the notice must be submitted to zoning staff within 10 working days following the meetings.

### Meeting Summary

The results of the neighborhood meetings shall be summarized and submitted to staff within 5 working days following the neighborhood meeting or at the post-application meeting. It is the applicant's responsibility to work with the neighbors to try and address their issues. The following information shall be included in the neighborhood meeting summary:

1. Date, time, and location of the meeting,
2. Number of participants (sign-in sheet)
3. Issues that arose during the meeting, and
4. Plan to resolve the issues, if possible.

## FIRST NEIGHBORHOOD MEETING

The first neighborhood meeting shall be held early in the PUD process. The applicant is required to mail or email a first neighborhood meeting notification letter (page 24), explaining their request and including appropriate review and comment opportunities. The letters shall be sent within 10 working days of filing the application and a minimum of 10 calendar days prior to the meeting.

## CITY REVIEW OF DEVELOPMENT NARRATIVE AND REVISION PROCEDURES

Upon receipt of a complete application, staff will conduct a review of the development narrative and associated materials. The development narrative is routed to other city departments for review and comment. A staff planner is assigned to review the application, prepare the staff report, and will serve as the contact for any information pertaining to the application. The staff planner will contact the applicant in letter regarding any staff requested revisions to the development narrative. Once the development narrative is determined to be satisfactory, the staff planner will inform the applicant to proceed to the required second neighborhood meeting, required informational Village Planning Committee meeting, and will schedule the post-application meeting. Revision dates should be reflected on the cover page of the revised development narrative.

## SECOND NEIGHBORHOOD MEETING

Once the development narrative is determined by staff to be satisfactory, the applicant shall hold a second neighborhood meeting and provide notification (page 26). The second neighborhood meeting requirement can be waived by the Planning Director upon a finding that special circumstances do not warrant the meeting. The letters should be sent a minimum of 10 calendar days prior to the meeting.

## VILLAGE PLANNING COMMITTEE MEETINGS

The Village Planning Committee meetings are regularly scheduled, monthly public meetings. The applicant shall attend Village Planning Committee meetings on two separate occasions during the PUD process, as described below. Staff will notify the applicant to proceed to the meetings once the development narrative has been determined by staff to be satisfactory.

**POSTING**

The applicant is required to post a double-sided sign (pages 32-34), 4-foot by 8-foot, at a prominent location on the site a minimum of 15 calendar days prior to the first Village Planning Committee meeting. Multiple signs may be required depending on the size of the site and location of street frontages. As in the case of the written notices, the applicant shall submit a notarized affidavit of posting stating the sign has been posted and a photograph showing the sign on the site to the Zoning Counter, 6th Floor, Phoenix City Hall, 200 West Washington Street.

Signs shall be updated as needed. Continued cases shall be posted a minimum of 7 calendar days prior to continuance date. An additional affidavit of posting is required. Signs must be removed by the applicant within 7 calendar days of City Council action.

**VILLAGE PLANNING COMMITTEE MEETING –  
INFORMATIONAL PRESENTATION AND NOTIFICATION PROCEDURES**

An informational presentation to the Village Planning Committee is required. The presentation should be held at the regularly scheduled Village Planning Committee meeting held one month prior to the Village Planning Committee making a formal recommendation on the application. In the event of substantial revisions, it is recommended that the applicant attend additional Village Planning Committee meetings to update the committee as to the modification(s). Please coordinate with the Village Planner to schedule the informational presentation.

**Posting Requirements**

A sign shall be posted as indicated above a minimum of 15 calendar days prior to the meeting.

**Notification Letter Requirements**

Notification letters shall be mailed or emailed for the informational presentation at the Village Planning Committee meeting (page 28). The letters should be sent a minimum of 10 calendar days prior to the meeting. The applicant is required to mail or email meeting notifications to:

1. All property owners within 600 feet of the subject site,
2. The nearest resident within the four quadrants to the subject site, and
3. All neighborhood associations registered with the City that are within a one-mile radius of the subject site.

Use the **Zoning Notification search option**: <https://www.phoenix.gov/nsd/programs/neighborhood-coordination>

**Notarized Affidavit of Notification**

A list of the property owners and associations contacted, a copy of the letter sent with attachments, and a notarized affidavit stipulating to the notice must be submitted to zoning staff within 10 working days following the meetings.

**POST-APPLICATION MEETING**

This meeting will be scheduled once staff determines the development narrative to be satisfactory. During this meeting staff shares formal recommendations/stipulations with the applicant. Review of zoning and development issues will be further identified. Village Planning Committee (recommendation), Planning Commission, and City Council hearing dates will be scheduled at this meeting. In the event a post-application meeting is not scheduled, the above information will be provided to the application via an informal meeting or email. The date of such correspondence will be documented on the sign language form.

**VILLAGE PLANNING COMMITTEE MEETING – RECOMMENDATION AND NOTIFICATION PROCEDURES**

Prior to any public hearing (Planning Commission, City Council), the application will be reviewed at the regularly scheduled Village Planning Committee monthly meeting. Staff will inform the applicant of the Village Planning Committee date. Staff will provide the committee and the applicant a copy of the staff report prior to this meeting. The Village Planning Committee will make a recommendation on the case, which will be forwarded to the Planning Commission.

**PLANNING COMMISSION ACTION – PUBLIC HEARING**

This public hearing occurs approximately three to five weeks after the Village Planning Committee recommendation. During this public hearing, the PUD application will be reviewed and either approved, approved with stipulations, denied, denied and approved differently than requested, or continued. Planning Commission hearings will be legally advertised and posted a minimum of 15 calendar days prior to the hearing. PUD applications shall not be heard by the Zoning Hearing Officer.

### Appeals

- Action taken by the Planning Commission can be appealed by the applicant or interested parties within 7 calendar days. Appeals will be forwarded to the City Council for a public hearing.
- Opposition petitions submitted no later than 7 calendar days following the Planning Commission hearing can require  $\frac{3}{4}$  vote, rather than a majority vote, for the City Council to approve the application.
- If no appeal, ordinance adoption occurs at the scheduled City Council hearing.
- The City Council may, by a majority vote; 1) request a public hearing on a Planning Commission recommendation request that has not been appealed or, 2) send the case back to either for further consideration. If a hearing is requested, it must first be re-advertised and posted.

### **CITY COUNCIL ACTION – PUBLIC HEARING**

During this public hearing, the PUD application will be reviewed and either approved, approved with stipulations, denied, denied and approved differently than requested, or continued. The applicant will be sent a letter following City Council action.

If approved, the applicant may continue with the development review process.

### **AMENDMENTS TO AN APPROVED PUD**

The criteria for Major and Minor Amendments are located in Planned Unit Development District section of the Zoning Ordinance (page 54-55).

#### Major Amendments

A Major Amendment to an approved PUD requires that the applicant modify the latest approved Development Narrative located on file at the Zoning Counter.

**Major Amendment Fee: Same as the original PUD application fee**

#### Minor Amendments

Minor Amendment requests should be addressed in a letter, including relevant supplemental materials, to the Planning Director with fee.

**Minor Amendment Fee: See Fee Schedule for applicable fees.**

**\*\*An applicant may receive a clarification from the city of its interpretation or application of a statute, ordinance, code or authorized substantive policy statement. To request clarification or to obtain further information on the application process and applicable review time frames, please call 602-262-7131 (option 6), email [zoning@phoenix.gov](mailto:zoning@phoenix.gov) or visit our website at <https://www.phoenix.gov/pddsites/Pages/pddlicensetimes.aspx>.**



## CITIZEN PARTICIPATION REPORT CHECKLIST

### **COMPLETION OF THE FOLLOWING IS NECESSARY PRIOR TO THE FIRST PUBLIC MEETING:**

- \_\_\_\_\_ 1. Cover Page  
Attach a cover page titled "Citizen Participation Final Report," and include the case number, project name, location, and application submittal date.
- \_\_\_\_\_ 2. Description  
Provide a brief description of the proposed project.  
  
*Example: We are requesting to rezone from \_\_\_\_\_ to PUD (Planned Unit Development) to allow \_\_\_\_\_.*
- \_\_\_\_\_ 3. List dates that notification letters and meeting notices were mailed/emailed, newsletters, and other publications were posted and/or advertised, or other outreach efforts.
- \_\_\_\_\_ 4. Attach a map delineating the specific areas where residents and property owners who were notified are located.
- \_\_\_\_\_ 5. Provide a copy of the all notification letters sent out, the mailing lists, and the notarized affidavits.  
*A copy of the neighborhood notification letter documents shall also be provided prior to or at the post-application meeting.*
- \_\_\_\_\_ 6. If applicable, identify dates and locations of all meetings where citizens were invited to discuss the proposal.
- \_\_\_\_\_ 7. Provide a summary of neighborhood meeting/s, and any other outreach efforts conducted. The neighborhood summary must include the following:
  - a. Date, time, and location of the meeting
  - b. Number of participants
  - c. Issues that arose during the meeting
  - d. Plan to resolve the issues, if possible*Shall also be provided prior to or at the post-application meeting.*
- \_\_\_\_\_ 8. State concerns, issues, and problems the applicant is unable or unwilling to address and why.
- \_\_\_\_\_ 9. Specifically identify how the proposal has been revised to address public concerns.

### **IMPORTANT NOTE:**

**COMPLETED PUBLIC PARTICIPATION REPORT IS REQUIRED A MINIMUM OF TWO WEEKS PRIOR TO THE FIRST PUBLIC MEETING. FAILURE TO PROVIDE THE REPORT MAY RESULT IN DELAYS TO THE PUBLIC MEETING SCHEDULE.**



## Standard First Neighborhood Meeting Letter

For additional information, please call the Planning and Development Department at 602-262-7131, option #6.

**FIRST NOTICE: WITHIN 10 WORKING DAYS OF FILING THE APPLICATION AND  
A MINIMUM OF 10 CALENDAR DAYS PRIOR TO THE MEETING (Sample letter starts below)**

**[DATE]**

Dear **Property Owner** or **Neighborhood Association representative**:

The purpose of this letter is to inform you that \_\_\_\_\_ has recently filed a rezoning request for an approximately \_\_\_\_\_ acre site located at \_\_\_\_\_, rezoning case number Z-\_\_\_\_-\_\_\_\_-\_\_\_\_, to change the zoning from \_\_\_\_\_ to Planned Unit Development (PUD). I/We would like to invite you to a neighborhood meeting to discuss this rezoning request and proposed development.

Attached is a copy of the cover page of our application, the site plan and elevations (site plan and elevations required for requests of 20 acres or less). A copy of the entire PUD Development Narrative containing the complete details of this request is on file with the City of Phoenix Planning and Development Department and available on-line at <https://www.phoenix.gov/pdd/planning-zoning/pzservices/pud-cases>. The following describes our request:

**Proposed change:** Brief description of development, including, at a minimum, proposed uses, height, density/intensity, lot coverage, and setbacks.

**Existing use:** Describe what is on the site today, how it is designated on the General Plan, and how it is zoned.

The neighborhood meeting will be held on **DAY, DATE, at TIME at LOCATION**.

You are invited to attend this meeting to learn about the project and proposed zoning. If you are unable to attend, please contact me or one of my staff at [email/phone number] to learn more about the case and express your concerns. The City of Phoenix Village Planner assigned to this case is [name] and can be reached at [email/phone number]. This planner can answer your questions regarding the City review and hearing processes as well as the staff position once their report is complete. You may also make your feelings known on this case by writing to the City of Phoenix Planning and Development Department, 200 West Washington Street, 2nd Floor, Phoenix, Arizona 85003, referencing the case number. Your letter will be made part of the case file.

Please be advised that meetings and hearings before the \_\_\_\_\_ Village Planning Committee and the Planning Commission are planned to review this case. Specific meeting and hearing dates have not yet been set. You should receive a subsequent notice identifying the date and location of the meeting/hearings when they have been scheduled.

Again, I would be happy to answer any questions or hear any concerns that you may have regarding this proposal. You may reach me at [email/phone number].

Sincerely,

**Developer or representative's name**

Attachment/s

For information on this and other projects proposed in your neighborhood, you can visit the City of Phoenix's My Community Map website at: <https://www.phoenix.gov/pddsite/pages/my-community-map.aspx>.



## Site Posting Requirements

*Below are the requirements for posting of rezoning/special permit cases. For additional information, please call the Planning and Development Department at (602) 262-7131, option #6.*

In order to assist in providing adequate notice to interested parties, the applicant for rezoning hearings shall erect, not less than 15 calendar days prior to the date of the first Village Planning Committee meeting, a double-sided sign giving notice of the date, time and place of the tentatively scheduled hearings. The sign shall also include the nature of the request as contained on the formal rezoning application. The size and format of this sign shall be as described by the Planning and Development Department. Such notice shall be clearly legible, double-sided, and placed at a prominent location on the site, perpendicular to the street, generally adjacent to the public right-of-way, unless otherwise directed. Multiple signs may be required depending on the size of the site and location of street frontages.

It shall be the **responsibility of the applicant** to erect and to maintain the sign on the subject property and to maintain all information on the sign in a clear legible manner until the final disposition of the case. It is **also the applicant's responsibility** to post any continuance dates a minimum of seven calendar days prior to the continued date and update the additional hearing dates following the continuance (provide affidavit, see page 34). This responsibility includes removal of the sign after City Council action on the case.

After the sign has been posted, the applicant or their representative must submit an affidavit of posting and a photograph of the site posting.

*Site posting specifications and instructions are continued on the next page.*

8' 0"

4' 0"

# ZONING HEARING

## Rezoning Case No:

Zoning Change From:

To:

Acreage:

Location:

Proposal:

 GRAPHICS  
(if needed)

 INFORMATIONAL MEETING  
VILLAGE PLANNING COMMITTEE  
Village Name

 VILLAGE  
PLANNING COMMITTEE  
Village Name

 PLANNING  
COMMISSION

 IF APPEALED FROM  
PLANNING COMMISSION  
CITY COUNCIL

LOCATION

LOCATION

 City of Phoenix  
Council Chambers  
200 West Jefferson Street  
Phoenix, AZ 85003

 City of Phoenix  
Council Chambers  
200 West Jefferson Street  
Phoenix, AZ 85003

PLEASE CALL TO CONFIRM INFORMATION / POR FAVOR LLAME PARA CONFIRMAR LA INFORMACIÓN (602) 262-7131 #6  
 FURTHER INFORMATION AVAILABLE AT: <https://www.phoenix.gov/pddsite/pages/my-community-map.aspx>  
 or at Phoenix City Hall, 200 West Washington Street, 2<sup>nd</sup> Floor - Zoning Counter, Phoenix, Arizona 85003

PLEASE CALL XXX-XXX-XXXX FOR SIGN REMOVAL



### SITE POSTING SPECIFICATIONS

1. 4 feet X 8 feet in size.
2. Each sign shall be mounted to two posts. Sign shall be attached to posts using at least six 2-inch long corrosion resistant screws. Signs may be attached to the face of the posts or installed into grooves cut into the posts; either construction method requires six screws per sheet of plywood or MDF (medium density fiberboard).
3. Laminated 5-ply plywood or MDF.
4. Front, back, and all edges painted with two coats of white exterior acrylic enamel.
5. Black lettering may be vinyl or black paint sized proportionally with reference to characters on sign template drawing supplied with order.
6. The following shall be printed large enough to be visible from a distance of 100 feet:
  - The word "ZONING"
  - Existing zoning district
  - Proposed zoning district
  - Date and time of the meetings/hearings
7. Signs attached to two 4-inch x 4-inch x 8-foot wood posts placed at least 18 inches, but not more than 24 inches into the ground.
8. Sign to be placed perpendicular to the street unless directed otherwise at time of order.
9. Signs must utilize the above template.

### SITE POSTING INSTRUCTIONS

1. Post site at least 15 calendar days prior to date of first public meeting or hearing. Post any continued dates at least seven calendar days prior to the next public meeting or hearing. Remove sign within seven calendar days of City Council action.
2. You may use the sign vendor of your choice.
3. TWO WEEKS PRIOR TO HEARING, send to the City of Phoenix Planning and Development Department -
  - a) Notarized affidavit of posting (see Page 34)
  - b) Photo of sign posted on site with all sign text legible

### ADD THE FOLLOWING TO THE BOTTOM OF THE SIGN:

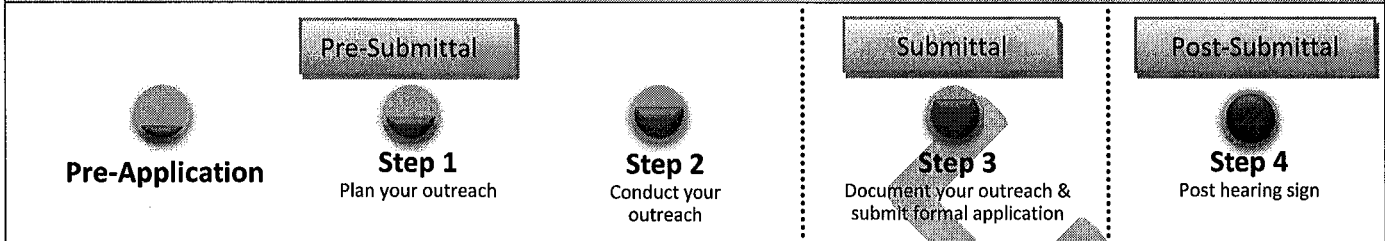
Further information available at: <https://www.phoenix.gov/pddsite/pages/my-community-map.aspx>

# Public Participation

-Non-major General Plan Amendment (GP)  
-Rezoning (ZN)  
-Infill Incentive (II)



Public participation ensures early notification and involvement prior to formal application submittal, which is an integral component of Scottsdale's public hearing process.



## Step 1: Complete Citizen Review Plan prior to conducting neighborhood outreach

The Plan shall include:

1. Where and when the open house will be held
2. How and when neighbors will be notified
3. School districts shall be notified 30 days prior to filing the formal application when rezoning from a non-residential to a residential district or when greater residential densities are proposed. Refer to the Collaborative City and School Planning packet.

## Step 2: Complete Neighborhood Involvement Outreach

Hold a minimum of 1 Open House Meeting prior to formal application submittal.

- Send open house invite via 1st Class Letter to property owners & HOAs within 750' of the property that is the subject of the rezoning or non-major General Plan amendment, to the City's interested parties lists (GP list and standard list), and to the City project coordinator. Invitations need to be sent at least 10 calendar days prior to the open house meeting, and include the following information:
  - Project request and description
  - Pre-application number (xx-PA-xxxx)
  - Project location (street address)
  - Size (e.g. Number of acres of project, square footage of lot)
  - Existing General Plan land use designation graphic for zoning cases
  - Existing and Proposed General Plan land use designations for non-major GP cases
  - Zoning (for ZN case: existing and proposed graphics)
  - Applicant and City contact names, phone numbers, and email addresses
  - Scheduled open house(s) - including time, date, and location
  - Any associated active cases
- Post **Project Under Consideration** sign at least 10 calendar days prior to your Open House Meeting (See Project Under Consideration (White Sign) posting requirements)
- E-mail open house information to the Project Coordinator and to: [planninginfo@scottsdaleaz.gov](mailto:planninginfo@scottsdaleaz.gov)
- Provide sign-in sheets and comment sheets at the open house meeting
- Avoid holding the Open House meeting on holidays, weekends, and during working hours
- Maintain contact with property owners and other interested parties throughout the process to achieve productive neighborhood involvement
- Hold additional open house meetings as necessary to encourage public participation and productive neighborhood involvement

# Public Participation

-Non-major General Plan Amendment (GP)  
-Rezoning (ZN)  
-Infill Incentive (II)



**Step 3: Complete and include a Neighborhood Involvement Report (GP)/Citizen Review Report (ZN) and Citizen Review Plan with application submittal**

The Report shall include:

- A. Details of the methods used to involve the public including:
  1. A map showing the number of and where notified neighbors are located
  2. A list of names, phone numbers/addresses of contacted parties (e.g. neighbors/property owners, School District representatives, and HOAs)
  3. The dates contacted, how they were contacted, and the number of times contacted
  4. Copies of letters or other means used to contact property owners and other interested parties, school districts, and HOAs; along with copies of all comments, letters, and correspondence received
  5. List of dates and locations of all meetings (e.g. open house meetings, meetings with individual/groups of citizens, and HOA meetings)
  6. The open house sign-in sheets, a list of all people that participated in the process, and comment sheets, along with a written summary of the meeting
  7. The completed affidavit of sign posting with a time/date stamped photo (form provided)
- B. A written summary of the public comments including: project aspects supported of issue or concern and problems expressed by citizens during the process including:
  1. The substance of the comments
  2. The method by which the applicant has addressed or intends to address the comments identified during the process

**Step 4: Post public hearing sign at least 15 calendar days prior to public hearing (see Public Hearing (Red Sign) posting requirements), and submit the completed affidavit of sign posting with a time/date stamped photo**

**City will conduct additional public notification**

- Mailing out postcards to the City's standard interested parties list and property owners within 750 feet of the property that is the subject of the rezoning or non-major General Plan amendment
- Publishing required legal ad in newspaper
- Posting case information on the City website
- Posting case information on social media
- Sending case information to email subscribers

**Related Resources:**

- Project Under Consideration Sign Posting Requirements
- Affidavit of Posting
- Public Hearing Sign Posting Requirements
- Collaborative City and School Planning Packet
- Zoning Ordinance Sec. 1.305.C (Citizen Review Process)
- City of Scottsdale General Plan 2001
- Interested Parties List



# Site Posting Requirements

## For Early Notification of Project Under Consideration (White Sign)

### SITE POSTING SPECIFICATIONS

**Early Notification of  
Project Under Consideration**

**Neighborhood Open House Meeting**

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_

Site Address: \_\_\_\_\_ Scottsdale, AZ \_\_\_\_\_

Project Overview: \_\_\_\_\_

- Request:
- Description of Project and Proposed Use:
- Site Acreage:
- Site Zoning:

Applicant/Contact: \_\_\_\_\_ City Contact: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Pre-Application #: \_\_\_\_\_

Posting Date: \_\_\_\_\_

- Penalty for removing or defacing sign prior to posting hearing notification sign

- Applicant Responsible for Sign Removal

### Lettering Size

3½" Bold Letters

2" Bold Letters

1" Bold Letters

1½" Bold Letters

1" Bold Letters

1½" Bold Letters

1" Bold Letters

¾" Bold Letters

### SITE POSTING INSTRUCTIONS

1. Post site at least 10 days prior to the 1<sup>st</sup> open house meeting or within 10 days of submittal, whichever is sooner. Please call your Project Coordinator if you have questions.
2. Provide the following proof of posting in the Citizen Review/ Neighborhood Involvement Report:
  - a) Notarized affidavit of posting
  - b) Date/Time stamped photo of sign
3. Sign may be removed when red hearing sign is posted. Applicant is responsible for sign removal.
4. The request shall clearly state the correct application type(s) that will be submitted (e.g. Zoning District Map Amendment, Conditional Use Permit, etc.) and purpose.
5. The City's pre-application number shall be included on the sign.

### Possible Sign Vendors

You may use the sign vendor of your choice. This list is not an endorsement. You may use any sign provider.

1. Scottsdale Signs (Sign-A-Rama)  
480-994-4000
2. Dynamite Signs  
480-585-3031

Revision Date: 5/1/2019

1. 4' x 4' in size
2. Laminated plywood, MDO board, or other weather resistant material
3. Front, back, and all edges painted with two coats of white acrylic exterior enamel, or be an integral white color
4. Black lettering sized per above (decals)
5. Sign attached with 6 screws to 2 - 4" x 4" x 8' wood posts, or 2 - 2" metal posts



## Site Posting Requirements

For Planning Commission and City Council (Red Sign)

### SITE POSTING SPECIFICATIONS

#### Lettering Size

### SITE POSTING INSTRUCTIONS



City of Scottsdale  
PUBLIC NOTICE

scan,  
snap,  
save



# ZONING/PUBLIC HEARING

CITY HALL: 3939 North Drinkwater Boulevard

PLANNING COMMISSION: 5:00 P.M., (DATE)

CITY COUNCIL: 5:00 P.M., (DATE)

REQUEST:

CASE NUMBER:

Project Location:

Applicant Contact:

(name)

(phone number)

(email)

City Contact:

(name)

(phone number)

(email)

Case File Available at City of Scottsdale, 480-312-7767

Project information may be researched at: <https://eservices.scottsdaleaz.gov/bldgresources/Cases>

Penalty for removing or defacing sign prior to date of last hearing. Applicant responsible for sign removal.

Posting Date: (DATE)

1" Bold Letters  
5"x5" QR Code

4" Bold Letters

2.5" Bold Letters

3/4" Bold Letters

1. Post the sign on site approximately 20 days prior, but not less than 15 days prior to the Planning Commission Hearing date.
2. The sign shall be updated with the City Council hearing date and time approximately 20 days prior, but not less than 15 days prior to the hearing date. Please call your Project Coordinator if you have questions.
3. Provide the following proof of posting in the Citizen Review/ Neighborhood Involvement Report:
  - a) Notarized affidavit of posting
  - b) Date/Time stamped photo of sign
4. Sign may be removed after the City Council hearing date that a determination has been made, or after the withdrawal of an application.

#### Possible Sign Vendors

You may use the sign vendor of your choice. This list is not an endorsement. You may use any sign provider.

1. Dynamite Signs  
480-585-3031
2. Scottsdale Signs (Sign-A-Rama)  
480-994-4000

Revision Date: 6/27/2019

1. 4' x 4' in size
2. Laminated plywood, MDO board, or other weather resistant material
3. Front, back, and all edges painted with two coats of red acrylic exterior enamel, or an integral red color
4. White lettering sized per above (decals)
5. Sign attached with 6 screws to 2 - 4" x 4" x 8' wood posts, or 2 - 2" metal posts

# General Plan/Rezone Pre-Application & Neighborhood Meeting

**Submit Neighborhood Meeting  
Request Form & Letter for Staff  
Review**

***Neighborhood Meeting Process***  
***Land Development Code Section 5.204 Neighborhood Meeting***

**Pre-Application Meeting Scheduled**

**Applicant Meets  
with Gilbert Team**

**Comments Sent to Applicant**

**Formal Submittal**

**PROCESS GUIDE**





## **General Plan/Rezone Pre-Application & Neighborhood Meeting**

- General Plan / Rezoning amendments require at least one neighborhood meeting. Minutes of the neighborhood meeting shall be sent to town staff and all individuals who signed the attendance sheet.
- Pre-Application review required for General Plan amendment / rezoning.
- Applicants requesting modifications may be required to provide additional written notice to adjacent properties, describing how said properties would be specifically impacted by such modifications.
- Pre-Applications accepted daily until 6 p.m. Monday-Thursday at 90 E. Civic Center Drive
- Pre-Application meetings are scheduled for the next available meeting date (typically Monday afternoons 2-5 p.m.).
- Neighborhood meetings shall not be scheduled in conflict with scheduled Town Public Meeting dates
- Useful Links on Gilbert's Planning & Development webpage:
  - [Development Fee Schedule](#)
  - [Planning Division Project Review Timelines](#)
  - [General Plan Character Area Map](#)
  - [Zoning and Land Development Code](#)
  - [Zoning Map Noting Overlay Zoning Districts](#)
  - [Commercial Design Guidelines](#)
  - [Industrial/Employment Design Guidelines](#)
  - [Heritage District Design Guidelines](#)
  - [Gateway Streetscape Guidelines](#)
  - [Trail Design Guidelines](#)
  - [Street Theme District Tree Map](#)
  - [System Development Fees Area Map](#)
  - [Gateway Area Traditional Neighborhood Design Guidelines](#)
  - [Residential Design and Development Guidelines](#)
  - [Engineering Standards](#)



## General Plan Amendment/Rezoning Pre-Application

### Submittal Formatting, Required Materials and Checklist:

- ☐ Over the Counter Submittal:
  - ☐ Submit electronic copy of ALL required items on checklist. (No 24" x 36")
  - ☐ Submit a hard copy (8.5" x 11 or 11" x 17" only) of the entire packet with the electronic copy and payment. (No 24" x 36")
  - ☐ Purge images of unnecessary blocks and layers (single layer).
  - ☐ Save each exhibit as a separate PDF per document naming below.

#### Document Naming:

- ☐ Exhibit 1: Application
- ☐ Exhibit 2: Project Narrative
- ☐ Exhibit 3: Parcel/Aerial Map
- ☐ Exhibit 4: General Plan Exhibit
- ☐ Exhibit 5: Zoning Exhibit
- ☐ Exhibit 6: Development Plan Exhibit (if proposing a Planned Area Development)
- ☐ Exhibit 7: Neighborhood Meeting Materials

### Checklist

#### ☐ Exhibit 1: Application

- ☐ Must be fully completed and signed.

#### ☐ Exhibit 2: Project Narrative

##### General Plan Amendment

- ☐ Project Narrative should be typed in a 12pt font and no more than 5 pages in length
- ☐ Description of proposed General Plan changes;
- ☐ Explanation on how the proposed change is compatible with adjacent properties and other elements of the General Plan; and

##### Conventional Rezoning

- ☐ Project Narrative should be typed in a 12pt font and no more than 5 pages in length
- ☐ Description of proposed project;
- ☐ Description of proposed base zoning districts and uses; and
- ☐ Information on how the project complies with the General Plan and any other adopted plans or zoning requirements

##### With PAD Overlay

- ☐ Description of proposed project;
- ☐ Description of proposed base zoning districts and uses;
- ☐ Justification for proposed zoning modifications and/or standards; and
- ☐ Information on how the project complies with the General Plan and any other adopted plans or zoning requirements

#### ☐ Exhibit 3: Parcel Map/Aerial Map

- ☐ Maricopa County Assessor Parcel Map (8.5" x 11" –Highlight project area and provide parcel number (s)
- ☐ Aerial with Parcel Boundary

**Exhibit 4: General Plan Exhibit**

- ☐ Vicinity Map;
- ☐ Graphic scale, north arrow, exhibit date;
- ☐ Existing roadways/ right-of-ways;
- ☐ Black and white line drawing of proposed land use classification gross boundaries;
- ☐ Adjacent land use classifications, adjacent properties, and structures within 300 feet;
- ☐ Project data table including: gross acres, current and proposed General Plan classification(s) and percent of total acreage in each land use classification.

☐ **Exhibit 5: Zoning Exhibit**

**Conventional Rezoning**

- ☐ Vicinity Map;
- ☐ Graphic scale, north arrow, exhibit date;
- ☐ Black and white line drawing of proposed zoning district gross boundaries;
- ☐ Adjacent rights-of-way and easements showing existing (use dash lines) and future improvements (use solid lines);
- ☐ Availability of public utilities;
- ☐ Adjacent zoning districts, adjacent properties, and structures within 300 feet;
- ☐ Project data table including: gross and net acres; density (based on gross acres); current and proposed base zoning district(s) and General Plan classification(s); and percent of total acreage in each base zoning district

**With PAD Overlay**

- ☐ Vicinity Map;
- ☐ Graphic scale, north arrow, exhibit date;
- ☐ Black and white line drawing of proposed zoning district gross boundaries;
- ☐ Adjacent rights-of-way and easements showing existing (use dash lines) and future improvements (use solid lines);
- ☐ Proposed points of access to streets and adjacent properties;
- ☐ Conceptual drainage;
- ☐ Availability of public utilities;
- ☐ Conceptual site plan and/or layout;
- ☐ Off-site improvements, if any;
- ☐ Project phasing, if applicable; and
- ☐ Project data table including: gross and net acres; density (based on gross acres); current and proposed base zoning district(s) and General Plan classification(s); percent of total acreage in each zoning category; modified development standards (i.e., setbacks, height, lot coverage and dimensions) showing both proposed and existing standards; approximate number of dwelling units (residential only); approximate square footage of proposed non-residential uses; minimum setbacks and lot coverage and open space/landscape retention areas and percentages

☐ **Exhibit 6: Development Plan Exhibit**

☐ **Exhibit 7: Neighborhood Meeting Materials**

- ☐ Neighborhood notice letter approved by Principal Planner;
- ☐ Signed affidavits of mailing and sign posting;
- ☐ Map and notification list;
- ☐ Meeting minutes and attendance sheet;

**NOTE:** A Pre-Application meeting will not be scheduled until all pieces of Exhibit 7 is provided.



## Neighborhood Meeting Request Form

Description (Proposal Name) \_\_\_\_\_

Address or Location: \_\_\_\_\_

Tax Parcel Numbers: \_\_\_\_\_ Gross Acres: \_\_\_\_\_

Request: ☐ General Plan Amendment ☐ Subsequent meeting  
☐ Rezoning

Proposed Meeting Date\*: \_\_\_\_\_

Proposed Meeting Time\*: \_\_\_\_\_

Proposed Meeting Place:  
(include address and room number where applicable) \_\_\_\_\_

Current General Plan Land Use Classification \_\_\_\_\_ Proposed General Plan Land Use Classification \_\_\_\_\_

Current Zoning District: \_\_\_\_\_ Proposed Zoning District: \_\_\_\_\_

General Plan Character Area: (if applicable) ☐ Santan ☐ Gateway ☐ Heritage District ☐ Morrison Ranch

Overlay Zoning District: ☐ Santan Freeway Corridor ☐ Phx/Mesa Gateway Airport ☐ Vertical Development

Applicant/Contact: (All information must be provided)

Company: \_\_\_\_\_

Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ ☐ Business ☐ Mobile ☐ Home ☐ Other

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Note: The proposed meeting date and time are subject to staff review and approval. Meetings shall not be scheduled in conflict with scheduled Town public meeting dates. It is the applicant's responsibility to arrange the meeting place, date and time, and confirm this information with the Planning Technician prior to notifying neighborhood meeting and posting sign.

### Checklist

Email to the Planning Technician ([samantha.novotny@gilbertaz.gov](mailto:samantha.novotny@gilbertaz.gov)) the following:

- ☐ Neighborhood Meeting Request Form
- ☐ Project Site Map
- ☐ Notice of Neighborhood Meeting Letter
- ☐ A map & property owner information for neighborhood mailing obtained from the Maricopa County Assessor website

For questions, please call (480) 503-6602.

## Sample Letter, Sign Criteria and Affidavits

### Notice of Neighborhood Meeting

Date

Dear Neighbor,

You are cordially invited to a neighborhood meeting regarding a proposed General Plan Amendment / Rezoning in your area.

The property is approximately XXX acres and located at the XX corner of XX and XX (See attached map). Our request will be for the Town of Gilbert to amend the General Plan from the current land use classification of XXX to XXX [*i.e. Residential 0 - 1 du/ac to Neighborhood Commercial (NC)*] and to rezone the property from the current zoning classification of XXX to XXX, which could allow X development [*i.e. Single Family Residential-7 (SF-7) to Neighborhood Commercial (NC), which would allow commercial development*]\*. A neighborhood meeting will be held at the time and place listed below to discuss the proposed changes and answer any questions you may have. If we elect to proceed with our application there will be future public hearings before the Town of Gilbert Planning Commission and Town Council, and you will be notified of those hearings.

The neighborhood meeting will be held:

*Day, Month XX, Year*

*6:00 PM*

*Meeting Location & Address*

If you have any questions regarding this Pre-Application Neighborhood Meeting, please contact XX at XXX, (XXX) XXX-XXXX [*i.e. John Doe at Doe Development Corp., (480) 123-4567*]\*.

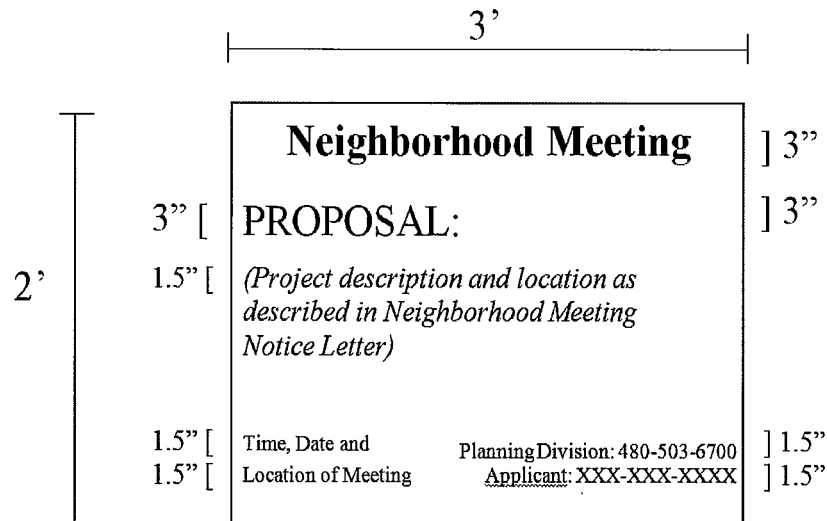
Sincerely,

John Doe

Attachment: Project site map

(\* Examples given for clarification purpose only)

## Criteria for Neighborhood Meeting Sign (Minimum Dimensions)



- Colors: Body to be Brilliant Yellow and lettering to be Flat Black.
- Height: Sign must be 6 feet from finished grade to the top of the sign.
- Contact the Planning Department regarding placement and number of signs.
- Sign(s) must be placed within 25 feet of the largest adjacent street(s).
- Applicant must post sign at least 10 calendar days prior to the meeting date.
- Applicant must remove sign within 10 working days after the Neighborhood Meeting.

## Affidavit of Neighborhood Notice

The undersigned Applicant has complied with the Town of Gilbert's Neighborhood Meeting notification requirements for the General Plan/Rezoning proposal, located at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Applicant

Subscribed and sworn to me on this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_ by \_\_\_\_\_.

IN WITNESS WHEREOF, I Hereto set my hand and official seal.

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_



## Affidavit of Sign Posting

The undersigned representative on behalf of the applicant has complied with the Town of Gilbert's Neighborhood Meeting notification requirements for the General Plan / Rezoning proposal, located at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_.

(See attached photo exhibit of posted sign)

\_\_\_\_\_  
Sign Company Name

\_\_\_\_\_  
Sign Company Representative

Subscribed and sworn to me on this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_ by \_\_\_\_\_.

IN WITNESS WHEREOF, I Hereto set my hand and official seal.

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_



**Work Type: Pre-Application**  
**Work Class: General Plan/Rezoning**

Description (Proposal Name): \_\_\_\_\_

Address or Location: \_\_\_\_\_

Tax Parcel Numbers: \_\_\_\_\_ Gross Acres: \_\_\_\_\_

Request: ☐ General Plan Amendment ☐ Rezoning

Date of Neighborhood Meeting \_\_\_\_\_

Current General Plan Land Use Classification Current Zoning District:	_____	Proposed General Plan Land Use Classification Proposed Zoning District:	_____
-----------------------------------------------------------------------------------	-------	-------------------------------------------------------------------------------------	-------

General Plan Character Area: ☐ Santan ☐ Heritage District  
(if applicable) ☐ Gateway ☐ Morrison Ranch

Overlay Zoning District: ☐ Santan Freeway Corridor ☐ Phx/Mesa Gateway Airport  
☐ Vertical Development

**Property Owner: (All information must be provided)**

Name (print): \_\_\_\_\_ E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ ☐ Business ☐ Mobile ☐ Home ☐ Other

Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

\*If signature is not provided above, a letter of authorization from the property owner is required.

**Applicant/Contact: (All information must be provided)**

Company: \_\_\_\_\_  
Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ ☐ Business ☐ Mobile ☐ Home ☐ Other

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**A.R.S. § 9-843. Prohibited acts by municipalities and employees; enforcement; notice**

- A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.
- D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.
- F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02

Staff Use Only:  
Permit Number: \_\_\_\_\_

# Town of Carefree Town of Carefree

CITIZEN PARTICIPATION ORDINANCE  
CITIZEN PARTICIPATION ORDINANCE

## **Article 1. CITIZEN PARTICIPATION PLAN**

### **Section 1.01. When Required**

1. Every application which requires a review by the Planning and Zoning Commission and/or Town Council shall include a citizen participation plan which must be implemented prior to the first meeting at which the application is reviewed, provided:
  - A. The Town Administrator shall have authority to waive requirements of this ordinance for minor variances and non-controversial applications.

### **Section 1.02. Purpose**

1. The purpose of the citizen participation plan is to:
  - A. Ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community.
  - B. Ensure that the citizens and property owners of Carefree have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the process.
  - C. Facilitate ongoing communication between the applicant, interested citizens and property owners, Town staff, and elected officials throughout the application review process.
  - D. The citizen participation plan is not intended to produce complete consensus on all applications, but to insure Carefree citizens have an opportunity to become informed and to participate in the early planning process.

### **Section 1.03. Plan Requirements**

1. At a minimum the citizen participation plan shall include the following information:
  - A. A list of residents, property owners, interested parties, political jurisdictions and public agencies that may be affected by the application.
  - B. A statement on how those interested in and potentially affected by an application will be notified that an application has been made.
  - C. A statement on how those interested and potentially affected parties will be informed of any proposed development, change, or amendment.
  - D. A statement on how those affected or otherwise interested will be provided an opportunity to discuss the applicant's proposal with the applicant and express any

concerns, issues, or problems they may have with the proposed development, change, or amendment in advance of the public hearing.

- E. A proposed schedule for completion of the citizen participation plan including specific dates and times.
- F. A statement on how the applicant will keep the Town informed on the status of their citizen participation efforts.

#### **Section 1.04. Who Should be Included in the Citizen Participation Plan**

1. The level of citizen interest and area of involvement will vary depending on the nature of the application and the location of the site.
2. The list of parties to be included will be determined by the applicant and the Planning Department.
3. At a minimum, the requirements shall include the following:
  - A. Property owners within five hundred feet of the boundary line of the development site.
  - B. The head of any homeowners association within five hundred feet of the boundary line of the development site.
  - C. Other interested parties who have requested that they be placed on the notification list which is maintained by the Planning Department.
  - D. These requirements apply in addition to any notice provisions required in the zoning ordinance.

#### **Section 1.05. When Can the Citizen Participation Plan be Started**

1. After the required pre-application meeting and consultation with the Planning Department staff, the applicant may submit a citizen participation plan and begin implementation prior to formal application provided the plan shall be submitted no later than the date of formal application.

### **Article 2. CITIZEN PARTICIPATION REPORT**

#### **Section 2.01. Written Report Required**

1. A report is required whenever a citizen participation plan is required by this ordinance.
2. The applicant shall provide a written report on the results of their citizen participation effort prior to the scheduling of the application for review by the Planning and Zoning Commission or Town Council.

3. This report will be attached to the Planning Department's Case Summary report.
4. At a minimum, the citizen participation report shall include the following information:
  - A. A lists of ways the applicant used to involve the public.
  - B. Dates and locations of all meetings where citizens were invited to discuss the applicant's proposal.
  - C. A copy and list of all mailings including content, dates mailed, and numbers of mailings, including letters, meeting notices, newsletters and other publications;
  - D. A description of where residents, property owners, and interested parties receiving notices, newsletters, or other written materials are located.
  - E. The names and addresses of all people that participated in the process.
  - F. A summary of concerns, issues and problems expressed during the process.
  - G. The substance of the concerns, issues, and problems and how the applicant has addressed or intends to address these concerns, issues and problems.
  - H. A list of the concerns, issues and problems the applicant is unwilling or unable to address and why.

**TOWN OF CAREFREE  
PROPOSED CITIZEN PARTICIPATION PLAN  
CHECKLIST**

<b>DATE:</b> _____	
<b>PROJECT NAME:</b> _____	
<b>FILE NO:</b> _____	
<b>ZONING:</b> _____	
<b>REVIEWER:</b> _____	
<b>X In The Column Means The Information Is Needed Or Not Properly Addressed</b>	
A written citizen participation plan is required	
Attach a cover page titled "Citizen Participation Plan" showing:	
1. Project name	
2. Address	
3. General location, i.e., Northwest Corner of .....	
4. Existing use of the property, i.e., vacant	
5. The request, i.e., to rezone the property from _____ to _____	
6. Owner's name, address, phone and fax	
7. Applicant's name, address, phone, and fax	
8. Contact name, address, phone, and fax	
Provide a list of parties that may be affected by the application. The level of citizen interest and area of involvement will vary depending on the nature of the application and the location of the site. The final list of parties to be included will be determined by the applicant and the Planning Department.	
1. Residents and property owners within 500 feet of the boundaries of the application (this is minimum, a larger area may be required)	
2. The head of any homeowners' association within five hundred feet of the boundaries of the application (this is minimum, a larger area may be required)	
3. Other interested parties who have requested that they be placed on the notification list (check with the Planning Department)	
4. All cities, towns and Maricopa County that are within ¼ mile of the boundaries of the application (this is minimum, a larger area may be required)	
5. Wastewater service company	
6. Water service company	
7. Rural Metro	
A statement on how the above parties will be notified	
A statement on how the above parties will be informed of any proposed amendments	
A statement on how the above parties will be provided an opportunity to discuss the applicant's proposal with the applicant in advance of any public hearing	
A proposed schedule for completion of the citizen participation plan including specific dates and times.	
A statement on how the applicant will keep the Town informed on the status of their citizen participation efforts.	



**TOWN OF CAREFREE  
CITIZEN PARTICIPATION REPORT  
CHECKLIST**

DATE: _____	
PROJECT NAME: _____	
FILE NO: _____	
ZONING: _____	
REVIEWER: _____	
X In The Column Means The Information Is Needed Or Not Properly Addressed	
A written citizen participation report is required.	
Attach a cover page titled "Citizen Participation Report" showing:	
1. Project name	
2. Address	
3. General location, i.e., Northwest Corner of .....	
4. Existing use of the property, i.e., vacant	
5. The request, i.e., to rezone the property from _____ to _____	
6. Owner's name, address, phone and fax	
7. Applicant's name, address, phone, and fax	
8. Contact name, address, phone, and fax	
Provide a list of parties that were notified of the project.	
Provide a general description of where notified parties are located.	
Provide a list of ways the applicant used to involve the public.	
Provide a list of dates and locations of all meetings	
1. Provide a copy of all mailings showing the date mailed	
2. List number of all mailings by type (letters, meeting notices, newsletters, etc.)	
Provide a list of parties that participated in the process.	
Provide a summary of concerns, issues and problems expressed during the process.	
Provide a detailed description of the concerns and how the applicant has addressed them.	
Provide a detailed description of the concerns the applicant will not address and why.	



## **PUBLIC HEARING NOTIFICATION REQUIREMENTS**

The City of Buckeye Development Code requires that a public hearing notice be published and mailed to adjacent property owners prior to a public hearing.

Prior to the public hearing the applicant shall be responsible for completing a minimum 15 day notification of the public hearing including:

1. A public hearing notice to be published in a newspaper of general circulation within the City of Buckeye;
2. A public hearing notice to be sent to all property owners within 300 feet of all property lines of the subject property; and
3. A public hearing notice to be posted on the property.

- ☐ The applicant shall secure a public hearing date from the Development Services Department and shall complete the notice of public hearing by filling in the blanks of a standard Development Services Department form and delivering the public hearing notice to the newspaper within their time frame so that the public hearing notice is published at least 15 days prior to the public hearing date.
- ☐ Proof of publication shall be supplied by the applicant to the Development Services Department prior to the public hearing date.
- ☐ The applicant shall secure the names and addresses of all property owners within 300 feet of all property lines of the subject application property either through a title company or the Maricopa County Assessor's web site and shall send the public hearing notice to each said owner no less than 15 days prior to the public hearing date.
- ☐ The applicant shall provide a notarized Affidavit of the mailing list and said mailing to the Development Services Department prior to the public hearing date.
- ☐ The applicant shall post the property per the City of Buckeye Development Services Site Posting Requirements.
- ☐ The applicant shall submit a notarized Affidavit of Posting and photographs of the posting (see next page) to the Development Services Department prior to or on the fifteenth day prior to the public hearing date. Failure to provide such documentation in a timely manner will result in continuance of the case to the next available public hearing date.
- ☐ The signs must be maintained and updated with amended information until after the final public hearing.
- ☐ The signs must be removed and disposed of within 10 days after the final public hearing.
- ☐ You may use a sign vendor of your choice

## **Public Hearing Notice Sign Specifications**

- The sign shall be a minimum of 3ft x 3ft in size.
- The sign shall be constructed of laminated coroplast, laminated plywood, or other suitable construction material.
- The sign shall have a white background with black lettering. The least expensive process is laminated direct printing.
- The minimum lettering size shall be 1/2 inch for lowercase and 1 inch for upper case.
- The words "Public Hearing" shall be a minimum of 2 inches in size. (Sign lettering should be formatted to match the example below).
- The content of the sign shall match the example below and include specific case details.
- The sign shall be securely fastened to wooden or metal stakes.
- The applicant is responsible for maintaining the integrity and accuracy of the sign.
- The height of the sign shall be at least 4 ft from finished grade to top of sign and shall not be obstructed from view.

<p><b>City of Buckeye</b></p> <p><b>PUBLIC HEARING</b></p> <p><b>Planning and Zoning Commission: [Date and Time]</b></p> <p><b>LOCATION OF HEARINGS:</b></p> <p><b>REQUEST:</b></p> <p><b>PROPOSAL:</b></p> <p><b>GENERAL LOCATION:</b></p> <p><b>SIZE:</b></p> <p><b>CASE #:</b></p> <p><b>APPLICANT/CONTACT:</b></p> <p><b>PHONE #:</b></p> <p><b>Development Services Department: 623-349-6211</b></p> <p>Posting Date:</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**ARTICLE 8: REVIEW AND APPROVAL PROCEDURES**  
**SECTION 8.2 COMMON DEVELOPMENT REVIEW PROCEDURES**  
**SUBSECTION 8.2.3 STEP 3: DEVELOPMENT APPLICATION SUBMITTAL**

---

**H. Citizen Participation Plan**

1. Every application that requires a neighborhood meeting shall include a citizen participation plan that must be implemented prior to the first public hearing. The purpose of the citizen participation plan is to:
  - a. Ensure that applicants pursue early and effective citizen participation in conjunction with the application, giving them the opportunity to understand and try to mitigate any real or perceived impacts their applications may have on the community;
  - b. Ensure that the citizens and property owners of the City of Buckeye have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early state of the process, and
  - c. Facilitate ongoing communication between the applicant and interested citizens and property owners, City staff, and elected officials throughout the application review process.
2. The citizen participation plan is not intended to produce complete consensus on all applications, but to encourage applicants to be good neighbors and to allow for informed decision making.
3. The citizen participation plan shall be submitted with the project application and shall include the following information at a minimum:
  - a. Which residents of the City, adjacent property owners, interested parties who have submitted a request to the City to be notified of any rezoning pursuant to ARS §9-462.02, adjacent political jurisdictions, and public agencies with jurisdiction over the subject property may be affected by the application;
  - b. How those interested in and potentially affected by an applicant will be notified that an application has been made;
  - c. How those interested and potentially affected parties will be informed of the substance of the change, amendment, or development proposed by the application;
  - d. How those affected or otherwise interested will be provided an opportunity to discuss the applicant's proposal with the applicant and express any concerns, issues, or problems they may have with the proposal in advance of the public hearing;
  - e. The applicant's schedule for the completion of the citizen participation plan, and
  - f. How the applicant will keep the Planning Department informed on the status of their citizen participation efforts.
4. The level of citizen interest and area of involvement will vary depending on the nature of the application and the location of the site. The target area for early notification will be determined for the applicant after consultation with the Planning Department. At a minimum, the target area shall include the following:
  - a. Property owners within the public notice area required by Section 8.2.6 of the Development Code;

## **ARTICLE 8: REVIEW AND APPROVAL PROCEDURES**

### **SECTION 8.2 COMMON DEVELOPMENT REVIEW PROCEDURES**

#### **SUBSECTION 8.2.4 STEP 4: DETERMINATION OF APPLICATION COMPLETENESS**

---

- b. The head of any homeowners association or registered neighborhood within the public notice area;
  - c. Other interested parties who have requested that they be placed on the interested parties' notification list maintained by the Planning Department.
- 5. These requirements apply in addition to any notice provision required elsewhere in this Development Code.
- 6. Failure of any person or entity to receive notice shall not constitute grounds for any court to invalidate the actions of the municipality for which the notice was given.
- 7. The applicant may submit a citizen participation plan and begin implementation prior to formal application at their discretion. Submittal of a citizen participation plan shall not occur until after the required pre-application meeting and consultation with the Planning Department staff. The foregoing notwithstanding, applicants are encouraged to engage in early communication with the public.

#### **I. Citizen Participation Report**

This section applies only when a citizen participation plan is required by this Development Code.

- 1. The applicant shall provide a written report on the result of their citizen participation effort prior to the notice of public hearing. This report will be attached to the Planning Department's staff report.
- 2. At a minimum, the citizen participation report shall include the following information:
  - a. Details of techniques the applicant used to involve the public, including:
    - (i) Dates and locations of all meetings where citizens were invited to discuss the applicant's proposal;
    - (ii) Content, dated mailed, and numbers of mailings including letters, meeting notices, newsletters and other publications;
    - (iii) Where residents property owners, and interested parties receiving notices, newsletters or other written material are located; and
    - (iv) The number of people that participated in the process.
  - b. A summary of concerns, issues and problems expressed during the process, including:
    - (i) The substance of the concerns, issues, and problems
    - (ii) How the applicant has addressed or intends to address concerns, issues and problems expressed during the process; and
    - (iii) Concerns, issues and problems the applicant is unwilling or unable to address and why.

#### **8.2.4. Step 4: Determination of Application Completeness**

- A. After receipt of the development application, the Director shall determine whether the application is complete and ready for review.

## **ARTICLE 8: REVIEW AND APPROVAL PROCEDURES**

### **SECTION 8.2 COMMON DEVELOPMENT REVIEW PROCEDURES**

#### **SUBSECTION 8.2.5 STEP 5: APPLICATION REVIEW AND REPORT**

---

- B.** If the application is determined to be complete, the application shall then be processed according to the procedures set forth in this Development Code. An application will be considered complete if it is submitted in the required form, includes all mandatory information and supporting materials specified in the application packet, and is accompanied by the applicable fee. A pre-application conference shall have been held, if required by this Development Code. The determination of completeness shall not be based upon the perceived merits of the application.
- C.** If an application is determined to be incomplete, the Director shall provide notice to the applicant along with an explanation of the application's deficiencies. No further processing of an incomplete application shall occur until the deficiencies are corrected in a resubmittal.
- D.** If any false or misleading information is submitted or supplied by an applicant on an application, that application will be deemed void and a new application must be submitted together with payment of applicable development review fees.

#### **8.2.5. Step 5: Application Review and Report**

After determining that a development application is complete, the Director shall refer the development application to the appropriate review agencies and planning staff, review the development application, and prepare a staff report. The staff report shall be made available for inspection and copying by the applicant and the public prior to the scheduled public hearing on the development application. The staff report shall indicate whether, in the opinion of the staff, the development application complies with all applicable standards of this Development Code. Conditions for approval may be recommended to eliminate any areas of noncompliance or mitigate any adverse effects of the development proposal.

#### **8.2.6. Step 6: Notice**

##### **A. Content of Notices**

Notice of all public hearings required under this Article shall, unless otherwise specified in this Development Code: (1) identify the date, time, and place of the public hearing, (2) if applicable, describe the property involved in the application by street address, or legal description, or a general description and nearest cross streets; (3) describe the nature, scope, and purpose of the proposed action; (4) indicate that interested parties may appear at the hearing and speak on the matter; and (5) indicate where additional information on the matter may be obtained. If the matter to be considered applies to territory in a high noise or accident potential zone as defined under state law, the notice shall include a general statement that the matter applies to property located in such an area.

##### **B. Summary of Notice Requirements**

The following Table 8.2-1 summarizes the notice requirements of the procedures in this Article.

## ARTICLE 8: REVIEW AND APPROVAL PROCEDURES

### SECTION 8.2 COMMON DEVELOPMENT REVIEW PROCEDURES

#### SUBSECTION 8.2.6 STEP 6: NOTICE

TABLE 8.2-1: NOTICE REQUIREMENTS					
✓ = Notice Required					
Type of Application or Procedure	Section	Mailed	Published	Posted	Neighborhood Meeting
Amendment to General Plan/Specific Area Plan	8.3.	✓	✓	✓	✓
Amendment to Text of Development Code	8.4.	Mailed notice only required if covered by 8.2.6.D.2	✓		
Amendment to Zoning Map (Rezoning)	8.5.	✓	✓	✓	✓
Community Master Plan (CMP) and Planned Area Development (PAD)	8.6.	✓	✓	✓	✓
Conditional Use Permit	8.7.	✓	✓	✓	✓
Minor Subdivision	8.8.6.				
Subdivision: Preliminary Plat	8.8.7.				
Subdivision: Final Plat	8.8.8.				
Final Plat Re-Plat	8.8.9				
Map of Dedication	8.8.10				
Site Plan: Administrative Review	8.9.3.				
Site Plan: Planning Commission Review	8.9.4.				
Temporary Use Permit	8.10.				
Variance	8.11.	✓ <sup>1</sup>	✓	✓	
Appeal of Administrative Decisions	8.13.		✓	✓	
Annexation	8.16		✓	✓	
<b>NOTE:</b>					
<sup>1</sup> Variances require a mailed notice to surrounding property owners within 150 feet of the subject property.					

#### A. Mailed Notice

When Table 7.2-1 requires that mailed notice be provided, the applicant shall provide the Director with a current list of applicable property owners and organizations as listed below. The applicant shall deposit notices into first-class mail at least 15 days prior to the scheduled date of the hearing. In computing such period, the day of posting shall not be counted, but the day of the hearing shall be counted. Written notice shall be provided by the applicant to all persons listed on the records of the County Assessor as owners of land subject to the application or as owners of the parcels within 300 feet of the outer boundary

## **ARTICLE 8: REVIEW AND APPROVAL PROCEDURES**

### **SECTION 8.2 COMMON DEVELOPMENT REVIEW PROCEDURES**

#### **SUBSECTION 8.2.6 STEP 6: NOTICE**

---

of the land subject to the application. For any rezoning of an area greater than 20 acres, General Plan amendments, and CMPs, the 300-foot requirement shall be 500 feet. The applicant shall provide a written "Affidavit of Mailing" to the Development Services Department certifying that all required notices were timely mailed.

#### **B. Published Notice<sup>48</sup>**

1. If published notice is required by Table 8.2-1, the applicant shall publish notice in a newspaper of general circulation in the area. The notice shall be published at least 15, but no more than 45, days before the scheduled hearing date. In computing such period, the day of posting shall not be counted, but the day of the hearing shall be counted. Any affidavit of publication provided by the newspaper shall be obtained by the applicant and given to the Development Services Department for their records.
2. If any application, proposed amendment, or proposed Minor Modification involves one or more of the following proposed changes or related series of changes,
  - a. A ten percent or more increase or decrease in the number of square feet or units that may be developed;
  - b. A ten percent or more increase or reduction in the allowable height of buildings;
  - c. An increase or reduction in the allowable number of stories of buildings;
  - d. A ten percent or more increase or decrease in setback or open space requirements; and/or
  - e. An increase or reduction in permitted uses.

the City shall provide notice in accordance with A.R.S. §9-462.04 via one of the following methods, as per the Director's or their designee's discretion:

- f. Notice shall be sent by first class mail to each real property, as shown on the last assessment, whose real property is directly governed by the changes, or;
- g. Notices shall be included as inserts within utility bills or other mass mailings that periodically include notices or other informational or advertising materials, or;
- h. The City shall publish such changes prior to the first hearing on such changes in a newspaper of general circulation in the City. The changes shall be published in a "display ad" covering not less than one-eighth of a full page.

#### **C. Posted Notice**

Posted notice, if required by Table 8.2-1, shall be provided in the following manner: There shall be posting of at least two signs on the lot, parcel, or tract of land that is the subject of the application or proposed action by the City, and

---

<sup>48</sup> ORD. 14-14; 12/02/2014

## **ARTICLE 8: REVIEW AND APPROVAL PROCEDURES**

### **SECTION 8.2 COMMON DEVELOPMENT REVIEW PROCEDURES**

#### **SUBSECTION 8.2.7 STEP 7: PUBLIC HEARING**

---

such signs shall remain on the property for a period of at least 15 days prior to the public hearing. All signs shall be removed no later than 10 days after the expiration of the above period. The applicant shall maintain the sign in good condition throughout the required posting period. The sign shall be posted in a prominent place, clearly visible from a major arterial street if the property abuts such an arterial street, or clearly visible from a collector street if the property abuts a collector street, or clearly visible to the most heavily traveled street or public way if the property does not abut an arterial or collector street.

#### **D. Constructive Notice**

1. Minor defects in any notice shall not impair the notice or invalidate proceedings pursuant to the notice if a bona fide attempt has been made to comply with applicable notice requirements. Minor defects in notice shall be limited to errors in a legal description or typographical or grammatical errors that do not impede communication of the notice to affected parties. In all cases, however, the requirements for the timing of the notice and for specifying the time, date, and place of a hearing and the decision-making body shall be strictly construed. If questions arise at the hearing regarding the adequacy of notice, the decision-making body shall make a formal finding as to whether there was substantial compliance with the notice requirements of this Development Code.
2. When the records of the City document the publication, mailing, and posting of notices as required by this section, it shall be presumed that notice was given as required by this section.

#### **8.2.7. Step 7: Public Hearing**

A public hearing, if required under this Development Code, shall be conducted in accordance with the procedures adopted by the City of Buckeye.

#### **8.2.8. Step 8: Decision and Findings**

##### **A. Decision**

After consideration of the application, the staff report, comments received from other reviewers (if applicable), and the evidence from the public hearing (if applicable), the decision-maker shall approve, approve with conditions, or deny the application based on its compliance with the applicable approval criteria, as described in Step 9 of the common development review procedures. Written notification of the decision shall be provided by the Director to the applicant. All decisions shall include:



Fountain Hills

Public Notice Requirements	Newspaper		Mail	Post Sign for 15 Days
	Publish 1/8 Page Display	# Days		
Zoning Text Amendments	Y	15	N	--
Zoning Map Amendments / Rezoning	1	15	2, 5, 6	Y
Variances	Y	15	2	Y
Special Use Permits	Y	15	2	Y
Temporary Use Permits	N	--	N	N
Zoning Appeals	Y	15	2	--
Planned Unit Developments (PUDs)	Y	15	2	Y
Planned Area Developments (PADs)	Y	15	2, 5	Y
Concept Plans	N	--	N	N
Cut/Fill Waivers	N	--	N	N
Hillside Protection Easements (HPEs)	N	--	N	N
Subdivision Plats - Preliminary	Y	15	N	Y
Subdivision Plats - Final	N	--	N	N
Subdivision Plat - Condominium	N	--	N	N
Subdivision Plat - Replat	Y	15	Y	Y
Development Agreements	Y	15	Y	Y
Comprehensive Sign Plans	N	--	N	N
Temporary Visitor Permits	N	--	N	N
Area Specific Plans	Y	15	Y	Y
Administrative Use Permits	N	--	N	N
A-Frame Sign Permit	--	--	--	--
Grand Opening Banner Permits	N	--	N	N
Minor General Plan Amendments	Y	15	2, 5	--
Major General Plan Amendments	Y	4, 6	3, 5, 6	--

Y=Yes      N=No

1. Publish in Newspaper at least 15 Days prior to P&Z Public Hearing. Approval may go on Council Consent unless requested to have a Public Hearing. Then publish in Newspaper at least 15 Days prior to Council Public Hearing.
2. Mail public notices by 1st Class mail to surrounding property owners within 300' of the perimeter of the subject property.
3. Mail for review at least 30 Days prior to P&Z public hearing and 60 days prior to Town Council public hearing.
4. Place notices in newspaper after 60 day review.
5. Mail notices to adjacent Municipalities or County if applicable.
6. Additional requirements apply