



# Neighborhood Involvement Checklist

Neighborhood Involvement is necessary for all General Plan Amendments, Conditional Use Permits, including Municipal Use Master Site Permits, Abandonments, Development Review Board, Board of Adjustment and Hardship Exemption cases. You are required to return this form and your Neighborhood Involvement Report with your application submittal.

If you have questions on these requirements, please contact Doris McClay at 480-312- 4214.

This application is for a:

- |  |   |
|--|---|
| <input type="checkbox"/> General Plan Amendment            | <input type="checkbox"/> Abandon of ROW/GLO       |
| <input checked="" type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Development Review Board |
| <input type="checkbox"/> Municipal Use Master Site Plan    | <input type="checkbox"/> Board of Adjustment      |
| <input type="checkbox"/> Hardship Exemption                |   |

If you are submitting an application for rezoning, Zoning Ordinance Text Amendments, Zoning Stipulation Amendments, Council Approved Amended Standards, and City Council Site Plan Approval this is not the correct checklist; (please obtain a copy of the Citizen Review Checklist).

Complete the following marked items **prior to** submitting your application

## Step 1: Neighborhood Notification

### Provide information by:

- ☒ 1<sup>st</sup> Class Letter or Postcard
- ☐ In Person
- ☐ Phone call
- ☐ Certified Mail

### To:

- ☐ Property owners and HOAs within 300'
- ☒ Property owners and HOAs within 750'
- ☒ Adjacent property owners/ tenants/HOAs
- ☒ School District
- ☐ Interested Party list (provided by Project Coordinator)

### Project Notification shall include the following information:

- Project request and description
- Location
- Size (e.g. Number of Acres of project, Square Footage of Lot)
- Zoning
- Site plan
- City and Applicant contact names and phone numbers
- ~~Any scheduled open house(s) - including time, date, and location~~

## Step 2: Project Under Consideration

You are required to post a 'Project Under Consideration' sign (4'x4' Black and White) on the site. (See Attached)

- ☐ Post sign 10 calendar days prior to your Open House Meeting. **-OR-**
- ☐ Post sign 10 calendar days prior to your formal application submittal.

18-UP-2008  
1st: 6/13/2008

## Planning & Development Services Department

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 • Phone: 480-312-7000 • Fax: 480-312-7088



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An affidavit of sign posting with a time/date stamped photograph of the sign is required with the Neighborhood Involvement Report to confirm posting (see attached).

## Step 3: Hold An Open House Meeting

- ☐ You are required to hold a minimum of \_\_\_\_\_ Open House Meeting(s).

Provide open house date, time, and location to Project Coordinator **at least** 14 calendar days prior to the meeting. E-mail open house information to project coordinator [planninginfo@scottsdaleaz.gov](mailto:planninginfo@scottsdaleaz.gov).

## Step 4: Complete a Neighborhood Involvement Report

- Provide all of the checked items, in a report, with your submittal
- ☐ You are required to submit a Neighborhood Involvement Report with your application.
- ☐ Submit either the original, or a copy of this marked Neighborhood Involvement Packet.
- ☐ Document your Project Notification efforts as follows:
  - Provide copy of names, phone numbers/addresses of contacted parties (e.g. neighbors/property owners, School District representatives, and HOA's).
  - Provide the dates contacted, and the number of times contacted.
  - Indicate how they were contacted (e.g. letter, phone call). If certified mail was used, provide receipts of delivery.
  - Provide originals of all comments, letters, and correspondence received.
  - Provide copies of letters or other means used to contact neighbors, the school district, and HOA's.
  - Provide a map showing where notified neighbors are located.
  - Provide affidavit(s) of mailing(s).
- ☐ Verify the "Project Under Review" Sign Posting as follows:
  - Provide affidavit of posting.
  - Pictures of sign, which are date and time stamped.
- ☐ Document the Open House Meeting(s) as follows:
  - List dates, times, and locations of open house meeting(s).
  - List dates, times, and locations of any follow-up with interested parties.
  - Provide the sign-in sheets, list of people attended the meeting(s), comment sheets, and written summary of the comments, issues and concerns provided at the open house meeting(s).
  - List the method by which the applicant has addressed, or intends to address, the issues, concerns, and problems identified during the process.

### Related Resources:

- ☐ Project Under Consideration Sign Posting Requirements
- ☐ Affidavit of Posting
- ☐ Public Hearing Sign Posting Requirements

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