



Neighborhood Involvement General Plan Checklist (GP)

Neighborhood Involvement is required for all General Plan Amendment requests. Refer to the City of Scottsdale Resolution No. 5135, and the Arizona Revised Statutes Title 9, for additional General Plan Amendment review and guideline information. The check boxes on the Neighborhood Involvement GP checklist that are checked are the items that are required by resolution and/or state requirements, items that are not checked are optional at the coordinator's discretion and are based on the complexity of the proposed project. *If you have questions on these requirements, please contact Planning & Development Services at 480-312-7000.*

This checklist is for General Plan Amendment requests: 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 from your Project Coordinator).

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

Step 1: Pre-submittal meeting: The applicant will meet with staff to discuss their Neighborhood Involvement plan. It is encouraged that "neighbors" be **contacted at least twice** prior to the public hearing for the request. Applicants are advised to maintain contact with neighbors during the process and make as many contacts that are warranted to achieve productive neighborhood involvement.

Step 2: Neighborhood Notification

Provide information by: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 1st Class Letter or Postcard <input type="checkbox"/> In Person <input type="checkbox"/> Phone call <input type="checkbox"/> Certified Mail <input type="checkbox"/> Door Hangers/Flyers 	To: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Each Real Property owner in proposed area <input checked="" type="checkbox"/> Property owners and HOAs within 750' <input type="checkbox"/> Adjacent property owners/ tenants/HOAs <input checked="" type="checkbox"/> School District(s) <input checked="" type="checkbox"/> Interested Party list (provided by Project Coordinator)
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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
- General Plan existing and proposed graphics
- Applicant and City contact names and phone numbers
- Scheduled open house(s) - including time, date, and location

Step 3: Project Under Consideration

- ☒ Post sign 10 calendar days prior to your Open House Meeting. (See Sign posting requirements)

Step 4: You are required to hold a minimum of 1 Open House Meeting.

Provide open house date, time, and location to Project Coordinator **at least** 14 calendar days prior to each meeting. E-mail open house information to the Project Coordinator and to: planninginfo@scottsdaleaz.gov

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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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Step 4: Continued from page 1

- ☒ Additional Open House Meeting(s) required 1. In some cases, the City of Scottsdale Project Coordinator may require more than one applicant-held Open House. Additional open house meetings have the same requirements and shall be advertised in the same manner as the initial open house meeting.

Step 5: Complete a Neighborhood Involvement Report

Provide all of the checked items in a Neighborhood Involvement Report that is to be submitted no later than 7 calendar days prior to the Planning Commission public hearing.

- ☒ Submit either the original or a copy of this marked Neighborhood Involvement Packet.
- ☒ Document your Project Notification efforts as follows:
- Provide a map showing the number of and where notified neighbors are located.
 - Provide a list of names, phone numbers/addresses of contacted parties (e.g. neighbors/property owners, School District representatives, and HOA's).
 - Provide the dates contacted, how they were contacted, and the number of times contacted (minimum of two).
 - Provide copies of letters or other means used to contact neighbors, school districts, and HOA's.
 - Provide originals of all comments, letters, and correspondence received.
- ☒ Verify the "Project Under Review" Sign Posting or Newspaper listing as follows:
- Provide completed affidavit of the sign posting with a time/date stamped photo. (See attached)
 - Provide a copy of the Newspaper listings with date of publication.
- ☒ Document the Open House Meeting(s) as follows:
- List dates, times, and locations of open house meeting(s).
 - Provide the sign-in sheets, list of people who attended the meeting(s), and comment sheets.
 - A written summary of topics discussed and comments, issues and concerns provided at the open house meeting(s).
- ☒ Provide steps taken to keep neighbors informed and involved.
- List the method by which the applicant has addressed, or intends to address, the issues, concerns, and problems identified during the process and open house meetings.
 - List how neighbors were contacted regarding changes and updates to the proposed General Plan Amendment.
 - Provide any other outreach and communication efforts.

Related Resources:

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

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