



Neighborhood Notification Checklist

AB, BA, UP, DR, HE, MUMSP

Neighborhood notification is necessary for all 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 with checked items completed, and your Neighborhood notification Report with your application submittal.

If you have questions on these requirements, please contact Planning & Development Services at 480-312-2328.

This application is for a:

- | | |
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| ☐ Abandon of ROW/GLO | ☒ Development Review Board |
| ☐ Board of Adjustment | ☐ Hardship Exemption |
| ☐ Conditional Use Permit | ☐ Municipal Use Master Site Plan |

If you are submitting an application for Re-Zoning, 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. If you are applying for a General Plan Amendment, please obtain a copy of the Neighborhood Involvement Checklist from your project coordinator.

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

☒ **Step 1: Neighborhood Notification**

Provide information by:

- ☒ 1st Class Letter or Postcard
- ☐ In Person
- ☐ Phone call
- ☐ Certified Mail
- ☐ Door Hangers/Flyers

To:

- ☒ Property owners and HOAs within 750' (*required for all WCF)
- ☐ Adjacent property owners/ tenants/HOAs
- ☐ School District(s)
- ☐ Interested Party list (provided by Project Coordinator)
- ☐ Tenants, employees, and students (*required for all WCF)

* WCF requirements for Notification shall be completed a minimum of 15 days prior to the application submittal.

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
- Applicant and City contact names and phone numbers
- Any scheduled open house(s) - including time, date, and location

☐ **Step 2: Project Under Consideration**

- ☐ Post sign 10 calendar days prior to your Open House Meeting. (See Sign posting requirements)
- ☐ Post sign 15 calendar days prior to your formal application submittal. (See WFC requirements)

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 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 and to: planninginfo@scottsdaleaz.gov.

☒ Step 4: Complete a Neighborhood Notification Report

Provide all of the checked items, in a report, with your submittal

- ☒ You are required to submit a Neighborhood Notification Report with your application.
- ☒ Submit either the original, or a copy of this marked Neighborhood Notification Packet.
- ☒ Document your Project Notification efforts as follows:
 - Provide a list of names, phone numbers/addresses of contacted parties (e.g. neighbors/property owners, School District representatives, and HOA's).
 - Provide a map showing where notified neighbors are located.
 - 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 copies of letters or other means used to contact neighbors, the school district, and HOA's.
 - Provide originals of all comments, letters, and correspondence received.
 - Provide affidavit(s) of mailing(s).
- ☐ Verify the "Project Under Review" Sign Posting or Newspaper listing as follows:
 - Provide affidavit of posting, and pictures of sign, which are date and time stamped.
 - Copy of 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 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.
 - List dates, times, and locations of any follow-up with interested parties.
- ☐ List any other neighborhood, citizen involvement.

Related Resources:

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

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