



# Citizen Review Checklist (ZN)

The Citizen Review Process is required for all: Rezoning, Zoning Stipulation Amendments, Council Approved Amended Development Standards, and City Council Site Plan Approvals. This packet has been prepared in conformance with and as a supplement to Zoning Ordinance, Section 1.305.C, Citizen Review Process. *If you have questions on these requirements, please contact the Current Planning Division at 480-312-7000*

This application is for a:

- Rezoning
- Zoning Stipulation Amendments
- Council Approved Amended Development Standards
- City Council Site Plan Approvals

If you are filing for a General Plan amendment, you must comply with Resolution 5135 for Neighborhood Involvement. If you are filing an application for any other type of project you need a Neighborhood Notification Packet; please contact your Project Coordinator for more information.

**The Citizen Review Process ensures early notification and involvement prior to the filing of a formal application.**

**Step 1: Citizen Review Plan:** Provide a written statement to your Project Coordinator, at least two weeks prior to the first open house meeting, outlining the information below.

- Where and when the open house will be held
- How and when neighbors will be notified:

<p><b>Provide information by:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 1<sup>st</sup> Class Letter or Postcard</li> <li><input type="checkbox"/> In Person</li> <li><input type="checkbox"/> Phone call</li> <li><input type="checkbox"/> Certified Mail</li> <li><input type="checkbox"/> Door Hangers/Flyers</li> </ul>	<p><b>To:</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> All property owners and HOAs within proposed area</li> <li><input type="checkbox"/> Property owners and HOAs within 750'</li> <li><input type="checkbox"/> School District(s)*</li> <li><input type="checkbox"/> Interested Party list (provided by Project Coordinator)</li> <li><input type="checkbox"/> Residents/Tenants</li> </ul>
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- When the "Project Under Consideration" sign will be posted and what it will say
- How many neighborhood meetings will be held?

\* School districts shall be notified 30 days prior to filing the formal application when the 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: Project Under Consideration:** Post the Sign - (4'x4' Black and White sign) post on-site at least ten (10) calendar days prior to the first open house meeting. The sign shall include the following:

- Project Overview: description of request, proposed use, site acreage, site zoning
- Time, Date and Location of the open house meeting/s
- Applicant and City Staff Contact Information- contact persons and phone numbers to call for more information, and the Pre-Application number
- City's web site address: [www.scottsdaleAZ.gov/projects/ProjectsInProgress](http://www.scottsdaleAZ.gov/projects/ProjectsInProgress)
- Sign posting date

1-II-2003#6  
1st: 6/25/2012



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**Step 3: Notification Letters:** Send a letter, by first class mail at least ten (10) calendar days\* prior to the open house meeting. Include the following items:

- Time, date, and location of the open house meeting
- Applicant and City staff contacts, telephone numbers and email addresses
- City case file number (Pre-Application Number) and City web site address
- A detailed description of the project and information concerning the applicant's request
- Preliminary site plan and/or project location map

**Step 4: Open House Meeting:** Hold the Open House Neighborhood Meeting onsite or at a location near the site, within *45 days prior* to your formal submittal. E-mail open house information to project coordinator and to: [planninginfo@scottsdaleaz.gov](mailto:planninginfo@scottsdaleaz.gov). From the Open House provide the following:

- Sign-in sheets
- Comment sheets
- Written summary of meeting.

**Additional Open House Meeting(s) required**   /  . 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 Citizen Review Report:** All citizen outreach and input shall be documented in the Citizen Review Report and shall be submitted with the formal application. The Citizen Review 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 HOA's).
  3. The dates contacted, how they were contacted, and the number of times contacted.
  4. Copies of letters or other means used to contact neighbors, school districts, and HOA's.
  5. The completed affidavit of mailing. (See attached)
  6. List of dates and locations of all meetings
  7. The Open house sign-in sheets, a list of people that participated in the process, and comment sheets.
  8. The completed affidavit of sign posting with a time/date stamped photo. (See attached)
- B. A written summary of the comments, issues, concerns and problems expressed by citizens during the process including:
1. The substance of the comments, issues, concerns and problems.
  2. 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
- Public Hearing Sign Posting
- Collaborative City and School Planning packet
- Affidavit of Posting

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