

# CITIZEN PARTICIPATION PLAN GUIDELINES



Planning

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[www.glendaleaz.com](http://www.glendaleaz.com)

1. **Attach a cover page titled “Citizen Participation Plan,” which lists information such as the project name and location.**

The cover page should be in the following format and look like the sample page below.

CITIZEN PARTICIPATION PLAN
PROJECT NAME PROJECT ADDRESS CASE # (IF AVAILABLE)
PREPARED BY (YOUR NAME) (DATE)

2. **Provide a brief description of the proposed project.**

Briefly explain what you are requesting and why you are requesting it. This should be similar to your project narrative or notification letter. If applying for a variance, it is strongly recommended that you address how your request does or does not meet the four variance findings.

*Sample Text or Wording:*

*I am requesting a variance to allow ( ) where ( ) is required in the ( ) zoning district. This request is necessary because ( ).*

3. **State which public notification technique is most appropriate for this project.**

Planning will tell you which notification technique is most appropriate for your project. You will find the suggestion in the information packet that was sent to you.

*Sample Text or Wording:*

*Planning has determined that a notification letter is the most appropriate public notification technique for this project.*

A copy of your notification letter must also be included in your CP Plan. This approved letter must be included with your CP Plan prior to approval.

#### **4. Notification**

Labels for each list below (a through d) must be submitted. Please provide one set.

- a. Refer to the notification area map provided. List the property owners within the notification area who will be notified.

You must make this list yourself. Property owner information can be obtained from the County Assessor's Office, the County Assessor's website (<http://www.Maricopa.gov/Assessor/GIS>), or a Title Company.

*Sample Text or Wording:*

*The notification area map and a list of property owners are attached in this report. All property owners in the notification area will be notified.*

- b. List any Homeowners Associations and Registered Neighborhood Groups, and their representatives, who will be included in the Plan.

This information will be provided to you by Planning.

*Sample Text or Wording:*

*Notification will be sent to all Homeowners Associations and Registered Neighborhood Groups, and their representatives.*

- c. List those individuals on the "Interested Parties" list currently maintained and provided by Planning. This list will be provided to you by your project planner upon approval of your neighborhood notification letter.

*Sample Text or Wording:*

*Notification will be sent to all Interested Parties.*

- d. List the names and addresses of individuals/companies on the Additional Notification list.

Please refer to the Citizen Participation Overview.

*Sample Text or Wording:*

*Notification will be sent to the individuals on the "Additional Notification" list.*

- 5. Identify to the best of your ability, who will be directly and indirectly affected by your proposal. Also identify any individuals who expressed interest in your project because they believe it will affect them.**

Try to identify any possible parties who may be affected by your proposal. State how these parties will be affected. List people who have expressed interest or concern, and how they believe they will be affected.

*Sample Text or Wording:*

*Notification will be sent to all parties who may be affected, directly or indirectly, and those individuals who expressed interest or concern.*

- 6. State whether or not you have thought about the project from the perspective of individuals affected or otherwise interested listed above and some of the concerns or issues these individuals may have.**

Try to identify any possible concerns that surrounding property owners may have regarding your project.

*Sample Text or Wording:*

*View, obstruction, appearance, safety, access, location, size, shape, surroundings, etc.*

- 7. State how those individuals affected or otherwise interested will be provided an opportunity to discuss the proposal with the applicant if issues or questions should continue, or suddenly arise after distribution of the applicant's notification letter (e.g., a neighborhood meeting, personal visits, etc).**

How will you handle questions or concerns after your deadline to respond is over?

*Sample Text or Wording:*

*Individuals will be free to call me at any time during the application process.*

- 8. State how individuals will be informed of any changes or amendments to the proposed development after the applicant's initial contact (notification letter has been mailed).**

*Sample Text or Wording:*

*Another notification letter will be mailed if changes to my project occur before my hearing date.*

- 9. State how you plan to inform Planning of any issues relating to your Citizen Participation efforts (e.g., letters, phone calls, etc).**

*Sample Text or Wording:*

*I will call my project planner to update him/her.*

- 10. Prepare a schedule with estimated dates for completion of your Citizen**

**Participation Plan. This should include:**

- 1) The date the Citizen Participation Plan will be submitted to the project planner for review,
- 2) The estimated plan implementation date,
- 3) The amount of time allowed for citizen input after implementation (minimum 2 weeks), and
- 4) A submittal date for the Citizen Participation Final Report.

*Sample Text or Wording:*

<i>Early January</i>	<i>Submit Citizen Participation Plan to Planner for approval.</i>
<i>Mid January</i>	<i>Mail notification letters (or hold public meeting).</i>
<i>Late January</i>	<i>Deadline to receive comments.</i>
<i>Early February</i>	<i>Submit Citizen Participation Final Report to project planner for approval.</i>

**FINAL IMPORTANT NOTE:**

**DO NOT SEND NOTIFICATION LETTERS OR NEIGHBORHOOD MEETING INVITATIONS BEFORE PLANNING HAS APPROVED YOUR PLAN.**