



# CITIZEN PARTICIPATION OVERVIEW PLANNING

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**The purpose of the Citizen Participation Plan** is to ensure that applicants pursue early and effective citizen participation in conjunction with their land use applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community; ensure that the citizens and property owners of Glendale have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the process; and facilitate ongoing communication between the applicant, interested citizens and property owners, City staff, and elected officials throughout the application review process.

## **Key steps in the Citizen Participation (CP) Process:**

- Prepare a CP Plan using the information provided in the CP packet.

Your plan will include a neighborhood notification letter.

- Submit the CP Plan to the project planner for review.
- Implement your CP Plan once it is approved by your project planner.
- Prepare a CP Final Report after the implementation of the CP plan is finished.
- Submit your Final Report to your project planner for review.

## **PLEASE READ ALL INSTRUCTIONS CAREFULLY.**

This document is a guide to help you create the CP Plan for your project.

This guide follows the CP Plan Checklist, which is included in this packet. Each item on the Checklist must be completed in order for CP Plan approval.

Print your CP Plan and report on separate, unbound sheets of paper.

Be sure that your CP Plan is approved by your project planner prior to its implementation.

If your project planner deems that a neighborhood meeting is required, staff will provide you with potential venue options near your project. The neighborhood meeting shall be held in the City Council District in which your project is located.

All information provided is dated and is subject to change. You are required to create, submit, and implement your CP Plan within three months from the date of this document. If past this date, contact your project planner.

**Please contact your project planner if you need further guidance.**



# CITIZEN PARTICIPATION NEIGHBORHOOD NOTIFICATION

**A NOTIFICATION LETTER / NEIGHBORHOOD MEETING IS RECOMMENDED** (see sample on page 3)

Draft a letter outlining your proposed project. Submit the letter to your planner for approval. **DO NOT MAIL** out your letter until you have received approval.

**Upon approval of your notification letter, send to the following:**

**a) Property owners located within the notification area outlined on the attached Notification Area Map** (see page 4). When creating mailing labels for areas outlined on the map, use the format shown on the attached "Sample Property Owner List with Parcel Number and Sample Parcel Map" (see page 5). Property owner information can be obtained from the County Assessor's Office, the County Assessor's website (<http://www.maricopa.gov/Assessor/GIS/Map.html>), or a Title Company.

**b) Glendale Homeowners Associations and Registered Neighborhood Groups:**

The Homeowners Association for your Community.

**c) Interested Parties List:**

Notify individuals on the XXXXX District and City Wide interested parties list which has been included with this information.

**d) Additional Notification List:**

City of Glendale Mayor's Office  
Mayor Weiers  
5850 W. Glendale Avenue  
Glendale, AZ 85301

Glendale City Council Office  
Councilmember XXXXXX  
5850 W. Glendale Avenue  
Glendale, AZ 85301

XXXXXXXXX, Planning Prjct Mngr  
Planning  
5850 W. Glendale Ave., Suite 212  
Glendale, AZ 85301

Diana Figueroa, Admin. Sppt. Supervisor  
Planning  
5850 W. Glendale Ave., Suite 212  
Glendale, AZ 85301

**In addition to the recipient's address, your mailing envelope must include a return address (see page 9) and the City of Glendale Logo label (see page 10) identifying the information as a Land Use Application. If the envelopes have not been properly prepared, your project may be delayed. An Affidavit of Mailing must be submitted to staff once you have completed your mailing (see page 6).**

# Sample Notification Letter

**INSTRUCTIONS:** Fill in the italicized brackets with your information. Include a copy of your site plan and a photograph with this letter. Please use a font size of no less than 12 point.

DATE

YOUR NAME  
YOUR ADDRESS  
YOUR CITY / STATE / ZIP  
EMAIL ADDRESS

Subject:

Dear Neighbor:

This letter is to inform you that I am applying for a (\_\_\_\_\_) application with the City of Glendale. The property is located at (*project address*) in the (*council district*) District.

***In the body of the letter please describe the proposed project in detail. Include items such as square footage, lot size, setbacks, building heights, current zoning, proposed zoning, adjacent properties, surrounding land use, describe the purpose of your request, etc.***

***If a neighborhood meeting is required:***

I have included a site plan with this letter for your review. A neighborhood meeting will take place (date, time, location). Comments and questions will be accepted at this time. If you are unable to attend, please write, email, or call me at the contact information above. You may also contact (*project planner's name*) with the City of Glendale at (623) 930-\_\_\_\_\_.

**OR**

***If a notification letter is required:***

I have included a site plan with this letter for your review. Please provide any comments to my \_\_\_\_\_ request by (*date*). Please write, email, or call me at the contact information above. You may also contact (*project planner's name*) with the City of Glendale at (623) 930-\_\_\_\_\_.

Sincerely,

(*sign your name*)  
(*type your name*)

Encl: Site Plan  
Exhibit (photograph)

*NEIGHBORHOOD NOTIFICATION AREA*

NAME OF REQUEST:

LOCATION:

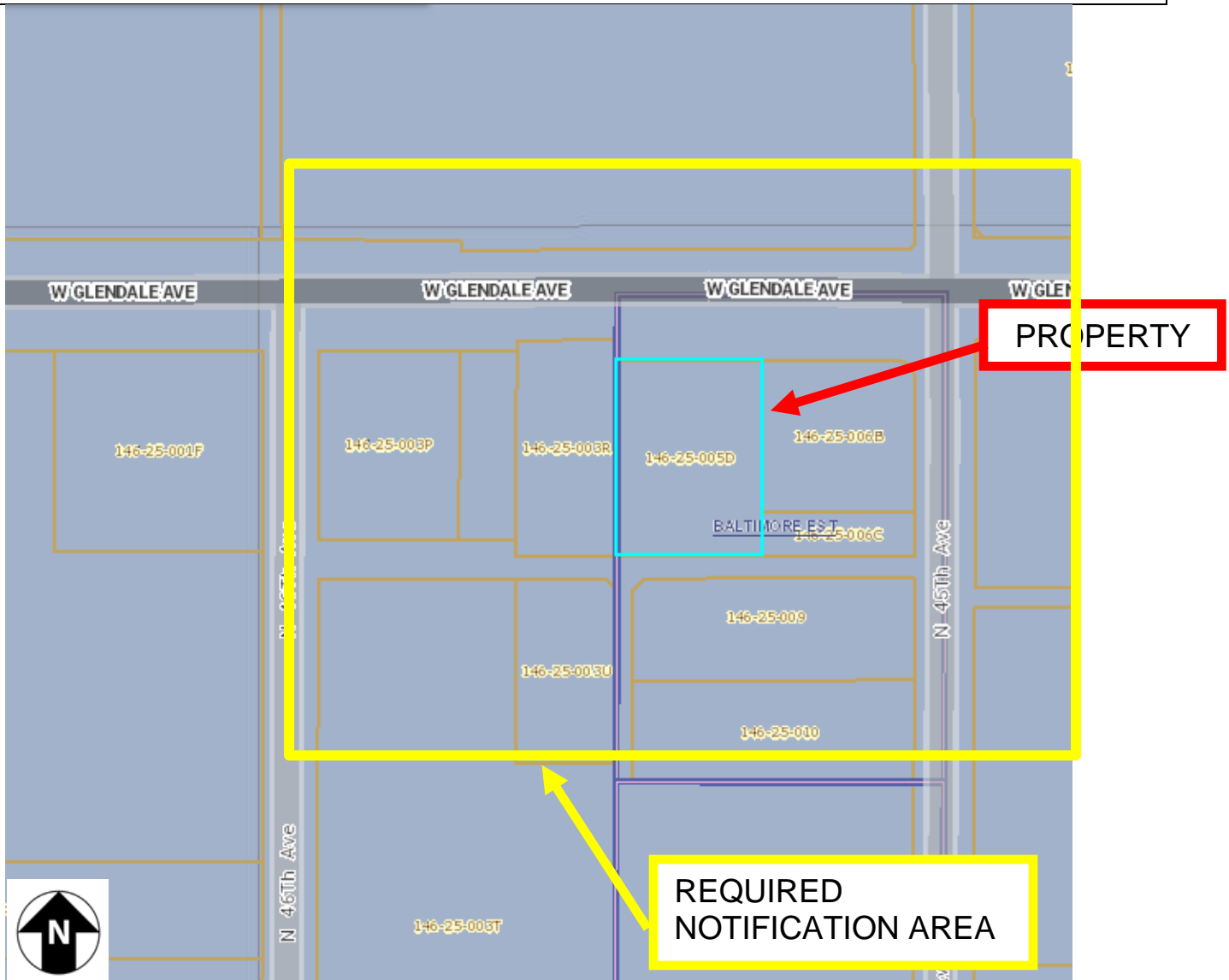
REQUEST:

The applicant is requesting Planning Commission approval for

ZONING DISTRICT:

COUNCIL DISTRICT:

FORMAL APPLICATION SUBMITTED:





## Sample Property Owner List with Parcel Number and Sample Parcel Map

Property ownership information can be obtained at the County Assessor's Office (<http://mccassessor.maricopa.gov>) or at a title company. You should get the property ownership information for your notification area in label form with the parcel identification number. You will also need to get the parcel maps that correspond with the property ownership information. The maps should be on 8½" x 11" sheets and should be legible.

Type the property address into the search bar which reads "Search for Parcels, Addresses, and More!" Hit enter to begin the search. (Note: You do not need to type the entire address. For example, type 5431 W Green rather than 5431 West Green Avenue Glendale Arizona 85301.)

Search results will appear in blue under Real Property (Parcel) Search Results. Locate the correct address and click on the hyperlinked **address**. (Not the APN or Owner info). This will take you to a map showing the property and surrounding properties. There will be a search box on the screen obstructing your view of your property. Click on "Using the Mouse". Then select

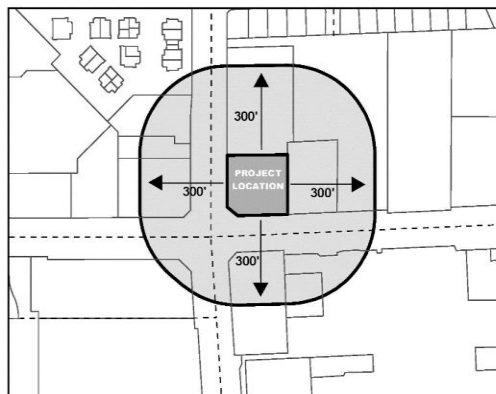


this symbol under "Select features by". This will allow you to select the needed parcels. You will only need to notify the adjacent property owners as identified by your project manager (refer to Recommended Neighborhood Notification Area, Page 4). Using the mouse, point and click to each parcel needed. The parcel information will display on the screen. Copy each owner's name and address onto your label form.

A sample property ownership list and parcel map is shown below.

Property Owner Name  
Or Current Resident  
Property Owner's Mailing Address  
City, State Zip Code

(Mailing address won't always be the same as the property address).





# PLANNING DIVISION

## NEIGHBORHOOD NOTIFICATION LETTER

### AFFIDAVIT OF MAILING

Case No. (if available) \_\_\_\_\_

Project Name: \_\_\_\_\_

I, \_\_\_\_\_ certify that I am the authorized applicant /

*representative to the City of Glendale for the above application, and do hereby affirm that notice as required for the case noted above has been completed in accordance with the Citizen Participation Process in the City of Glendale's Zoning Ordinance, and a copy of the letter and mailing labels has also been submitted.*

Applicant/Representative Signature: \_\_\_\_\_



# CITIZEN PARTICIPATION PLAN

COMPLETION OF THE FOLLOWING IS NECESSARY FOR APPROVAL OF YOUR PLAN

<b>DEVELOPMENT PROPOSAL HEARING REQUEST ADDRESS SR# DATE APPLICANT</b>	

<b>BRIEF DESCRIPTION OF PROPOSED PROJECT</b>
<b>DESCRIBE PUBLIC NOTICES, MEETINGS, RELATED OTHER PUBLICITY</b>
<b>IDENTIFY WHO MAY WILL BE DIRECTLY AND INDIRECTLY AFFECTED BY YOUR PROPOSAL AND ANYONE WHO EXPRESSED INTEREST OR BELIEVE THEY WILL BE AFFECTED.</b>

**IDENTIFY ANY CONCERNS THE ABOVE INDIVIDUALS MAY HAVE**

**HOW WILL THEY BE PROVIDED AN OPPORTUNITY TO DISCUSS THE PROPOSAL WITH THE APPLICANT IF ISSUES OR QUESTIONS CONTINUE OR SUDDENLY ARISE AFTER DISTRIBUTION OF THE NOTIFICATION LETTER.**

**HOW WILL THESE INDIVIDUALS BE INFORMED OF ANY CHANGES AFTER THE INITIAL CONTACT?**

**HOW WILL YOU KEEP GLENDALE PLANNING STAFF UPDATED ON THE STATUS OF YOUR CITIZEN PARTICIPATION EFFORTS?**

**IMPLEMENTATION SCHEDULE / DATES OF COMPLETION**

Date CPP submitted to Planner	
Neighborhood Meeting date (if any)	
Distribution date of initial notices	
Number of weeks allowed for responses	
Cut-off date for responses	
Planned Submittal date of CPP Final Report	





# CITIZEN PARTICIPATION FINAL REPORT

**COMPLETION OF THE FOLLOWING IS NECESSARY FOR FINAL REPORT APPROVAL**

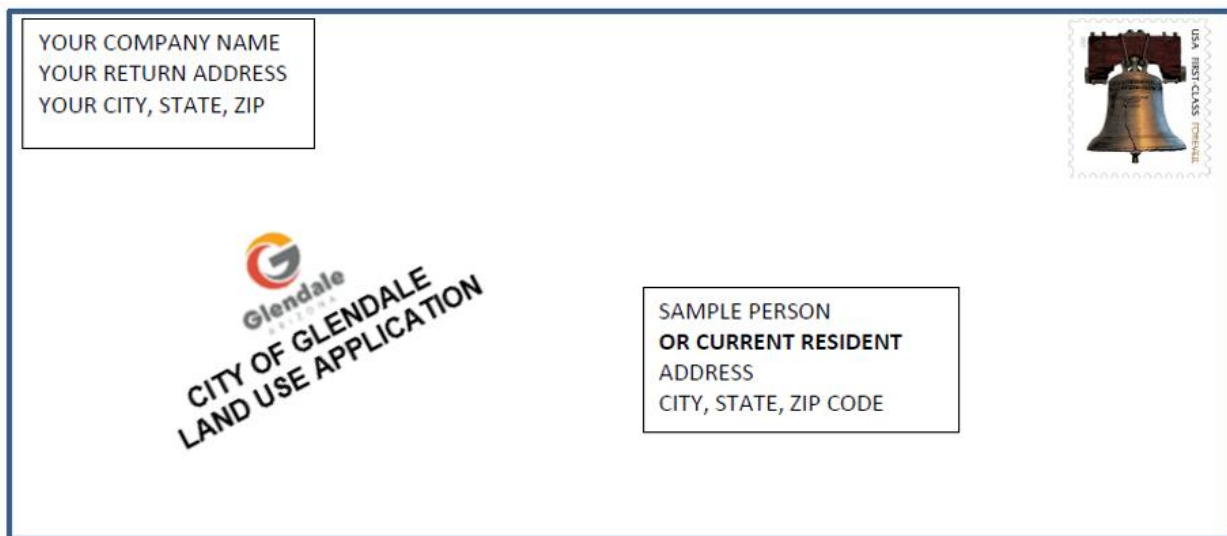
SUMMARY / FINAL REPORT	
Total individuals notified:	Total Participants:
CONCERNS, ISSUES, PROBLEMS EXPRESSED	
HOW CONCERNS WILL BE ADDRESSED?	
CONCERNS APPLICANT IS UNWILLING TO ADDRESS	
HOW THE PROPOSAL HAS BEEN REVISED TO ADDRESS CONCERNS	
APPLICANT SIGNATURE AND DATE	

**REQUIRED ATTACHMENTS:**

- NOTIFICATION AREA MAP
- NOTIFICATION LETTER AND SITE PLAN
- ANY OTHER NOTICES, MEETING INVITATIONS, SIGN-IN SHEETS (NONE).
- LIST OF PROPERTY OWNERS WITHIN NOTIFICATION AREA.
- “INTERESTED PARTIES” LIST PROVIDED BY PLANNING

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- “ADDITIONAL NOTIFICATIONS” LIST PROVIDED BY PLANNING.
  - LIST OF HOME OWNERS ASSOC., REGISTERED NEIGHBORHOODS; AND THEIR REPRESENTATIVES WHO WILL BE INCLUDED IN THE PLAN.

The mailing list is needed to provide notification postcards for any public hearings. The City of Glendale Planning Division will create and distribute the public hearing postcards; however, the applicant will be responsible for notification costs. The City will invoice the applicant for these charges. Upon receipt of the invoice, the applicant will be required to submit a check made payable to the City of Glendale. Failure to submit payment may result in postponement of the application.



In addition to the recipient’s address, your mailing envelope must include a return address and the City of Glendale Logo label identifying the information as a Land Use Application. If the envelopes have not been properly prepared, your project may be delayed. An Affidavit of Mailing must be submitted to staff once you have completed your mailing. (See P. 6).

