



CITIZEN PARTICIPATION OVERVIEW

PLANNING

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 for CP Plan approval.

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 can assist you with venue options near your project. (Currently, meetings are being held virtually.) The neighborhood meeting shall be held in the City Council District in which your project is located. Neighborhood meetings should be scheduled to begin at 6:00pm or later. These meetings should not be scheduled Friday through Sunday. Also, please do not send out your invitations until your project planner has confirmed that your proposed date does not conflict with another neighborhood meeting or a city of Glendale public hearing.

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 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 (<https://www.maricopa.gov/3942/GIS-Mapping-Applications>), or a Title Company.

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

The Homeowners Association for your Community.

c) **Notice to Adjacent Jurisdictions (excluding Conditional Use Permit & Variance Applications)**

Per state statute notice needs to be sent to the planning agency of the governmental unit (Municipalities and County) abutting subject property and to Luke Air Force base if the subject property is within the vicinity of the base.

d) **Interested Parties List:**

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

e) **Additional Notification List:**

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

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

Planner Name, Planning Proj. Mgr.
Planning
5850 W. Glendale Ave., Suite 212
Glendale, AZ 85301

Tawanda Walker-Hall, Admin. Supt. 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 10) and the City of Glendale Logo label (see page 11) 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 / TYPE OF REQUEST:		PROJECT NAME
LOCATION:	Physical address	
REQUEST:	Brief description	
ZONING DISTRICT: XXXX		COUNCIL DISTRICT: XXXX
FORMAL APPLICATION SUBMITTED:		



SITE LOCATION

NOTIFICATION AREA



Sample Property Owner List with Parcel Number and Sample Parcel Map

Property ownership information can be obtained at the County Assessor’s Office (<http://mcassessor.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

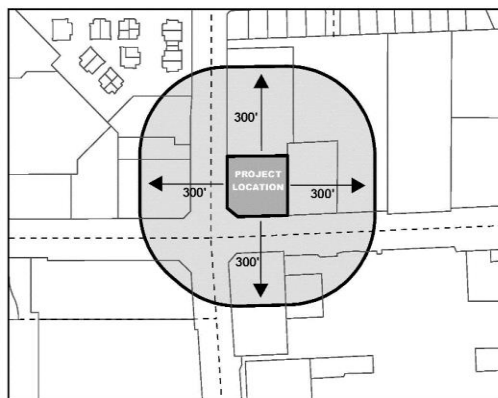


this symbol under “Select features by”. This will allow you to select the needed parcels. You will only need to notify the adjacent property owners as identified by your project manager (refer to Recommended Neighborhood Notification Area, Page 4). Using the mouse, point and click to each parcel needed. 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: _____

STATE OF ARIZONA

SS.

COUNTY OF MARICOPA

The foregoing instrument was acknowledged before me this _____ day of _____, 20____.

Notary Public

My Commission Expires:



CITIZEN PARTICIPATION PLAN

COMPLETION OF THE FOLLOWING IS NECESSARY FOR APPROVAL OF YOUR PLAN

DEVELOPMENT PROPOSAL HEARING REQUEST ADDRESS SR# DATE APPLICANT	

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

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 SUDENLY 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

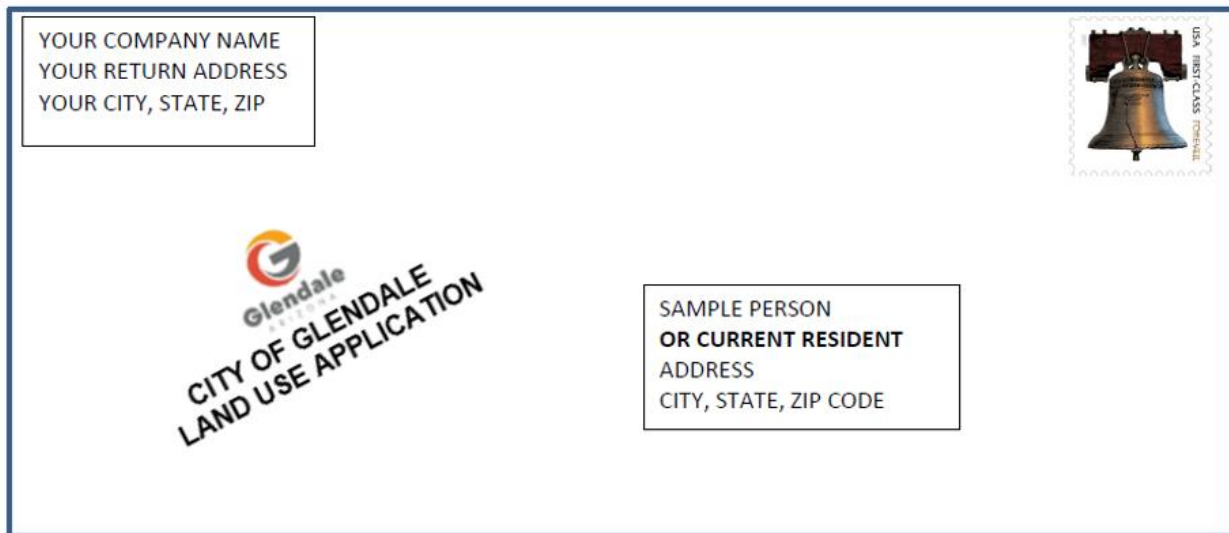
APPLICANT SIGNATURE AND DATE

REQUIRED ATTACHMENTS:

- NOTIFICATION AREA MAP
- NOTIFICATION LETTER AND SITE PLAN

- ANY OTHER NOTICES, MEETING INVITATIONS, SIGN-IN SHEETS.
- LIST OF PROPERTY OWNERS WITHIN NOTIFICATION AREA.
- "INTERESTED PARTIES" LIST PROVIDED BY PLANNING DIVISION.
- "ADDITIONAL NOTIFICATIONS" LIST PROVIDED BY PLANNING DIVISION.
- LIST OF HOMEOWNERS ASSOC., REGISTERED NEIGHBORHOODS; AND THEIR REPRESENTATIVES WHO WILL BE INCLUDED IN THE PLAN.
- NEIGHBORHOOD NOTIFICATION OF MAILING AFFIDAVIT.
- LIST OF ADDRESSES OF NEIGHBORHOOD NOTIFICATION LETTERS WHICH WERE RETURNED, AND IF POSSIBLE, THE REASON FOR THE RETURN.

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ADDITIONAL ITEMS:

When your item is scheduled for Public Hearing, you will need to provide 12 copies, 3-hole punched of the Project Narrative and CP Final Report. You will need to provide these copies two weeks prior to the Public Hearing.

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. Failure to make payment for distribution of the public hearing postcards may result in postponement of the application.