

Project No: _____-PA-_____



Dirt Haul Neighborhood Involvement Packet

If you have questions, please contact your Project Coordinator:

Name: _____

Ph No: (480) 312-_____

Dirt Haul Notification Requirements

(Complete the following marked items as a requirement of your dirt haul application approval)

A. Provide information about the dirt haul by:

- 1st Class Letter or Postcard
- In Person
- Phone call
- Certified Mail
- Other _____

To the following parties:

- Property owners and HOAs within 300'
- Property owners and HOAs within 750'
- Adjacent property owners/ tenants/HOAs
- Business owners
- Interested party list provided by Dirt Haul Coordinator

Dirt Haul notification shall include the following information:

- Project and description
- Project location
- Dirt Haul route
- Number of cubic yards being moved
- Duration of the dirt haul (start and end date)
- Dirt haul schedule (days of week, daily start and end time)
- On-site contact names and phone numbers
- Any scheduled open house(s) *-including time, date, and location*

B. Post a 'Project Information' Sign on the site.

Note: Posting requirements are outlined in the attached Project 'Under Consideration Sign Posting Requirements' handout.

- Post sign 10 calendar days prior to your first day of dirt haul.

Include the following information on the sign:

- Project description
- Location
- Size (e.g. Number of Acres of project, Square Footage of Lot)
- Dirt Haul route, duration, and schedule
- Project contact name and phone number
- Dirt Haul contact name and phone number

C. Hold at least _____ Open House Meeting(s).

Provide open house date, time, and location to Dirt Haul Coordinator **at least** 14 calendar days prior to the meeting.

What to Include In Your Neighborhood Involvement Report

You are required to provide all of the checked items in a report, which shall be submitted to your Project Coordinator.

- A.** Submit either the original, or a copy of the this marked Neighborhood Involvement Packet.
- B.** Document your Project Notification efforts to the Project Coordinator as follows:
- Provide copy of names, phone numbers/addresses of contacted parties (e.g. neighbors/property owners, School District representatives, and HOA's).
 - 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 originals of all comments, letters, and correspondence received.
 - Provide copies of letters or other means used to contact neighbors, the school district, and HOA's.
 - Provide a map showing where notified neighbors are located.
 - Provide affidavit(s) of mailing(s).
- C.** Verify the "Project Under Review" Sign Posting as follows:
- Provide affidavit of posting.
 - Pictures of sign, which are date and time stamped.
 - For WCFS: Provide letter demonstrating that the parents of the students and the surrounding neighbors were properly notices of the proposed WCF.
- D.** Document the Open House Meeting(s) as follows:
- List dates, times, and locations of open house meeting(s).
 - List dates, times, and locations of any follow-up with interested parties.
 - 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.