



Citizen Review Checklist

(TA)

The Citizen Review Process required for Text Amendments.

The Zoning Ordinance and Checklist requires the applicant to prepare both a Citizen Review Plan and Report. Additional community notification is required for the public hearing process pursuant to Arizona State Statutes and the Zoning Ordinance of the City of Scottsdale.

The Citizen Review Process ensures notification and community involvement before the filing of a formal application. The Project Coordinator will be involved to provide direction and guidance throughout the Citizen Review Process.

Step 1: Citizen Review Plan

Provide a written statement to your Project Coordinator, two weeks prior to the first open house meeting, including:

- How many neighborhood meetings will be held
- Where and when they will be held
- How and when neighbors will be notified
- Who will be notified

Step 2: Notification

Publish a 1/8 page advertisement in the local newspaper *at least* ten (10) calendar days prior to the open house meeting. Coordinate with City staff to publish an internet information page and survey site for the project. Send a letter, by first class mail *at least* ten (10) calendar days prior to the open house meeting to the following parties:

1. All names/addresses on the City's Interested Parties List

The advertisement and notification must include the following information:

- Time, date and location of the open house meeting if one is to be held.
- Applicant and City staff contacts, telephone numbers and email addresses.
- City case file number.
- City web site address.
- A detailed description of the project and information concerning the applicant's request.

Step 3: Open House Meetings (Hold 2 – one in the north part and one in the south part of the city.)

Hold the Open House Neighborhood Meetings within *45 days prior* to your formal submittal. Provide the following:

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

Sign-in and comment sheets, along with a written summary of the meetings, shall be included in the Citizen Review Report.

Additional Open House Meetings

In some cases, the City of Scottsdale Project Coordinator may require more than two applicant-held Open Houses.

Step 4: 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 should include:

A. Details of the methods used to involve the public including:

1. Dates and locations of all meetings and all other contacts where neighbors were invited to discuss the applicant's proposal.
2. Copies of letters or other means used to Interested Parties List and/or Property Owners. Provide the dates mailed, number of mailings, and the listing of addresses.
3. Map showing where notified property owners are located.
4. Open house sign-in sheets, list of people that participated in the process, comment sheets and written summary of the comments provided at the open house meeting.

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.

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