



# Public Participation - Major General Plan Amendment (GP)

Public participation ensures early notification and involvement of community members, which is an integral component of Scottsdale’s public hearing process.

The application deadline and associated major General Plan amendment dates are established annually to comply with Arizona Revised Statute requirements, and are available on the City’s website. Go to [www.scottsdaleaz.gov](http://www.scottsdaleaz.gov) and search “General Plan Amendments”.

## Step 1: Complete Citizen Review Plan

Prepare the Plan prior to conducting neighborhood outreach and include with application submittal

A. The Plan shall include:

1. Where and when the open house will be held
2. How and when neighbors will be notified
3. School districts shall be notified 30 days prior to filing the formal application when requesting a change from a non-residential to a residential district or when greater residential densities are proposed. Refer to the Collaborative City and School Planning packet.

B. Update plan, as necessary, to include additional outreach efforts/outcomes

## Step 2 / 3: Conduct Neighborhood Involvement Outreach

Hold a minimum of 1 Open House Meeting no later than 30 days after the formal application submittal deadline.

- Send open house invite via 1st Class Letter to property owners & HOAs within 750’ of the property that is the subject of the major General Plan amendment, to the City’s interested parties lists (GP list and standard list), and to the City project coordinator. Invitations need to be sent at least 10 calendar days prior to the open house meeting, and include the following information:
  - Project request and description
  - Pre-application number (xx-PA-xxxx)
  - Project location (street address)
  - Size (e.g. Number of acres of project, square footage of lot)
  - Existing and Proposed General Plan land use designations
  - Existing and Proposed Zoning
  - Applicant and City contact names, phone numbers, and email addresses
  - Scheduled open house(s) - including time, date, and location
  - Companion Zoning case information
- **Post Project Under Consideration sign** at least 10 calendar days prior to your Open House Meeting (See Project Under Consideration (White Sign) posting requirements)
- E-mail open house information to the Project Coordinators and to: [planninginfo@scottsdaleaz.gov](mailto:planninginfo@scottsdaleaz.gov)
- Provide sign-in and comment sheets at the open house meeting
- Avoid holding the Open House meeting on holidays, weekends, during the months of July and August, and during working hours
- Maintain contact with neighbors throughout the process and make as many contacts that are warranted to achieve productive neighborhood involvement
- Hold additional outreach events, as necessary, to encourage public participation and productive neighborhood involvement

## Planning and Development Services

7447 E. Indian School Road, Suite 105, Scottsdale, AZ 85251 ♦ [Scottsdaleaz.gov](http://Scottsdaleaz.gov) (search: public participation)



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## Complete Neighborhood Involvement Report

Provide the completed Report with application submittal, or within 14 days of submittal deadline. The Report shall include:

- A. Details of the methods used to involve the public including:
  - 1. A map showing the number of and where notified neighbors are located
  - 2. A list of names, phone numbers/addresses of contacted parties (e.g. neighbors/property owners, School District representatives, and HOAs)
  - 3. The dates contacted, how they were contacted, and the number of times contacted
  - 4. Copies of letters or other means used to contact neighbors, school districts, and HOAs; along with copies of all comments, letters, and correspondence received
  - 5. List of dates and locations of all meetings (e.g. open house meetings, meetings with individual/groups of citizens, and HOA meetings)
  - 6. The open house sign-in sheets, a list of all people that participated in the process, and comment sheets, along with a written summary of the meeting
  - 7. The completed affidavit of sign posting with a time/date stamped photo (form provided)
- B. A written summary of the public comments including: project aspects supported of issue or concern and problems expressed by citizens during the process including:
  - 1. The substance of the comments
  - 2. The method by which the applicant has addressed or intends to address the comments identified during the process

## Step 3: Update Project Under Consideration Notice and post Public Hearing Notice.

- A. Update Project Under Consideration sign at least 10 calendar days prior to the City-sponsored Open House Meeting (See Project Under Consideration (White Sign) posting requirements).
  - o City staff to provide date, time, and location for City-sponsored Open House no later than 30 days after the major General Plan amendment application submittal deadline
- B. Post public hearing sign at least 15 calendar days prior to each required public hearing (see Public Hearing (Red Sign) posting requirements).
  - o For major General Plan amendments, required public hearings are established as part of the annual major General Plan amendment timeline and include:
    - Remote Planning Commission Hearing
    - Planning Commission Recommendation Hearing
    - City Council Major General Plan Amendment Adoption Hearing

### City will conduct additional public notification:

- Mailing out postcards to property owners within 750 feet of the property
- Publishing required legal ad in newspaper
- Posting case information on the City website
- Sending case information to email subscribers
- Sending 60-day letter to State and local jurisdictions as required by State Statute
- Hosting City-sponsored Open House for all major General Plan amendment cases

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## Related Resources:

- Project Under Consideration Sign Posting Requirements
- Affidavit of Posting
- Public Hearing Sign Posting Requirements
- Collaborative City and School Planning Packet
- Zoning Ordinance Sec. 1.305.C (Citizen Review Process)
- City of Scottsdale General Plan 2001
- Arizona Revised Statutes Title 9
- Interested Parties Lists

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