

CITIZEN PARTICIPATION & PUBLIC NOTIFICATION MANUAL



Planning Division

Revised January 2024

WWW.GLENDALEAZ.COM



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 complete.
- 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.**

When your project planner deems that a neighborhood meeting is required, staff can assist you with venue options near your project. The neighborhood meeting shall be:

- *held in the City Council District in which your project is located,*
- *be scheduled to begin at 6:00 p.m. (in-person or virtually),*
- *and be scheduled for a Monday on Wednesday; any other day requires approval from your Project Planner.*

Do not send out your notification letters until your project planner has confirmed that your proposed date and time do 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 (3) months** from the date you received this document. If past this date, contact your project planner.



CITIZEN PARTICIPATION PLAN CHECKLIST

COMPLETION OF THE FOLLOWING IS NECESSARY FOR APPROVAL OF YOUR PLAN

- _____ 1. Attach a cover page titled "Citizen Participation Plan," which lists information such as the project name, location, and case number(s), if assigned at this time.
- _____ 2. Provide a brief description of the proposed project.
- _____ 3. State which public notification technique will be used for this project. Include a copy of your approved notification letter in the Plan (sample pg. 5).
- _____ 4. Notification:
 - a. Include the notification area map that was provided to you by Planning. List the property owners within the notification area who will be notified.
 - b. List any Homeowners Associations and Registered Neighborhoods, and their representatives, who will be included in the Plan.
 - c. List individuals on the "Interested Parties" list currently maintained and provided by Planning.
 - d. List the names and addresses of individuals/companies on the Additional Notification list. This information was provided to you by Planning.
- _____ 5. Identify to the best of your ability who will be directly and indirectly affected by your proposal. Also, identify any individuals who expressed interest in your project because they believe they will be affected.
- _____ 6. State whether or not you have thought about the project from the perspective of individuals affected or otherwise interested and some of the concerns or issues these individuals may have.
- _____ 7. State how those individuals affected or otherwise interested will be provided an opportunity to discuss the proposal with the applicant if issues or questions should arise, during or after, the distribution of the applicant's notification letter (e.g., another neighborhood meeting, personal visits, etc.).
- _____ 8. State how individuals will be informed of any changes or amendments to the proposed development after the applicant's initial contact (notification has been mailed).
- _____ 9. State how you plan to inform Planning on the status of their Citizen Participation efforts (e.g., letters, phone calls, etc.).
- _____ 10. Prepare a schedule with dates for completion of the Citizen Participation Plan. This should include:
 - a. the date the CP plan will be submitted to the project planner,
 - b. the estimated plan implementation date,
 - c. the amount of time allowed for citizen input after implementation, and
 - d. a submittal date for the Citizen Participation Final Report.



CITIZEN PARTICIPATION NEIGHBORHOOD NOTIFICATION

NOTIFICATION LETTERS ARE REQUIRED. See sample on p. 5.

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 it to the following:

- a) Property owners located within the notification area and interested parties list for the _____ district. **This list will be provided to you by your Project Planner after your notification letter is approved.**

- b) Glendale Homeowners Associations and Registered Neighborhood Groups:

This information will be provided by the Planning staff.

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

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

In addition to the recipient's address, your mailing envelope must include a return address (see pg. 10) and the City of Glendale Logo label (see pg. 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 project planner once you have completed the mailing (see pg. 12).

Sample Notification Letter

INSTRUCTIONS: Fill in the brackets with your information. Include a copy of your site plan with this letter.

DATE

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

SUBJECT: Case Name and Number:

Dear Neighbor:

This letter is to inform you that I am applying for a (*application type*) 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., and state comments due date.

If a neighborhood meeting is required (See P.6 posting requirements):

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

OR

If only a notification letter is required:

I have included a site plan with this letter for your review. You may write, email, or call using the contact information above or by contacting (*project planner's name*) for the City of Glendale at (623) 930-XXXX. Comments must be received by (*DAY, DATE*).

For additional details about this project or to be added to the Interested Parties mailing list, scan the QR code:



**INSERT QR CODE HERE
provided by a project planner.**

***Sincerely, (Signature)
(Print Name)***

*Encl:
Site Plan
Photograph*

*** Signage Requirements for Neighborhood Meeting Only***



Public Notice Neighborhood Meeting

Pursuant to Section 35.6.204B of the City of Glendale Unified Development Code (UDC), "To enhance notification of required neighborhood meetings at preliminary stages of the application process, applicants shall install a sign on the property along each street frontage and in locations clearly visible to abutting residents so as to ensure at least one posting for each quarter mile (1,320'). All signs shall set forth the purpose, time, date, and place of the neighborhood meeting."

Please review Section 35.6.204C and Table 6.200-2, Application Notification Requirements, for specific notification requirements.

For your convenience, a copy of the following information is enclosed.

- Instructions: Posting Board Steps for Applicants and Staff
- Sign Requirements
- Installation Requirements
- Proof of Posting/ Affidavit of Posting
- Proof of Removal /Affidavit of Removal

A. Instructions: Posting Board Steps for Applicants and Staff

1. Planner provides applicant with the Public Noticing Requirement Packet and QR Code. Please note that the City will provide an address list which will include all property owners, homeowners' associations, interested parties, staff and elected officials. This list may be modified, depending on project proposal, per your Planner's request to include, but is not limited to, schools or school districts, federal, state or other local entities, water and sewer districts, the Glendale Airport, or Luke Airforce Base.
2. Applicant creates a draft of the sign with the neighborhood meeting date and time. Sends to Planner to verify dates and times.
If Planner approves:
3. Applicant will contact sign company to create sign and install sign. Site posting shall be installed **at least ten (10) business days** prior to the neighborhood meeting.
4. Applicant emails signed and notarized Affidavit of Posting with pictures to Project Planner.

B. Sign Requirements

1. Sign Dimensions: A minimum of four (4) feet in height and five (5) feet wide (Landscape), (does not include 4-foot-tall wood or metal stakes).
2. Sign Height (From Grade): a minimum of eight (8) feet to Top of Sign.
3. Sign Color: Yellow (Coroplast Yellow Corax- Corrugated Plastic).
4. Material: Coroplast (Waterproof, 4 mm) or similar material.
5. Font: Arial, Black.

6. Font Size: Minimum of 2" (2 inches) and must fit uniformly on the sign area (size will depend on visibility from R.O.W.).
7. Quick Response (QR) Code: Minimum of 7" by 7" in the bottom right corner of sign.
8. The sign shall include all the following information provided in example below:
 - i. Project # (provided by Project Planner)
 - ii. Project Name
 - iii. Project Request
 - iv. Meeting Date and Time
 - v. Meeting Details (Where? In-Person? Virtual?). If virtual, details on how to join must be provided. *If in-person, provide the address and the location of the meeting (i.e., library meeting room, etc.).*
 - vi. Applicant Contact Information: Includes: Name, Phone #, and Email
 - vii. Planner Contact Information: Includes: Name, Phone #, and Email
 - viii. Comment Period Cut-Off ten (10) business days from meeting.

SIGN CRITERIA

PUBLIC NOTICE

NEIGHBORHOOD MEETING

PROJECT # / PROJECT NAME:

PROJECT REQUEST:

NEIGHBORHOOD MEETING DATE/TIME:

MEETING DETAILS:

APPLICANT CONTACT:

CITY CONTACT:

COMMENT PERIOD CUT OFF:

Scan for Project Info



5 Feet

4 feet

C. Installation Requirements:

1. Sign supports must be a minimum of four (4) feet from grade to bottom of sign.
2. Sign(s) shall be supported and installed in the ground of the property using the following:
 - i. Three (3), metal dowels (4 feet in height from grade to bottom of sign); or,
 - ii. Two (2), 2 x 4 or 2 x 2, wood posts (4 feet in height from grade to bottom of sign).
 - iii. Signs must be free standing and cannot be attached to monument signs, trees, fences, block walls, buildings, or utility poles.

3. Sign (s) are required on each street frontage and cannot be located within the city right-of-way.
4. Sign (s) and content must be clearly visible from the street.
5. Sign(s) cannot impede sight triangles or visibility at entrances.
6. Where possible, the sign (s) should be in an area that will allow vehicle access to view the sign and QR Code.

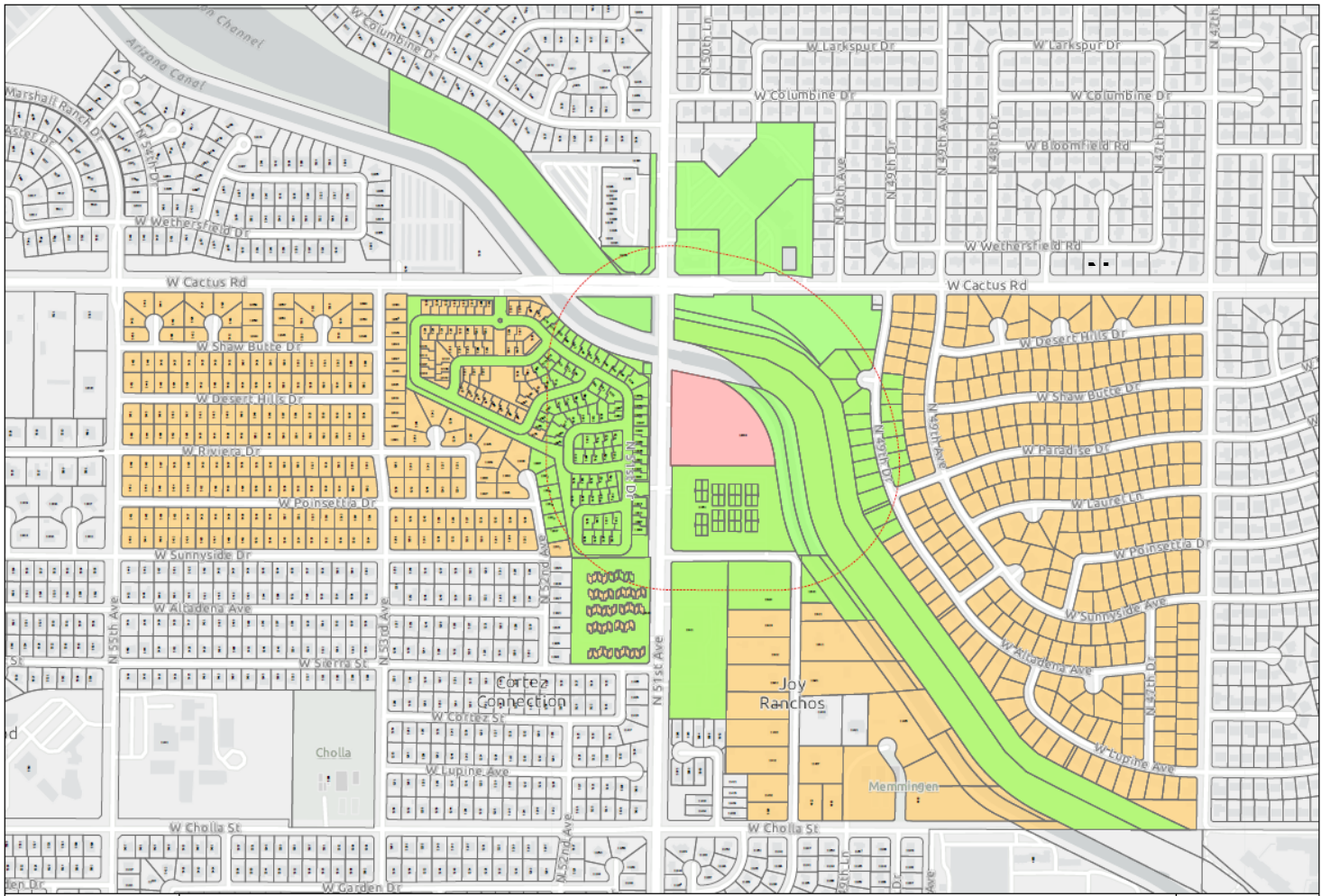
D. Proof of Posting / Affidavit of Posting

1. Once sign (s) are posted, the applicant must provide the Planner with a notarized affidavit of posting and pictures of installed signs.
2. The photos shall show the following:
 - i. Location of Sign
 - ii. Visibility from Street
 - iii. Street Name

E. Proof of Removal / Affidavit of Removal

A minimum of twenty (20) days after the neighborhood meeting, the sign should be removed. The applicant will remove the sign(s) and provide an Affidavit of Removal and photos of the removed sign(s).

NEIGHBORHOOD NOTIFICATION AREA	
NAME / TYPE OF REQUEST:	PROJECT NAME
LOCATION:	Physical address
REQUEST:	Brief description
ZONING DISTRICT: XXXX	COUNCIL DISTRICT: XXXX
FORMAL APPLICATION SUBMITTED:	





REQUIRED ATTACHMENTS:

- 1) NOTIFICATION AREA MAP.
- 2) NOTIFICATION LETTER AND SITE PLAN.
- 3) ANY OTHER NOTICES, MEETING INVITATIONS, SIGN-IN SHEETS.
- 4) EXCEL LIST OF PROPERTY OWNERS WITHIN NOTIFICATION AREA.
- 5) “*INTERESTED PARTIES*” LIST PROVIDED BY PLANNING DIVISION.
- 6) “*ADDITIONAL NOTIFICATIONS*” LIST PROVIDED BY PLANNING DIVISION.
- 7) LIST OF HOMEOWNERS ASSOC., REGISTERED NEIGHBORHOODS; AND THEIR REPRESENTATIVES WHO WILL BE INCLUDED IN THE PLAN.
- 8) NEIGHBORHOOD NOTIFICATION OF MAILING AFFIDAVIT.
- 9) LIST OF ADDRESSES OF NEIGHBORHOOD NOTIFICATION LETTERS THAT WERE RETURNED, AND IF POSSIBLE, THE REASON FOR THE RETURN.

SAMPLE MAILING ENVELOPES AND LABELS

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. 12).

<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">YOUR COMPANY NAME YOUR RETURN ADDRESS YOUR CITY, STATE, ZIP</div>		<div style="text-align: center; margin-bottom: 20px;"> Glendale CITY OF GLENDALE LAND USE APPLICATION</div> <div style="border: 1px solid black; padding: 10px; margin-left: auto; margin-right: auto; width: 60%;">SAMPLE PERSON OR CURRENT RESIDENT ADDRESS CITY, STATE, ZIP CODE</div>
--	---	---



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 FINAL REPORT CHECKLIST

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

- _____ 1. Attach a cover page titled "Citizen Participation Final Report," which lists information such as the project name, location, and case number(s), if assigned at this time.
- _____ 2. Provide a brief description of the proposed project.
- _____ 3. Provide a brief overview of the elements of the Citizen Participation Plan.
- _____ 4. List dates that notification letters and meeting notices were mailed, newsletters and other publications were posted and/or advertised.
- _____ 5. Attach an outlined map of the specific areas where residents and property owners who were notified are located.
- _____ 6. If applicable, identify dates and locations of all meetings where citizens were invited to discuss the proposal.
- _____ 7. Provide the total number of individuals notified and the number of people who actually participated in the process.
- _____ 8. List concerns, issues, and problems expressed by the participants.
- _____ 9. State how each concern, issue, and problem has been addressed and how the applicant intends to continue to address them.
- _____ 10. State concerns, issues, and problems the applicant is unable or unwilling to address and why.
- _____ 11. Specifically identify how the proposal has been revised to address public concerns.
- _____ 12. Attach copies of letters, affidavits, meeting invitations, newsletters, publications, sign-in sheets, petitions received in support of or against the proposed project, and any other materials pertaining to the notification process.
- _____ 13. Attach a **complete** mailing list used which includes all individuals located in the notice area, homeowners' associations, registered neighborhood groups/ associations, individuals on the district's "Interested Parties" list, and individuals on the "Additional Notification" list. The report should specify that the mailing list is attached as an **appendix**.

ADDITIONAL ITEMS FOR PUBLIC HEARING:

When your item is scheduled for a Public Hearing, you will need to provide 12 copies, in color, double-sided, and 3-hole punched of the:

- Project Narrative
- Site Plan
- CP Final Report w/ mailing addresses

You will provide these copies **at least two (2) weeks** before the Public Hearing.

Include a hard copy version of the planner-provided mailing lists. 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 the distribution of the public hearing postcards may result in the postponement of the application.



Site Posting / Public Notification Information

Key steps in the Public Notification Process:

- **Site Posting** – Requirements and instructions for posting notification signs on property.
- **Affidavit of Posting** – This document affirms the notification sign of public hearing was posted on the property. The affidavit is required to be submitted when the sign is first posted.
- **Affidavit of Sign Removal** – This document affirms the notification sign of public hearing was removed from the property in thirty (30) days. This affidavit is required to be submitted when the sign is first posted.
- **Public Notification Costs** – Information regarding cost related to the creation and distribution of the notification postcards.

Note to applicant:

PLEASE READ ALL INSTRUCTIONS CAREFULLY.

Please contact your planner if you need further guidance.



PLANNING DIVISION

SITE POSTING REQUIREMENTS

(REVISED JANUARY 2024)

For General Plan Amendments, Rezonings, Conditional Use Permits, and Preliminary Plats

In order to provide adequate notice to the community for public hearings in the City of Glendale, the applicant shall erect a sign giving notice of the date, time, and place of the tentatively scheduled public hearing. You will receive the tentative public hearing date from your project planner. The sign shall also include the nature of the request as contained in the formal application. Such notice shall be legible and placed at a conspicuous location on the site, parallel to the street, generally adjacent to the public right-of-way.

The applicant, or their representative, must submit an affidavit of posting and a photograph of the site posting, as well as an affidavit acknowledging the sign has been removed.

The applicant may use any sign vendor.

Please review the attached site posting procedures, sign specifications, and affidavits, and contact your project planner with any questions.

Site Posting Procedure

A minimum of one 4' x 8' notification sign shall be placed on the site. For parcels with two street frontages, the signs are to be placed along all adjacent arterial streets and/or any other adjacent street frontage exceeding 300 feet. All signs shall be placed parallel to the roadway. The installer must obey all BLUE STAKE regulations. The applicant is responsible for all costs associated with the site posting requirements as well as coordinating the posting.

At the Planning Administrator's discretion, additional signs may be required for larger parcels.

The sign(s) shall be built to the standards as specified in the attached detail(s). All City Council hearing dates and times as well as City Council posting dates shall appear in fluorescent orange.

The sign(s) shall be placed on the property in the most visible location available (as specified by the Planning Division) in such a manner that landscaping or other obstructions do not impair the visibility of the sign(s) from the street.

A sign permit is not required for the installation of a public hearing sign.

Prior to the hearing, the sign(s) shall be installed on the property **no more than thirty (30) days nor less than twenty (20) days**. The applicant shall submit a notarized affidavit stating the sign has been posted and a photograph showing the sign(s) on the site 20 days prior to the advertised hearing.

The applicant must maintain the sign(s) throughout the hearing period.

Following the final disposition of the case(s), the applicant shall remove the sign(s) within 30 days. The applicant shall submit a notarized affidavit stating the sign(s) have been removed from the property.

Affidavits and photos should be forwarded to:

Planning Division
5754 W. Glenn Drive
Glendale, AZ 85301

Any deviation from these policies is grounds for continuation of the case until the requirements have been met.

CITY OF GLENDALE
PUBLIC NOTICE
ZONING HEARING

PLANNING COMMISSION: TIME, DATE
CITY COUNCIL: TIME, DATE

REQUEST:
LOCATION:

CASE NUMBER:
APPLICANT CONTACT:
CITY CONTACT:

CASE FILE AVAILABLE AT CITY OF GLENDALE (623) 930-2800

POSTING DATE:

PENALTY FOR REMOVAL OR DEFACING PRIOR TO DATE OF LAST HEARING

SIGN SIZE = 4' X 8'
A = 1" LETTERING
B = 4" LETTERING
C = 1 ½" LETTERING
D = 2" LETTERING
E = ½" LETTERING

(ground level)



PLANNING DIVISION

AFFIDAVIT OF POSTING

Case No. _____

Project Name: _____

____ Neighborhood Meeting

____ Planning Commission

____ Glendale City Council

I, _____, being first duly sworn upon oath, state that
on the _____ day of _____, 20____, I posted _____ hearing
notice(s) for hearing date _____.

Applicant/Representative Signature: _____

STATE OF ARIZONA

SS.

COUNTY OF MARICOPA

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

My Commission Expires:



PLANNING DIVISION

AFFIDAVIT OF SIGN REMOVAL

Case No. _____

Project Name: _____

____ Neighborhood Meeting

____ Planning Commission

____ Glendale City Council

I, _____, being first duly sworn upon oath, state that on the _____ day of _____, 20____, all public notice signs were removed from the site for the case noted above.

Applicant/Representative Signature: _____

STATE OF ARIZONA

SS.

COUNTY OF MARICOPA

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

My Commission Expires:
