

Neighborhood Meeting Requirements

The neighborhood meeting is intended to provide an opportunity to inform potentially affected property owners of the details of a proposed development and application, how the applicant intends to meet the standards contained in the Unified Development Code (UDC), and to receive public comment and encourage dialogue early in the review process.

A neighborhood meeting is required prior to application submittal for requests for:

- Rezoning / Planned Area Development
- Plan Amendments
- Special Exceptions requiring Zoning Examiner or Mayor and Council Review
- Infill Incentive District or Urban Overlay District zoning option
- Board of Adjustment variance
- Flexible Lot Development subdivision
- Other application types as specified in the UDC

Mailing labels for a neighborhood meeting are provided by Planning and Development Services and can be requested following a [pre-application conference](#).

The neighborhood meeting shall be noticed and conducted in accordance with the requirement of [UDC 3.2.2 Neighborhood Meeting](#). It is recommended that the neighborhood meeting notice be mailed at least 15 days prior to the meeting date.

The **Neighborhood Meeting notice** should include:

- The time, date and location of the meeting
- The location of the subject site
- A description of the proposed project
- The type of land use processes the applicant is pursuing (i.e., rezoning, variance, etc.)
- Where comments on the proposed changes may be directed – to the PDSD Director and/or other bodies involved in the review process such as Zoning Examiner or Planning Commission
- The name and telephone number of a person to contact for additional information about the neighborhood meeting and the proposal

As an attachment to the application, a **Neighborhood Meeting packet** should be submitted with the following materials:

- Signed Neighborhood Mailing Certification Form (following page)
- Sign-in sheet (or electronic attendance record)
- Meeting summary including questions and answers provided
- Copy of presentation materials
- Copy of meeting notice



201 North Stone Avenue
PO Box 27210
Tucson, AZ 85726-7210

SUBJECT: Neighborhood Mailing Certification

ACTIVITY NUMBER:

PROJECT LOCATION:

This serves to place on record the fact that on _____, _____,
(mailing date) *(sender's name)*
mailed notice of the _____ neighborhood meeting such that the notice was
(date of meeting)
received at least ten (10) days prior to the date of the meeting.

Signature: _____ Date: _____

Attachment: Copy of mailing labels