

The Public Participation Process is designed to foster civic engagement and create a proactive environment through an applicant-initiated Neighborhood Meeting and Public Hearing notifications. The Neighborhood Meeting and Public Hearings give property owners and residents within the City of Avondale the opportunity to participate in important public processes. In order to encourage and enhance citizen participation in the development process and to comply with state law, the City of Avondale requires notifications in advance of required Neighborhood Meetings, Planning Commission Meetings, Board of Adjustment Meetings, and City Council Meetings.

Failure to publish meeting notifications will result in a continuance of the case. Any deviation from the below stated standards will also result in a continuance of the case.

Neighborhood Meetings

Standards

Neighborhood Meetings are required for all public hearing items and shall conform to the following standards:

1. The Neighborhood Meeting shall be held as early in the review process as feasible to give citizens ample opportunity to comment on the development, but late enough in the review process to ensure that the proposal will not significantly change between the Neighborhood Meeting and the start of the adoption process. The Zoning Administrator or designee shall notify applicants when they may proceed with a Neighborhood Meeting.
2. The Neighborhood Meeting shall be held a minimum of fifteen (15) calendar days prior to the first public hearing before the Planning Commission.
3. Neighborhood Meetings shall be scheduled between Monday and Thursday at 6:00 pm to ensure the majority of residents can attend. Neighborhood meetings may not be scheduled on a Federal Holiday or Planning Commission/City Council Hearing date.
4. Neighborhood Meetings shall be held within the corporate limits of the City of Avondale (if in person).
5. The applicant shall lead the discussion at the Neighborhood Meeting and provide a **narrative report** summarizing any questions, issues, or concerns expressed at the meeting and how those are or may be addressed **within one (1) business day of the meeting**. A copy of the sign-in sheet showing all who attended shall also be provided.

Applicant Responsibilities

It is the responsibility of the applicant to make all necessary arrangements for the Neighborhood Meeting, to include:

1. Coordinating with Planning Division staff to schedule the Neighborhood Meeting date, location, and time;
2. Ensuring the appropriate facilities are reserved or virtual access has been established. All meeting access information needs to be shared with Planning Division staff.
3. Drafting and publishing/posting/ mailing all required Neighborhood Meeting notices (newspaper, sign, & mailing) using the appropriate templates provided by the Planning Division staff.
4. Providing Planning Division Staff with a signed Affidavit-Notification of Neighborhood Meeting and all requested supporting document.
5. Creating the Neighborhood Meeting agenda; and
6. Leading the discussion at the Neighborhood Meeting and providing a narrative report after the meeting per the standards above.
7. All costs associated with the Neighborhood Meeting are the responsibility of the applicant.

Development Services Department

Methods of notification for Neighborhood Meetings

1. Newspaper Publication – Newspaper notices must be a minimum of 1/8th page and must be printed in the **Wednesday edition** of the **Southwest Valley Arizona Republic** a **minimum of 15 days prior** to the date of the Neighborhood Meeting. The applicant will work directly with the publication agency to ensure all information is processed, paid for, and published.

All notices are to be submitted to the Arizona Republic (azcentral.com) by the applicant over the phone or via email (see the contact information for the Public Notice Resources division below).

Arizona Republic- Public Notice Resources
Phone: 602-444-7315
E-mail: Legal.Advertising@PNI.com
Fax: 602-444-5901
Deadline Questions: 602-444-7315

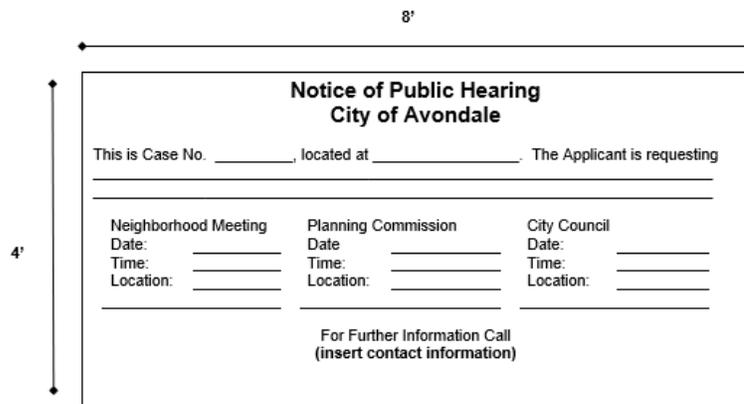
Wednesday advertisements are due to the Arizona Republic (azcentral.com) by noon on the Wednesday before the notice is to be printed. In order to receive a quote for the price of a notice, the notice must be submitted to the Arizona Republic (azcentral.com) by Tuesday, eight days before the notice is to be printed. Contact the Arizona Republic (azcentral.com) for current rates and payment options.

It is the applicant's responsibility to ensure that the notice is submitted to the Arizona Republic (azcentral.com) and paid for in time to be printed on the date determined by Planning Division staff.

A copy of the tear sheet is required to be submitted to Planning Division staff with the Affidavit - Notification of Neighborhood Meeting no more than one (1) day following the publishing of the notice.

2. Sign Posting – Using a vendor of their choice, applicants are required to **post a 4' x 8' sign** upon the subject property **at least fifteen (15) days prior** to a neighborhood meeting.

Signs must include the dates for the Neighborhood Meeting and any required public hearing dates. If the dates for these public hearings have not been determined before the sign has been installed, space must be left for these dates to be added later. Any additions or changes to the sign are required to be bolded.



The sign format and information must adhere to the following standards:

- a. Size: 4 feet by 8 feet (height of sign measured from the finished grade to top of sign).
- b. Material: Laminate plywood or MDO board.
- c. Placement: Most visible location perpendicular to the street if feasible and sight visibility triangle is not obstructed. Signs must be doubled sided and attached to two 4"x4"x8' wood posts.

Development Services Department

- d. Color: White background with black lettering.
- e. Text: All information must be evenly spaced and organized in a readable manner.

Minimum letter size of 4" for title, City of Avondale Public Hearing Notice.

Minimum letter size of 3" for Case Number, Project Location, Proposal/Project Description, Time, Date, Location of scheduled meetings, and Contact for the City of Avondale (with phone number).

Once posted, the applicant must provide a date stamped picture of the site posting to Planning Division staff with the Affidavit - Notification of Neighborhood Meeting no more than one (1) day following the posting.

3. Mailed Notice – Notices must be **mailed** to all property owners within a 1,000-foot radius of the subject property lines **at least fifteen (15) days prior** to the Neighborhood Meeting.

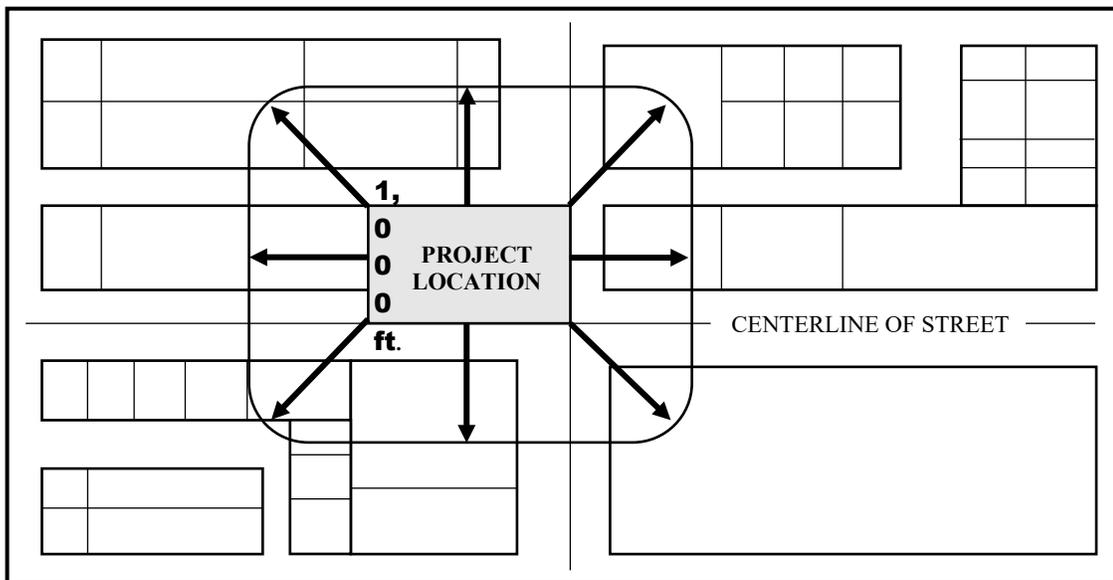
In order to meet this requirement, the applicant must obtain the names and addresses of property owners within 1,000 feet of the site boundaries from the, [Maricopa County Assessor's Office](#) or from a title company using the last declared record of owner.

It is the responsibility of the applicant to provide **Planning Division staff** with a digital file (in Excel .xlsx format) named **Property Ownership List** that contains the **Assessor's Parcel Number (APN), property owner names, and mailing addresses** (each in a separate column) and a **parcel map** showing **subject property and all parcels within 1,000 feet of the project boundaries** according to the County Assessor's Office or Title Company. Please include abutting jurisdictions and mailing addresses. Planning Division staff will use these materials to prepare the mailed notifications for the public hearings that are to follow, as well as maintain a record of whom the Neighborhood Meeting notices were mailed to.

Property Owner Mailing Information Example:

	A	B	C	D	E	F	G
1	APN	Owner	MAIL_ADDR1	MAIL_CITY	MAIL_STATE	MAIL_ZIP	MAIL_COUNTRY
2	10231375	2013-1 IH BORROWER LP	901 MAIN ST STE 4700	DALLAS	TX	75202	USA
3	10231126	A AND S CORPORATION	10450 W MCDOWELL RD STE 101	AVONDALE	AZ	85392	USA
4	10231415	ABDO STEPHEN P/ELIZABETH M TR	25291 DERBYHILL DR	LAGUNA HILLS	CA	92653	USA
5	10231127	AMERICAN MINI STORAGE - AVONDALE LLC	729 QUIET HILLS FARM RD	ESCONDIDO	CA	920297309	USA

Parcel Map Example:



It is the responsibility of the applicant to prepare and mail the neighborhood meeting notices within the outlined time frame, as well as forward them to the any applicable neighboring jurisdictions (if abutting the subject property) and HOAs.

Development Services Department

11465 W. Civic Center Drive, Avondale, AZ 85323 • Phone (623) 333-4000 • Fax (623) 333-0400 • TDD (623) 333-0010
<https://www.avondaleaz.gov/government/departments/development-services>

Once mailed, the applicant must provide the **Property Ownership List, parcel map, and a copy of the notice to Planning Division staff with the Affidavit - Notification of Neighborhood Meeting no more than one (1) day following the posting.**

Notice Example:

NOTICE OF NEIGHBORHOOD MEETING 

Dear Property Owner: The purpose of this mailing is to inform you that a neighborhood meeting is scheduled to review and solicit public input on application **(insert Case No.)** for **(insert specifics of request)** located at **(insert location)**.

[INSERT PROJECT LOCATION MAP OR SITE PLAN]

<p><u>Planning Commission Hearing</u> (insert date), 6:00 P.M. Avondale City Hall Council Chambers 11465 W Civic Center Drive Avondale, Arizona 85323</p>	<p><u>City Council Hearing</u> (insert date), 7:00 P.M. Avondale City Hall Council Chambers 11465 W Civic Center Drive Avondale, Arizona 85323</p>
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Please feel free to contact staff if you would like to learn more or provide input on this request.
Staff Contact: (insert staff contact information)

Date: _____

Case Number: _____ Project Name: _____

Project Location/Address: _____

In order to assist in providing adequate notice to interested parties, the applicant for any case requiring a public hearing in the City of Avondale must do the following **no less than 15 calendar days** prior to the **Neighborhood Meeting**:

1. **Newspaper:** Publish a legal ad a minimum of 1/8th page in the Wednesday edition of the Southwest Valley Arizona Republic giving notice of the date, time, and place of the scheduled Neighborhood meeting, as well as describe the nature of the request as contained on the formal zoning application.

The tear sheet for this notification is to be submitted with this affidavit.

2. **Sign:** Erect one sign per street frontage giving notice of the date, time, and place of the scheduled hearings, as well as describe the nature of the request as contained on the formal zoning application. Such notice shall be clearly legible and placed at a prominent location on the site – generally adjacent and perpendicular to the public right-of-way. The size and format of the sign shall meet requirements established by Planning Division Staff. It shall be the responsibility of the applicant to erect and maintain the sign on the subject property, and to maintain the hearing information on the sign until final disposition of the case.

A date stamped photo of the sign placement is to be submitted with this affidavit.

3. **Mailing:** Obtain the names and addresses of property owners within 1,000 feet of the site boundaries from the Maricopa County Assessor's Office, <https://mcassessor.maricopa.gov/> or from a title company using the last declared record of owner and mail notices to all property owners within this radius, giving notice of the date, time, and place of the scheduled Neighborhood meeting, as well as describing the nature of the request as contained on the formal zoning application.

A digital file (in Excel .xlsx format) named Property Ownership List that contains the Assessor's Parcel Number (APN), property owner names, and addresses (each in a separate column), as well as a parcel map showing the subject property and all parcels within 1,000 feet of the project boundaries according to the County Assessor's Office or Title Company, and a copy of the mailed notice is to be submitted with this affidavit.

I, _____ certify that I am the authorized applicant to the City of Avondale for the above application, and do hereby affirm the following:

1. The legal ad has been prepared and published in the Southwest Valley Arizona Republic Newspaper as required by the Public Participation packet prepared by Planning Division Staff for the case noted above and the tear sheet for this notice has also been submitted.
2. The sign has been prepared and posted as required by the Public Participation packet prepared by Planning Division Staff for the case noted above and a date stamped picture of the site posting has also been submitted.
3. The property ownership list, parcel map, and mailed notice have been prepared and distributed as required by the Public Participation packet prepared by Planning Division Staff for the case noted above and submitted as a part of this affidavit. The Property ownership list accurately reflects the ownership of property within 1,000 feet of the above property boundaries, according to the Maricopa County Assessor records on ____/____/_____.

Applicant/Representative Signature

Date

Development Services Department

Public Hearings

Standards

Public Hearings are required for all Conditional Use Permits, General Plan Amendments, Zoning Ordinance Map Amendments, Major PAD Amendments, and Zoning Ordinance Text Amendments, and shall conform to the following standards:

1. Projects will not be heard at a public hearing until the Development Review Committee concludes their review of the application(s) and all reviewers have deemed the request to be in conformance with all applicable codes. The **Zoning Administrator** or designee will **notify applicants when they may proceed to the Public Hearing** stage of the process and **will assign a Public Hearing date** to the case.
2. At the end of the year, a schedule for each public hearing type with the proposed public hearing dates for next year is published. Planning Commission meetings only occur once a month, City Council meetings occur twice a month, and Board of Adjustment meetings are scheduled as necessary (due to their infrequency), while meeting municipal and statutory notification requirements.
Planning Commission meetings occur on the **third Wednesday of the month at 6:00 pm**, unless there is a conflicting holiday that requires the meeting to be rescheduled.
City Council meetings occur on the **first and third Monday of the month at 5:30 pm**, unless there is a conflicting holiday that requires the meeting to be rescheduled.
3. Public Hearings are held at the City of Avondale Civic Center within the City Council Chambers (unless otherwise specified).
4. All **Public Hearing notifications** (newspaper, sign, mailings) must be published/posted/mailed a **minimum of fifteen (15) calendar days prior to the first public hearing**.

Applicant Responsibilities

It is the responsibility of the applicant to do the following in preparation of the Public Hearing, to include:

1. Coordinating with Planning Division staff to schedule the required Public Hearing(s) and assemble the templates for the required Newspaper and Sign Public Hearing Notifications;
2. Publishing the legal ad in Newspaper and making any necessary changes/updates to the signs; and
3. Providing Planning Division Staff with a signed Affidavit- Notification of Public Hearing and all requested supporting document.

Methods of notification for Public Hearings

1. Newspaper Publication – Newspaper notices must be a minimum of 1/8th page and must be printed in the **Wednesday edition** of the **Southwest Valley Arizona Republic** a **minimum of 15 days prior** to the date of the public hearing. The applicant will work directly with the publication agency to ensure all information is processed, paid for, and published.

All notices are to be submitted to the Arizona Republic (azcentral.com) by the applicant over the phone or via email (see the contact information for the Public Notice Resources division below).

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Development Services Department

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<https://www.avondaleaz.gov/government/departments/development-services>

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It is the applicant's responsibility to ensure that the notice is submitted to the Arizona Republic (azcentral.com) and paid for in time to be printed on the date determined by Planning Division staff.

A copy of the tear sheet is required to be submitted to Planning Division staff with the Affidavit - Notification of Public Hearing no more than one (1) day following the publishing of the notice.

2. Signs- Sign notification requirement for the required Neighborhood Meeting and Public hearings is covered during the Neighborhood Meeting notification stage. However, **photos of any subsequent changes** made to the content listed on the sign must be **submitted to Planning Division staff with the Affidavit - Notification of Public Hearing no more than one (1) day following the publication and distribution of the other notices.**

The applicant must remove the signs within one (1) week after the public hearing and provide a Notarized Affidavit of Sign Removal to Planning Division staff.

3. Mailed Notice – Notices must be **mailed** to all property owners within 1,000 feet of the subject property **at least fifteen (15) days prior** to the public hearing using the Property Ownership list and parcel map that was submitted previously with the Affidavit- Notification of Neighborhood Meeting.

It is the responsibility of Planning Division staff to prepare and mail these notices.

AFFIDAVIT- NOTIFICATION OF PUBLIC HEARING

Date: _____

Case Number: _____ Project Name: _____

Project Location/Address: _____

In order to assist in providing adequate notice to interested parties, the applicant for any case requiring a public hearing in the City of Avondale must do the following **no less than 15 calendar days** prior to the first public hearing:

1. Newspaper: Publish a legal ad a minimum of 1/8th page in the Wednesday edition of the Southwest Valley Arizona Republic giving notice of the date, time, and place of the scheduled public hearing, as well as describe the nature of the request as contained on the formal zoning application.

The tear sheet for this notification is to be submitted with this affidavit.

2. Sign: Sign notification requirement for the required Neighborhood Meeting and Public hearings is covered during the Neighborhood Meeting notification stage. However, it is the responsibility of the applicant to erect and maintain the sign on the subject property, and to maintain the hearing information on the sign until final disposition of the case.

Photos of any subsequent changes made to the content listed on the sign must be submitted to Planning Division staff submitted with this affidavit.

I, _____ certify that I am the authorized applicant to the City of Avondale for the above application, and do hereby affirm the following:

1. The legal ad has been prepared and published in the Southwest Valley Arizona Republic Newspaper as required by the Public Participation packet prepared by Planning Division staff for the case noted above and the tear sheet for this notice has also been submitted.
2. The sign has been posted and maintained as required by the Public Participation packet prepared by Planning Division Staff for the case noted above and photos of any subsequent changes/updates made to the sign have also been submitted.

Applicant/Representative Signature

Date

STATE OF _____)
County of _____) ss.

The foregoing instrument was acknowledged before me this _____ day of _____ 20_____.

My Commission Expires:

Notary Public

Return completed and notarized affidavit to the Planner assigned to the case. Failure to provide affidavit and all supporting documents shall result in a continuance of the case.



AFFIDAVIT- NOTIFICATION OF SIGN REMOVAL

Date: _____

Case Number: _____ Project Name: _____

Project Location/Address: _____

It is the responsibility of the applicant to remove the signs within one week after the final decision by City Council.

I, _____ certify that I am the authorized applicant to the City of Avondale for the above application, and do hereby affirm that all signs have been removed from the property as of ____/____/____ for the case noted above, per the requirements outlined in the Public Participation packet prepared by Planning Division staff.

Applicant/Representative Signature

Date

STATE OF _____)
County of _____) ss.

The foregoing instrument was acknowledged before me this _____ day of _____ 20_____.

My Commission Expires:

Notary Public

Return completed and notarized affidavit to the Planner assigned to the case. Failure to provide affidavit and remove signs one week after Council decision shall result in the decline of proceeding submittals.