



## CITIZEN PARTICIPATION PLAN

### PLANNING DIVISION

39700 W. Civic Center Plaza  
Maricopa, AZ 85138  
Ph: 520.568.9098  
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[www.maricopa-az.gov](http://www.maricopa-az.gov)

Updated 12/2/2014

**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 residents and property owners the opportunity to understand and try to mitigate any real or perceived impacts the proposed land use application may have on the community; ensure that the citizens and property owners of the City of Maricopa 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 staff, and elected officials throughout the application review process.

This is a two-step process:

- The creation of the Citizen Participation Plan (CPP)
- The further preparation of the Citizen Participation Report (CP Report)

Utilize this guide to follow the LEGAL requirements of Public Participation in the Planning Process.

Your **CP Plan** will include the following:

- Narrative of the proposed plan for notification in accordance 07-01 Citizen Participation Plan (if applicable).
- Draft notification letters to be reviewed and approved by staff
  - The case Planner will assist with revisions until properly formatted
- 300 foot radius map of properties to be contacted
- List of property owners to be contacted the list should include, parcel #, name of owner, and tax billing address.
  - Additional notifications may be required (your case planner may provide a list of additional registered contacts for the mailing)
- Proposed newspaper notice (if applicable)
- 8 ½ x 11” reduced copy of sign posting (actual size will be 24in x 36 in)
- Aerial of the existing site noting the locations for the sign postings
  - Allow the case Planner to finalize and approve locations before installation
- Print your CP Plan and report on separate, unbound sheets of paper
- Submit your CP Plan digitally as PDF on CD or USB Drive

Be sure that your CP Plan is approved by your project planner prior to its implementation. Please contact your project planner if you need further guidance.

Your **CP Report** will include the following upon complete implementation of your CP Plan:

- Everything from the CP Plan with the following additions:
- Organize the Report to include a Table of Contents
- Picture(s) of the sign(s) posted
- Finalized list of property owners contacted with the corresponding parcel #, name of owner, and tax billing address
- Final draft of the sign language
- Final draft of notification letter
- Confirmation from the newspaper of the ad posting
- Typed Neighborhood Meeting Minutes, including:
  - Date, time, and location of meeting
  - Facilitator(s) and their title(s)/role(s)
  - Outline of presentation and summary of questions and answers
- Neighborhood Meeting Sign-In sheet, with names, address, and zip of attendees

**NOTIFICATION NGVVGT (example)**

*\*INSTRUCTIONS: Fill in the HIGHLIGHTED AREAS with your information, Include a copy of your site plan, narrative and notification map.*

ADD BUSINESS NAME / CORPORATE LOGO ON TOP OF LETTERHEAD

RE: **Case # and name of project**. This site is generally located [redacted] within the City of Maricopa incorporated limits.

Dear Neighbor,

An application has been filed with the City of Maricopa by **Applicant's name** for a **Project name or description** at the above mentioned property. The meeting dates in regards to this request are as follows:

<b>Neighborhood Meeting</b> <b>Date</b> [redacted] <b>@</b> <b>Time</b> [redacted] <b>p.m.</b> <b>Address</b> [redacted] <b>Street</b> Maricopa, AZ 85138
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<b>Planning and Zoning Commission:</b> <b>Date</b> [redacted] @ 6:00 p.m. City Hall 39700 W. Civic Center Plaza Maricopa, AZ 85138	<b>City Council:</b> <b>Date</b> [redacted] @ 7:00 p.m. City Hall 39700 W. Civic Center Plaza Maricopa, AZ 85138
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According to the Pinal County Assessors records, you are a property owner within 300 feet of the property under consideration. In order to better inform you of the public meeting(s) scheduled for this matter, this notice is being sent to you via **first class mail/certified mail/delivery confirmation mail**.

If you wish to provide input on this matter, you may attend each meeting or submit written comment before or at the meeting. If you have any questions concerning this matter, please contact **Name of Planner** at the City of Maricopa Planning Department at 520-568-9098. You can also email **him/her** at [redacted]@maricopa-az.gov subject **Case # and Project Name**.

Please see additional pages for project narrative and other exhibits:

**Criteria for Project Narrative should include description of the site location, parcel #, proposed hours of operation, intent for the application, etc.**

Please note that City Council holds a work session prior to the aforementioned Council meeting time. As the work session meeting time varies, please contact the City Clerk at 520-568-9098 or visit the City of Maricopa website at [www.maricopa-az.gov](http://www.maricopa-az.gov) for information on the specific time that the work session will be held. Kindly address additional questions or comments to the Planning Department at 520-568-9098.

Sincerely, **Applicant's name**

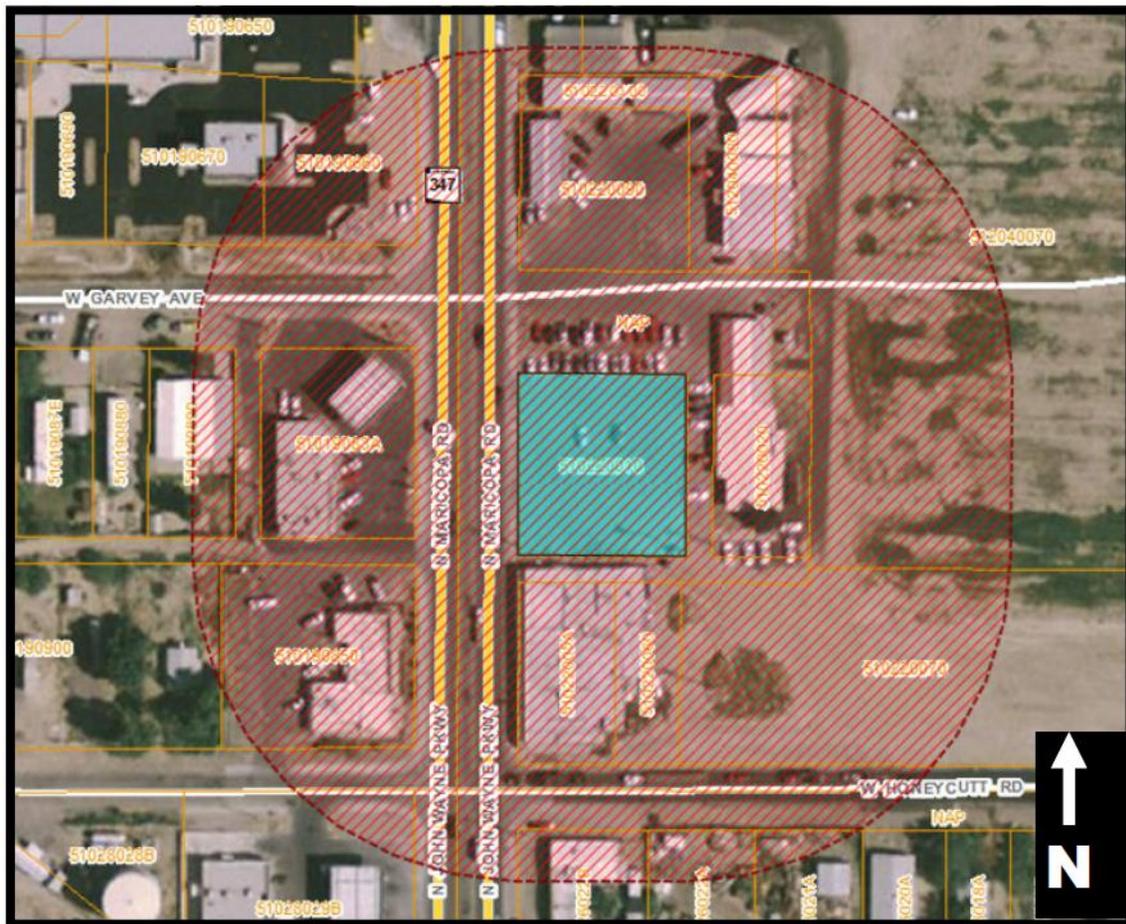
## Notification Area Map (example)

Project Name: \_\_\_\_\_

Location: \_\_\_\_\_

Request: \_\_\_\_\_

Current Zoning of Subject Property: \_\_\_\_\_



**300 feet  
Notification Area**



**Subject Property**

Staff can assist with identifying the 300 feet boundary around the subject property.



## Newspaper Public Notice Info

The applicant will be required to publish a public notice in the local newspaper that circulates within the City of Maricopa. Maricopa Monitor is the preferred newspaper for any public notice. The publishing dates and deadline to submit public notices is described below.

Maricopa Monitor publishes two (2) times a week, Tuesday and Friday. Deadlines for publishing are as followed:

- Tuesday deadline is Thursday @ 10:00 am
- Friday deadline is Tuesday @ 10:00 am

Seek guidance from your case planner around holidays for special scheduling.

Email publications to [legals@trivalleycentral.com](mailto:legals@trivalleycentral.com)

The applicant shall be responsible of any fees charged for public notices.

*\*Newspaper notices are required to be published 15 days prior to the Neighborhood Meeting, per Ordinance 07-01 Citizen Participation Plan.*

*See next page for public notice example.*

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## Newspaper Public Notice'(example)

*\*INSTRUCTIONS: Fill in the HIGHLIGHTED AREAS with your information.*

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### NOTICE OF PUBLIC MEETING AND HEARING

**(APPLICATION TYPE)** \_\_\_\_\_ **case #** \_\_\_\_\_

**Neighborhood Meeting:**

**DATE** \_\_\_\_\_ **@** \_\_\_\_\_ **TIME** \_\_\_\_\_

**LOCATION** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY, STATE AND ZIP CODE** \_\_\_\_\_

**Planning and Zoning Hearing:**

**DATE** \_\_\_\_\_ **@ 6:00 p.m.**

City Hall

39700 W. Civic Center Plaza

Maricopa, AZ 85138

**City Council Hearing:**

**DATE** \_\_\_\_\_ **@ 7:00 p.m.**

City Hall

39700 W. Civic Center Plaza

Maricopa, AZ 85138

NOTICE IS HEREBY GIVEN THAT at the above listed meeting and public hearings will be held at the above stated date, time, and location. The purpose of the public meeting and public hearings is to receive public comments, suggestions on the following request prior to approval.

**CASE NUMBER** \_\_\_\_\_ **–** \_\_\_\_\_ **DESCRIPTION OF REQUEST** \_\_\_\_\_

Anyone wishing to appear and make comment is encouraged to attend. Written comments are welcome and, if received prior to the meeting, will be included in the record. All comments or appeals should be sent in written form to the Development Services Department, Attn: **NAME OF CASE PLANNER** \_\_\_\_\_ at 39700 W. Civic Center Plaza, Maricopa, AZ 85238. Please include name, address, telephone number and signature. For questions, please contact Planning Division at 520-568-9098.

Dated this **DAY OF** \_\_\_\_\_ **MONTH** \_\_\_\_\_, **YEAR** \_\_\_\_\_

Vanessa Bueras, City Clerk

Published in the Maricopa Monitor, **DATE** \_\_\_\_\_

## Public Notice Sign

The applicant will be required to post public notice sign(s) on the property 15 days prior to the neighborhood meeting. The size of the sign shall be a minimum size of 24" x 38" and the language of sign shall be reviewed and approved by staff prior to posting. Number of signs required shall be determined by staff. Below are the elements that the sign will be required:

- Sign shall be colored (preferred Orange background with black lettering)
- Sign shall be made of durable material (no cardboard or paper sign)
- Sign shall include a description of the request, the entity requesting the request and location of the request.
- Sign shall include all meeting dates (e.g. Neighborhood meeting, P&Z and City Council).
- Shall include the contact information of the case planner.
- Shall include a description of the request
- The header of the sign shall read ZONING in BOLD CAPITAL letters.

Case types that require the applicant to post the sign & hold a Neighborhood Meeting are as follows: Conditional Use Permit (CUP), Variance (VAR), General Plan Amendment (GPA), Zoning Map Amendment (ZON), and Planned Area Development (PAD).

*\*INSTRUCTIONS: Fill in the HIGHLIGHTED AREAS with your information.*

# ZONING

**City of Maricopa – Planning Division**

**Proposal:** DESCRIPTION OF REQUEST

**Current Zoning:** (INSERT ZONING DISTRICT)

<p><b>NEIGHBORHOOD MEETING</b></p> <p><span style="background-color: yellow; padding: 2px;">(DATE)</span> <span style="background-color: yellow; padding: 2px;">(TIME)</span></p> <p><span style="background-color: yellow; padding: 2px;">(ADDRESS)</span></p> <p><span style="background-color: yellow; padding: 2px;">(CITY)</span> <span style="background-color: yellow; padding: 2px;">(STATE)</span> <span style="background-color: yellow; padding: 2px;">(ZIP CODE)</span></p>	<p><b>PLANNING AND ZONING</b></p> <p><span style="background-color: yellow; padding: 2px;">(DATE)</span> <span style="background-color: yellow; padding: 2px;">(TIME)</span></p> <p><b>City Hall</b>                      39700 W. Civic Center Plaza                      Maricopa, AZ 85138</p>
<p><b>FOR QUESTIONS OR COMMENTS REGARDING THIS CASE CONTACT CASE PLANNER:</b> <span style="background-color: yellow; padding: 2px;">(NAME OF PLANNER)</span></p> <p><span style="background-color: yellow; padding: 2px;">(TITLE OF PLANNER)</span></p> <p><span style="background-color: yellow; padding: 2px;">(PHONE #)</span></p> <p><span style="background-color: yellow; padding: 2px;">(E-MAIL)</span></p>	<p><b>CITY COUNCIL MEETING</b></p> <p><span style="background-color: yellow; padding: 2px;">(DATE)</span> <span style="background-color: yellow; padding: 2px;">(TIME)</span></p> <p><b>City Hall</b>                      39700 W. Civic Center Plaza                      Maricopa, AZ 85138</p>

Neighborhood Meetings are not always required; see case type list above to see if applicable.