



CITIZEN PARTICIPATION  
GUIDE: LAND USE CHANGE

**PLANNING AND ZONING DIVISION**

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

**The Purpose of the Citizen Participation Plan** is to ensure that applicants pursue that 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), by the applicant
- The further preparation of the Citizen Participation Report (CPR), by the applicant

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

Your **CPP** will include the following:

- Narrative of the proposed plan for notification
- 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
- 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
- Submit your CP Plan digitally.

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

Your **CPR** 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 LEGISLATIVE (example)

*\*INSTRUCTIONS: Fill in the HIGHLIGHTED AREAS with your information, Include a copy of your site plan, narrative and notification map. Submit the letter to the case Planner for approval. DO NOT MAIL out the letter until you have received approval from Planning and Zoning Division staff.*

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ADD BUSINESS NAME / CORPORATE LOGO ON TOP OF LETTERHEAD \_\_\_\_\_

RE: **Case # and name of project**. This site is generally located at \_\_\_\_\_ with in 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> @ 6:00 p.m. <b>Facility Name</b> <b>Facility Address</b>
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<b>Planning and Zoning Commission:</b> <b>Date</b> @ 6:00 p.m. City Hall 39700 W. Civic Center Plaza Maricopa, AZ 85138	<b>City Council:</b> <b>Date</b> @ 7:00 p.m. City Hall 39700 W. Civic Center Plaza Maricopa, AZ 85138
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According to the Pinal County Assessor records, you are a property owner within 300 feet of the property under consideration. In order to better inform you of the public meeting 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 **@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.**

Sincerely, **Applicant's name**

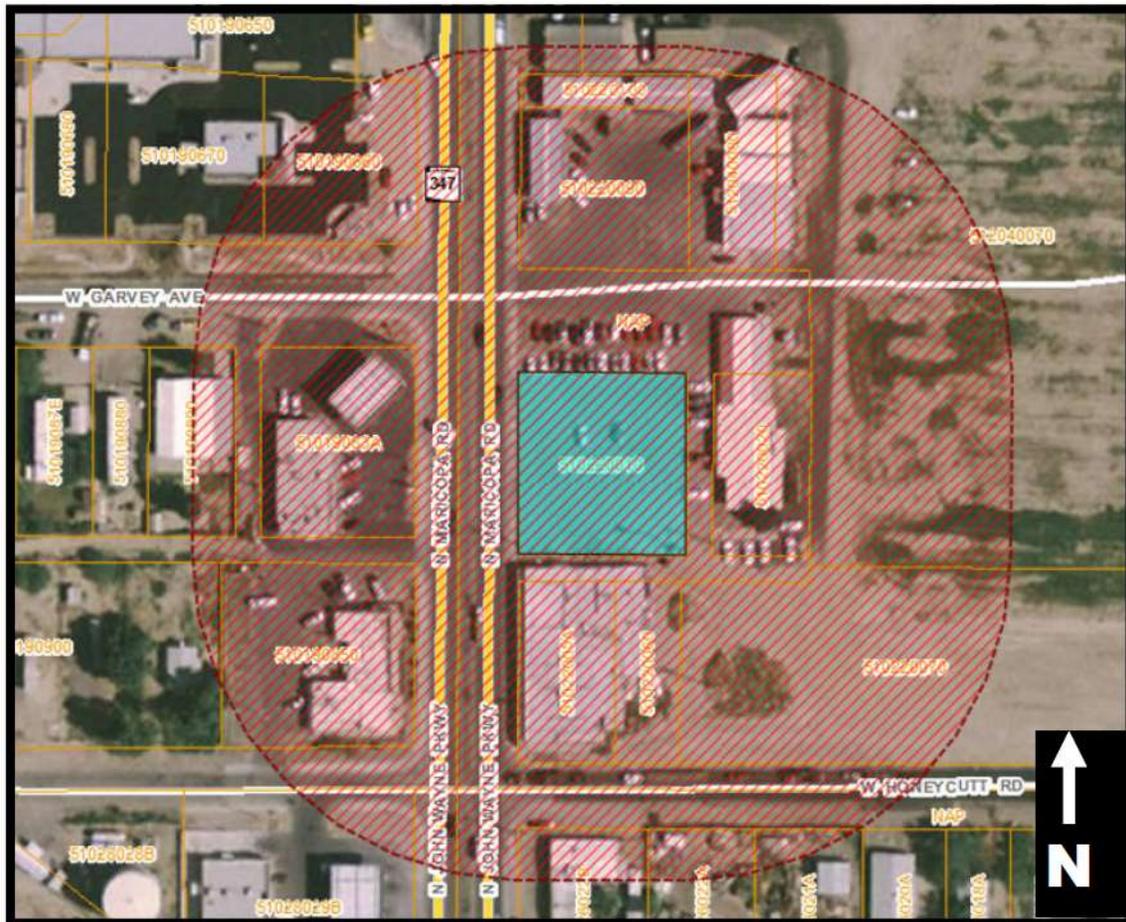
## Notification Area Map (example)

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. Notice shall be published in both the Maricopa Monitor and the Casa Grande Dispatch. The publishing dates and deadline to submit public notices is described below. *These dates are subject to change and should be verified with the newspaper staff.*

Maricopa Monitor publishes every Tuesday.

- Tuesday deadline is the previous Wednesday before 3pm.

Casa Grande Dispatch publishes three (3) times a week, Tuesday, Thursday, and Saturday.

- Tuesday deadline is the previous Tuesday before 3pm.
- Thursday deadline is the previous Tuesday before 3pm.
- Saturday deadline is the previous Wednesday before 3pm.

Email publications to [publicnotices@pinalcentral.com](mailto:publicnotices@pinalcentral.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.*

*See next page for public notice example.*

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**NEWSPAPER NOTICE  
NOTICE OF NEIGHBORHOOD MEETING, PUBLIC HEARING  
AND PUBLIC MEETING**

( **INSERT PERMIT TYPE** ) Case ( **INSERT CASE NUMBER** ) \_\_\_\_\_

**Neighborhood Meeting**

\_\_\_\_\_ ( **DATE** ) \_\_\_\_\_ @ 6:00 PM  
\_\_\_\_\_ ( **FACILITY NAME** ) \_\_\_\_\_  
\_\_\_\_\_ ( **ADDRESS** ) \_\_\_\_\_  
Maricopa, AZ ( **ZIP CODE** ) \_\_\_\_\_

**Planning & Zoning Commission Meeting  
(PUBLIC HEARING)**

\_\_\_\_\_ ( **DATE** ) \_\_\_\_\_ @ 6:00 PM  
\_\_\_\_\_ ( **FACILITY NAME** ) \_\_\_\_\_  
\_\_\_\_\_ ( **ADDRESS** ) \_\_\_\_\_  
Maricopa, AZ ( **ZIP CODE** ) \_\_\_\_\_

**City Council Meeting**

\_\_\_\_\_ ( **DATE** ) \_\_\_\_\_ @ 6:00 PM  
\_\_\_\_\_ ( **FACILITY NAME** ) \_\_\_\_\_  
\_\_\_\_\_ ( **ADDRESS** ) \_\_\_\_\_  
Maricopa, AZ ( **ZIP CODE** ) \_\_\_\_\_

NOTICE IS HEREBY GIVEN THAT at the above listed meeting, a PUBLIC HEARING will be held at the above stated date, time, and location.

( **PROPERTY OWNER** ) \_\_\_\_\_, represented by ( **APPLICANT'S NAME** ) \_\_\_\_\_ of ( **COMPANY** ) \_\_\_\_\_, is proposing ( **SHORT DESCRIPTION** ) \_\_\_\_\_ at ---- ( **SUBJECT PROPERTY ADDRESS** ) \_\_\_\_\_ generally located ( **NEAREST INTERSECTION** ) \_\_\_\_\_.

The Planning and Zoning Division is processing this proposal in accordance to the Zoning Code as a ( **PERMIT TYPE** ) \_\_\_\_\_.

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 a written form to the Planning and Zoning Division, Attn: ( **NAME OF CASE PLANNER** ) \_\_\_\_\_ at 39700 W Civic Center Plaza, Maricopa, AZ 85138 or email at ( **EMAIL OF CASE PLANNER** ) \_\_\_\_\_. Please include name, address, telephone number and signature. For questions, contact the Planning and Zoning Division at (520) 568-9098.

\_\_\_\_\_ ( **INSERT DATE** ) \_\_\_\_\_  
Published in ( **INSERT NEWSPAPER NAME** ) \_\_\_\_\_  
\_\_\_\_\_ ( **INSERT DATE OF PUBLICATION** ) \_\_\_\_\_

## 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 32" and the proposed 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 shall include:

- Sign shall be colored (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.

--SIGN TEMPLATE--

<h1>ZONING</h1> <p><b>City of Maricopa – Planning Division</b></p> <p><b>Proposal:</b> <u>DESCRIPTION OF REQUEST</u></p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p><b>NEIGHBORHOOD MEETING</b></p> <p><u>(DATE)</u> <u>(TIME)</u></p> <p><u>(ADDRESS)</u></p> <p><u>(CITY)</u> <u>(STATE)</u> <u>(ZIP CODE)</u></p>	<p><b>PLANNING AND ZONING</b></p> <p><u>(DATE)</u> <u>(TIME)</u></p> <p>City Hall 39700 W. Civic Center Plaza Maricopa, AZ 85138</p>
<p><b>FOR QUESTIONS OR COMMENTS REGARDING THIS CASE CONTACT</b></p> <p><b>CASE PLANNER:</b> <u>(NAME OF PLANNER)</u></p> <p><u>(TITLE OF PLANNER)</u></p> <p><u>(PHONE #)</u></p> <p><u>(E-MAIL)</u></p>	<p><b>CITY COUNCIL MEETING</b></p> <p><u>(DATE)</u> <u>(TIME)</u></p> <p>City Hall 39700 W. Civic Center Plaza Maricopa, AZ 85138</p>