

**PUBLIC PARTICIPATION PROCESS**  
*(General Plan Amendment, Zoning Ordinance Map  
Amendment, Conditional Use Permit,  
Major PAD Amendment, Text Amendment)*

The Public Participation Process is designed to foster civic engagement and create a proactive environment through an applicant-initiated Neighborhood Meeting and through 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. Applicant arranges for the facilities and bears all costs associated with the Neighborhood Meeting. Applicant will work with Planning Division staff to schedule the Neighborhood Meeting date, location, and time.

Methods of notification are:

1. Newspaper publication notification – The applicant is required to publish all notices. A notice must be published one time in a newspaper of general circulation within the City of Avondale at least fifteen (15) days prior to the day of the Neighborhood Meeting or public hearing. The City of Avondale utilizes the West Valley View for notification purposes. City staff will provide the meeting notification information to the applicant and the applicant will work directly with the publication agency to ensure all information is processed, paid for, and published. Failure to publish meeting notifications will result in a continuance of the case. Please see page 11.
2. Mail Distribution Notification – Notices must be mailed to all property owners within 1,000 feet of the subject property at least fifteen (15) days prior to the Neighborhood Meeting or hearing. The applicant is responsible for providing an electronic list, in Excel .xlsx format, of the names and addresses of property owners within that radius as well as a map. Planning Division staff will prepare and mail the requisite notice(s) using first-class postcards.
3. On-Site Posting – The applicant must post (or update) a 4' x 8' sign upon the subject property at least fifteen (15) days prior to a Neighborhood Meeting or hearing. The sign format and information must be in accordance with the sign standards established by City staff. The applicant is responsible for site postings and shall provide information and a picture to the Planning Division that the sign has been placed (see Site Posting Requirements on page 8).

---

**Due to State Statues, General Plan Amendments will require additional notifications. Contact the assigned Planner to obtain more information.**

---

The Neighborhood Meeting is an opportunity for the applicant to meet with citizens and other interested parties to share details and receive comments regarding the development proposal. Neighborhood Meetings are required for all public hearing items and shall conform to the following standards:

- A.** The Zoning Administrator or designee shall notify applicants when they may proceed with a Neighborhood Meeting, and applicants shall work with the Zoning Administrator or designee to schedule the Neighborhood Meeting date, location, and time that is convenient for citizens.
- B.** 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.
- C.** The Neighborhood Meeting shall be held a minimum of fifteen (15) calendar days prior to the first public hearing before the Planning Commission.
- D.** The applicant shall arrange for the facilities and bear all costs associated with the meeting, including all required notifications.
- E.** Neighborhood Meetings shall be scheduled between Monday and Thursday after 6:00 pm to ensure the majority of residents can attend.
- F.** Neighborhood Meetings shall be held within the corporate limits of the City of Avondale.
- G.** Within four (4) business days of any Neighborhood Meeting, the applicant shall provide a narrative report summarizing any questions, issues, or concerns expressed at the meeting and how those are or may be addressed. A copy of the sign-in sheet showing all who attended shall also be provided.

This packet contains a number of different documents, which are required to be submitted or processed at various times during review. Some items are required at first submittal; some are required later in the process. In addition, notifications are completed by Planning Division staff as noted:

1. **Instructions for property ownership list and map** – This page contains instructions for obtaining a list of all property owners within 1,000 feet of the subject property and creating a map of properties within 1,000 feet of the subject property. Required deliverable: At first submittal a list of property owners within 1,000 feet in electronic format and map showing properties within 1,000' are required. (Not required for Text Amendments.)
2. **Affidavit – Property Owners List** – This document affirms that the property owners list and map discussed above are accurate. Required deliverable: At first submittal this affidavit is required. (Not required for Text Amendments.)
3. **Standard notification postcard for Neighborhood Meeting** – Template for notification postcard for Neighborhood Meeting. This postcard is required to be mailed by Planning Division staff at least fifteen (15) days prior to the Neighborhood Meeting. Required deliverable: None. (Not required for Text Amendments.)
4. **Standard notification postcard for public hearings** – Template for notification postcard for Planning Commission and City Council hearings. This postcard is required to be mailed by City staff at least 15 days prior to the date of the public hearing.
5. **Mail distribution requirements** – City staff is responsible for the notification postcards to be mailed to property owners within 1,000 feet of the subject property. The postcards are to be mailed at least fifteen (15) days prior to the Neighborhood Meeting or public hearing. Postcards are of standard size (4.25" x 6") and are to utilize the format as seen in this packet. Postcards will be color-coded to reflect the type of meeting, as follows:
  - Neighborhood Meeting - Blue
  - Public Hearings - Red
6. **Site posting requirements** – Instructions for posting notice signs on property. Required deliverable: None. (Not required for Text Amendments.)
7. **Neighborhood Meeting and public hearing sign** – Template for Neighborhood Meeting/public hearing sign. Note: sign may need to be updated as meeting dates are confirmed throughout the process. Required deliverable: Photographs of sign(s) upon posting and updating. (Not required for Text Amendments.)
8. **Affidavit of posting** – This document affirms that the sign has been posted as required. Required deliverable: This affidavit is required to be submitted when the sign is first posted. (Not required for Text Amendments)
9. **Legal notice procedures** – Instructions for submitting legal advertisements to the newspaper for Neighborhood Meetings, Planning Commission hearings, and City Council hearings. Required deliverable: No required deliverables to staff; staff will keep a copy of the advertisement from the newspaper. (Required for all public hearing items)
10. **Affidavit of sign removal** – This document affirms that the sign will be removed in a timely manner (within 7 days of final decision). Required deliverable: This affidavit is required to be submitted when the sign is first posted. (Not required for Text Amendments)

**Development & Engineering Services Department**

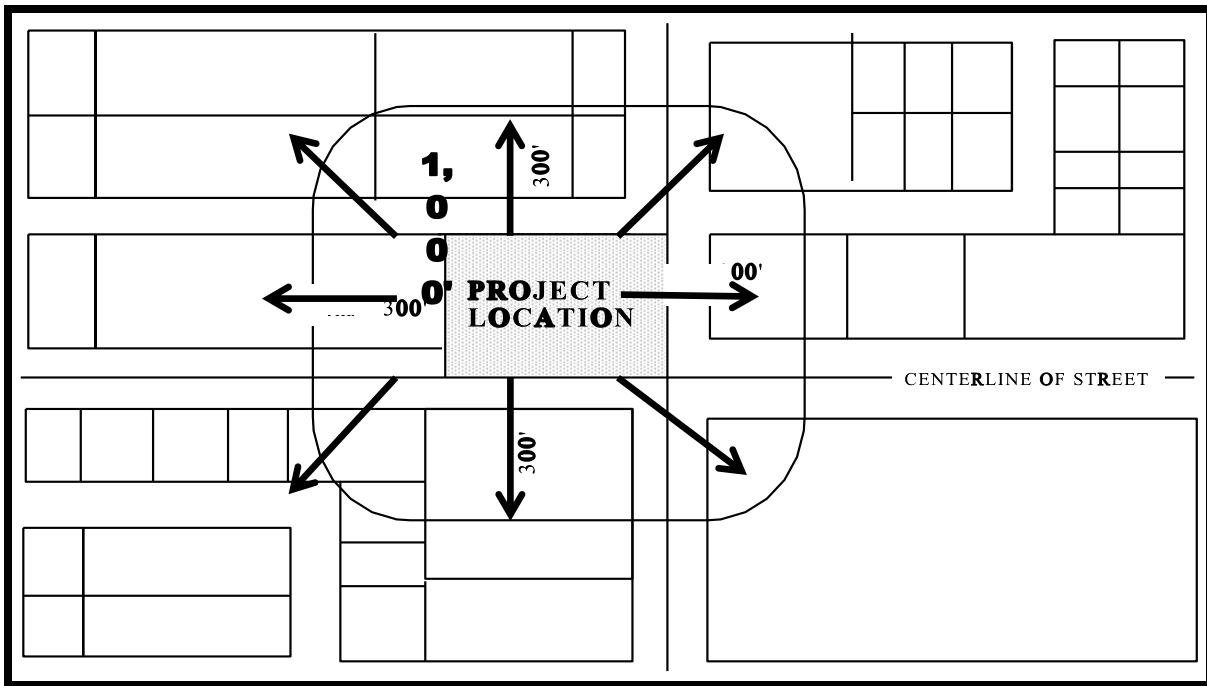
11465 W. Civic Center Drive, #110, Avondale, AZ 85323 • Phone (623) 333-4000 • Fax (623) 333-0400 • TDD (623) 333-0010  
[www.avondaleaz.gov/developmentservices](http://www.avondaleaz.gov/developmentservices)

# INSTRUCTIONS FOR PROPERTY OWNERSHIP LIST AND MAP

1. The applicant will obtain names and addresses of property owners within 1,000 feet of the site boundaries from the Maricopa County Assessor's Office, <http://www.maricopa.gov/assessor/gis/map.html> or from a title company using the last declared record of owner.
2. The applicant will provide a digital file in Microsoft Excel format containing the Assessor's Parcel Number (APN), property owner names, and addresses, each in a separate column. Verify information is correct and complete.

	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

3. The applicant shall prepare 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. See typical map below.
4. Where land that is the subject of a proposed change abuts or affects adjacent municipalities or unincorporated areas of the county, copies of the notice postcards (see page 8) shall be transmitted by City staff to the planning agency of the appropriate jurisdiction.
5. Where a Homeowners' Association (HOA) is within the 1,000 ft radius of the proposed project, copies of the notice postcards shall be transmitted by City staff to the appropriate HOA address.



**Development & Engineering Services Department**

11465 W. Civic Center Drive, #110, Avondale, AZ 85323 • Phone (623) 333-4000 • Fax (623) 333-0400 • TDD (623) 333-0010  
[www.avondaleaz.gov/developmentservices](http://www.avondaleaz.gov/developmentservices)



# AFFIDAVIT – PROPERTY OWNERS LIST

Date: \_\_\_\_\_ Project Name: \_\_\_\_\_ Case No.: \_\_\_\_\_

Address /Legal Description of Property:

\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_ certify that I am the authorized applicant to the City of Avondale for the above application, and do hereby affirm the attached listing of names and addresses accurately reflects the ownership of property within 1,000 feet of the above property boundaries, according to the Maricopa County Assessor records on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
Month Day Year


\_\_\_\_\_  
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

**STANDARD NOTIFICATION POSTCARD  
FOR NEIGHBORHOOD MEETING**

<h2 style="margin: 0;">NOTICE OF NEIGHBORHOOD MEETING</h2>		
<p><b>Dear Property Owner:</b> The purpose of this mailing is to inform you that a neighborhood meeting is scheduled to review and solicit public input on application <b>(insert Case No.)</b> for <b>(insert specifics of request)</b> located at <b>(insert location)</b>.</p> <p><b>[INSERT PROJECT LOCATION MAP OR SITE PLAN]</b></p>		
<p style="text-align: center;"><u><b>Planning Commission Hearing</b></u>  <b>(insert date)</b>, 6:00 P.M.          Avondale City Hall          Council Chambers          11465 W Civic Center Drive          Avondale, Arizona 85323</p>	<p style="text-align: center;"><u><b>City Council Hearing</b></u>  <b>(insert date)</b>, 7:00 P.M.          Avondale City Hall          Council Chambers          11465 W Civic Center Drive          Avondale, Arizona 85323</p>	
<p>Please feel free to contact staff if you would like to learn more or provide input on this request.  <b>Staff Contact: (insert staff contact information)</b></p>		

**STANDARD NOTIFICATION  
POSTCARD FOR PUBLIC HEARINGS**

**NOTICE OF UPCOMING PUBLIC HEARINGS**



**Dear Property Owner:** The purpose of this mailing is to inform you that public hearings are 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]**

Meetings are scheduled as follows:

<p><b><u>Planning Commission Hearing</u></b> <b>(insert date), 6:00 P.M.</b> Avondale City Hall Council Chambers 11465 W Civic Center Drive Avondale, Arizona 85323</p>	<p><b><u>City Council Hearing</u></b> <b>(insert date), 7:00 P.M.</b> Avondale City Hall Council Chambers 11465 W Civic Center Drive Avondale, Arizona 85323</p>
---	--

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)**

### Sign Specifications:

1. 4'x8' in size.
2. Signs must be doubled sided and attached to two 4"x4"x8' wood posts.
3. Laminate plywood or MDO board.
4. The color of the sign shall be white with black lettering.
5. Signs are to be placed perpendicular to the street.
6. All information shall be evenly spaced and organized in a readable manner. The phrase "City of Avondale Public Hearing Notice" shall be printed at the top of the sign in a minimum letter size of 4" inches. The sign shall contain the case number, project location, description of the request, time, date, and location of the scheduled meetings and contact for the City of Avondale. For all applications that require Planning Commission and City Council hearings, if the date, time, and location of the Planning Commission and City Council hearings are unknown at the time of posting, adequate space shall be reserved on the sign to be updated when that information is known. Lettering for this text shall be a minimum of 3" inches.
7. Updates with Planning Commission and City Council information shall be in bold lettering.

### Site Posting Instructions:

1. Post site at least 15 days prior to date of first hearing. Maintain posting until final City Council meeting.
2. Sign(s) shall be placed in the most visible location available (as specified by the City planner) and in such a manner that no landscaping or other obstruction would impair the visibility of the signs from the street.
3. The applicant must remove the signs within one week after the final decision by the City Council.
4. You may use the sign vendor of your choice.
5. At least 15 days prior to the hearing, the applicant must send to the Development Services Department the following information:
  - Notarized Affidavit of posting.
  - Photo of signs posted on site and additional photos thereafter of any updates of date/times made to signs.
  - Notarized Affidavit of sign removal.

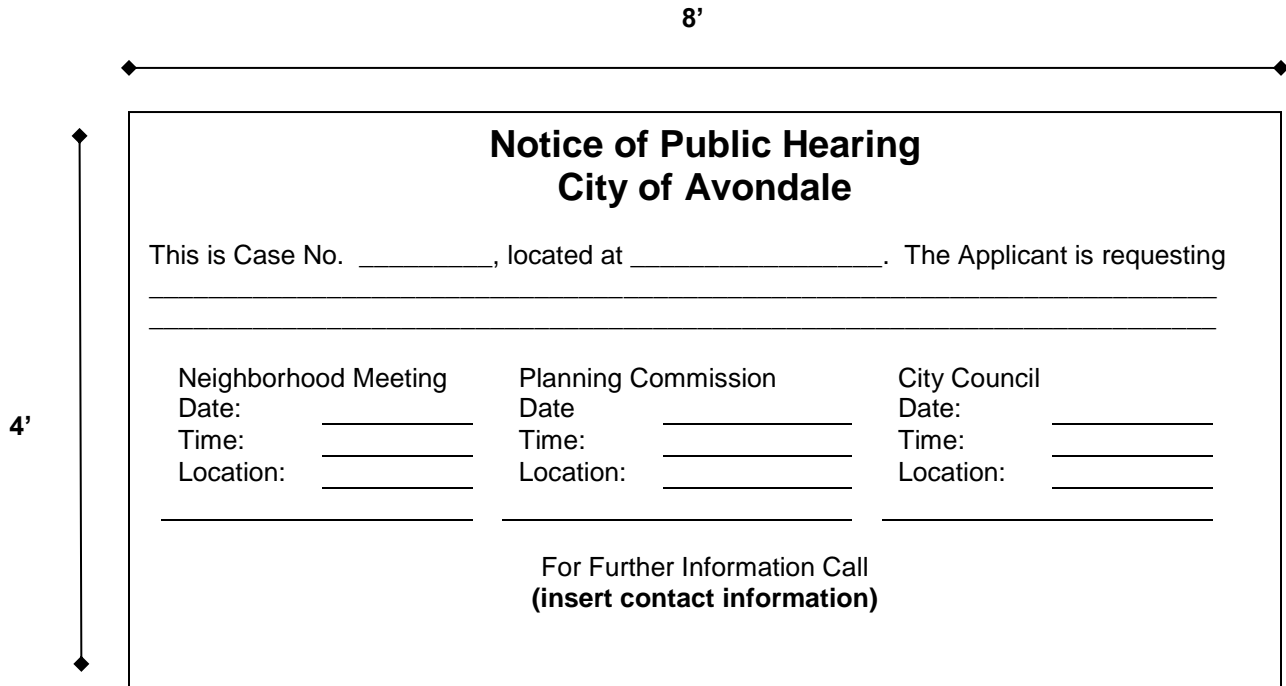
**NOTE:** Multiple signs may be required depending on size and scope of project

---

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

---





- Black lettering with a minimum letter size of 4" for Notice of Public Hearing and City of Avondale. Minimum letter size of 3" for Case No, Project Location, and Proposal/Project Description, Time, Date, Location of Public Hearings, and Contact for the City of Avondale (with phone number) per example attached; updates in **bold** lettering.
- Height of sign 8' from finished grade to top of sign
- Double-sided
- Perpendicular to the street if feasible and does not block sight visibility triangle

**AFFIDAVIT OF POSTING**  
*(General Plan Amendment, Rezoning,  
Conditional Use Permit, Major PAD amendment)*

Case No: \_\_\_\_\_

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

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

Date Sign Posted:

In order to assist in providing adequate notice to interested parties, the applicant for any type of public hearing in the City of Avondale shall erect one sign per street frontage giving notice of the date, time, and place of the scheduled hearings. These signs must be erected not less than 15 calendar days before the date of the first hearing. The signs shall also include the nature of the request as contained on the formal zoning application. The size and format of the sign shall meet requirements established by the Development Services Department. A photo of the sign placement to be submitted with this affidavit.

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. It shall be the responsibility of the applicant to erect and to maintain the sign on the subject property and to maintain the hearing information on the sign until final disposition of the case.

*I confirm that the site has been posted as required above for the case noted above. A picture of the site posting 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 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:  
  
\_\_\_\_\_

---

**Return completed and notarized affidavit and all relevant photos to the  
Development & Engineering Services Department.**

---

The applicant is required to publish all notices. Notices are to be a minimum of 1/8<sup>th</sup> page and are to be printed in the Wednesday edition of the West Valley View at least 15 days prior to the date of the public hearing. All notices are to be submitted to the West Valley View by the applicant through the contact information below. Notices printed in the West Valley View are automatically printed in the West Valley Business as well.

Once City staff have determined that a case can proceed to a public hearing, staff will provide the applicant specific dates with the notice(s) to be printed.

Wednesday advertisements are due to the West Valley View by noon on the Thursday before the notice is to be printed. Payment is due upon submittal. Payment options are as follows:

- Cash, check, or credit card in person at the West Valley View office located at:

1050 E. Riley Drive  
Avondale, AZ 85323

- Credit Card over the telephone (when the West Valley View receives the notice, a representative will contact the applicant for the credit card number.)

In order to receive a quote for the price of a notice, the notice must be submitted to the West Valley View by Tuesday, eight days before the notice is to be printed.

Once the West Valley View has received and processed payment, an Affidavit of Payment will be issued to the applicant. The applicant is required to provide City staff with a copy of the Affidavit of Payment no later than three days following the publishing of the notice.

Contact the West Valley View for current rates. Please note West Valley View rates are reviewed every October 1<sup>st</sup>.

It is the applicant's responsibility to ensure that the notice is submitted to the West Valley View and paid for in time to be printed on the date determined by City staff.

**Contact information for the West Valley View:**

Legal advertisement/classified  
1050 E. Riley Drive.  
Avondale, AZ. 85323  
623-535-8439 (phone)  
623-935-2103 (fax)  
[legals@westvalleyview.com](mailto:legals@westvalleyview.com)

**Missed advertising dates will result in a continuation of the application.**



**AFFIDAVIT OF SIGN REMOVAL**  
*(General Plan Amendment, Rezoning,  
Conditional Use Permit, Major PAD amendment)*

Case No: \_\_\_\_\_  
Project Name: \_\_\_\_\_  
Project Location: \_\_\_\_\_  
Date Sign Removed: \_\_\_\_\_

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

*I confirm that, as required above, all signs have been removed from the property in the case noted above.*

\_\_\_\_\_  
Applicant/Representative Signature Date

STATE OF \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss.

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

\_\_\_\_\_  
Notary Public

My Commission Expires:  
\_\_\_\_\_

**Return completed and notarized affidavit to the Development & Engineering Services Department. Failure to provide affidavit and remove signs one week after Council decision shall result in the decline of proceeding submittals.**