

Standard Second Notification Letter

For additional information, please call the Planning Department at 602-262-7131, option #6.

2ND MAILING: WITHIN 10 WORKING DAYS OF THE POST APPLICATION MEETING

Dear **Property Owner** or **Neighborhood Association President**:

The purpose of this follow-up letter is to inform you that our company has recently filed (**insert rezoning application number**) for a **xx** acre site located _____ and that meetings/hearings have now been set to review our case.

Our request for _____ Zoning (General Plan Land Use Designation of _____) would permit (describe request) _____. The meetings/hearings are as follow:

Village Planning Committee Ratification/ Hearing:	Name of Committee Location Date and Time	_____ _____ _____
Zoning Hearing Officer Ratification/Hearing (if applicable):	Location Date and Time	_____ _____
Planning Commission Ratification/Hearing:	Location Date and Time	_____ _____
City Council Ratification/Hearing:	Location Date and Time	_____ _____

You are welcome to attend any or all of these meetings/hearings to learn about the case and make your opinions known. Please confirm the meeting details with the City of Phoenix Planning Department before attending as they are subject to change. Hearing information may also be found on signs posted on the site and on City Page in the Arizona Republic. You may also make your feelings known on this case by writing to the City of Phoenix Planning Department, 200 West Washington Street, Phoenix, Arizona 85003 and referencing the case number. Your letter will be made part of the case file.

The **insert name** Village Planning Committee will forward a recommendation to the Zoning Hearing Officer or Planning Commission after considering testimony from affected parties and reviewing the staff report prepared by the Planning Department. The village planner who will staff this meeting is **name** and can be reached at **phone number**. This planner can answer your questions regarding the village review and city hearing processes as well as the staff position once their report is complete. You are also urged to contact me or one of my staff at **applicant's phone number** to learn more about the case and express your concerns.

If a case is not appealed within 7 calendar days after the Zoning Hearing Officer Hearing, the decision of the Zoning Hearing Officer is ratified by the Planning Commission without further discussion. Likewise, if the Planning Commission decision is not appealed within 7 calendar days, it is ratified by the City Council without further discussion.

Again, I would be happy to answer any questions or hear any concerns that you may have regarding this proposal. You may reach me at **phone number** and **fax number**.

Sincerely,

Developer or representative's name

Attachments