

Standard First Notification Letter

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

FIRST MAILING: WITHIN 10 WORKING DAYS OF FILING THE APPLICATION

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

The purpose of this letter is to inform you that _____ has recently filed a rezoning request for a **xx** acre site located _____, rezoning case number Z-____-____-____. Please be advised that meetings and hearings before the _____ Village Planning Committee, Zoning Hearing Office and/or the Planning Commission are planned to review this case. Specific meeting and hearing dates have not yet been set. You should receive a second mailing in approximately 4 weeks identifying the date and location of the meeting/hearing.

You are welcome to attend these meetings 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 _____ Village Planning Committee will forward a recommendation to the Zoning Hearing Officer or Planning Commission and City Council 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.

Attached is a copy of the cover page of our application, the site plan and elevations (for rezoning requests only). The following describes our request:

Proposed change: *Zoning district change, specific development proposal details including use, square footage, height and number of dwelling units (if known). Also explain the maximum density allowed, if applicable.*

Existing use: *Describe what is on the site today and how it is designated on the General Plan and zoned. Use the following 2 sentences only if a Rezoning Application has been filed. While the City Council can stipulate to a specific site plan and development standards, we, and all other developers, have the opportunity to file later with the Planning Hearing Officer to amend those conditions through an advertised public hearing process should market conditions or ownership change.*

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

Attachment