

Standard Second Notification Letter

(For virtual meetings)

2ND NOTICE: WITHIN 10 WORKING DAYS OF THE POST-APPLICATION MEETING AND A MINIMUM OF 10 CALENDAR DAYS PRIOR TO THE FIRST MEETING BELOW (Sample letter starts below)

[DATE]

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 Hearing:	Name of Committee _____	
	Location	Meeting will be held virtually.
	Date and Time	
Planning Commission Hearing:	Location	Meeting will be held virtually.
	Date and Time	
City Council Hearing/Ordinance Adoption:	Location	Meeting may be held at City of Phoenix Council Chambers (200 W. Jefferson Street, Phoenix, AZ 85003) or <u>virtually</u>.
	Date and Time	

To participate in virtual meetings, see the instructions on the agenda available on the public meeting notices website at <https://www.phoenix.gov/cityclerk/publicmeetings/notices>.

For the City Council Hearing location and participation instructions, see <https://www.phoenix.gov/cityclerk/publicmeetings/city-council-meetings>.

For questions regarding the format of these meetings, please contact the village planner listed below.

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 and Development Department before attending as they are subject to change. Hearing information may also be found on signs posted on the site and in the Record Reporter. You may also make your feelings known on this case by writing to the City of Phoenix Planning and Development Department, Zoning Section, 200 West Washington Street, 2nd Floor, 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 Planning Commission after considering testimony from affected parties and reviewing the staff report prepared by the Planning and Development Department. The village planner who will staff this meeting is **[NAME]** and can be reached at **[PHONE NUMBER]** or **[EMAIL ADDRESS]**. 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]** or **[EMAIL ADDRESS]** to learn more about the case and express your concerns.

If a case is not appealed within seven calendar days after the Planning Commission Hearing, the decision will be ratified and scheduled for Ordinance adoption 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]** or **[EMAIL ADDRESS]** or by fax at **[FAX NUMBER]**.

Sincerely,

[DEVELOPER OR REPRESENTATIVE'S NAME]

Attachment(s)

This and other forms can be found on our website: www.phoenix.gov/pdd/planning-zoning

Revised 4/6/2020