

## NOTICE OF NEIGHBORHOOD MEETING

Month Day, Year [This is the mailing date]

**[Zoning Case Number and Case Name]**  
**[Site Address and/or Location of subject parcel(s)]**

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Dear Area Property Owner,

This letter is being sent to notify you of a [type of case (Area Plan, Rezoning, Preliminary Development Plan, Use Permit)] filed with the City of Chandler's Planning Division. [Explain what you are proposing], [who you are], [what it is you intend to do], and [where is this occurring].

[Provide a description of the proposed zoning case and development. Insert a detailed project description and other pertinent information for area property owners to understand the scope of the request. The description must include certain information based on the case type. Please see the attached list of description requirements. See attached list of ***Project Description Requirements***]. The meeting will be held as follows:

**DATE:**

**TIME:**

**LOCATION:**

If you have questions, comments, or are unable to attend the meeting, please feel free to contact [applicant's name] at [phone number] / [emailaddress] or [Planner name], [Title] with the City of Chandler's Planning Division at (480) 782-[extension].

Sincerely,

[Print name]

[Sign Name]

Attachments

[list attachments here]

## **Project Description Requirements**

For each case, the proposal description will vary. Additional information about your proposal may be requested by your assigned Planner. Please include the information below based on your case type.

- Use Permit, explain:
  - Your proposed land use(s)
  - Property address/location/suite number
  - On-site business activities, operations, equipment, and the like (i.e. staging area, storage area, gated yard for equipment or vehicles)
  - Days of the week open
  - Hours of operation
  - Ingress/Egress of site
  - Land use compatibility with adjacent land uses
  - Other uses adjacent to proposed space, if applicable
  - On-site parking compliance
  - If this is a Time Extension request and how many years requested
  
- Liquor Use Permit, explain:
  - Your proposed land use(s)
  - Property address/location/suite number
  - The liquor license Series # and type (i.e. Series 12 Restaurant License)
  - Days of the week open, Hours of operation
  - Number of seats inside and/or outside
  - Outdoor dining/patio location and any fencing proposed
  - Any live entertainment (i.e. bands, musicians, amplified music, pool tables, video games, a stage, dancing, karaoke, and the like)
  - Land use compatibility with adjacent land uses
  - Other uses adjacent to proposed space, if applicable
  - If this is a Time Extension request and how many years requested
  
- Use Permit for Wireless Communication Facility, explain:
  - Type of Wireless Communication Facility (i.e. tower, monopalm, monopine)
  - Height of the proposed pole/tower, height to top of antennas if a monopalm/monopine
  - Proposed wireless carrier company
  - Building/Structure setbacks to residential homes
  
- Rezoning and Preliminary Development Plan, explain:
  - Existing and proposed zoning district on the parcel(s) along with any existing uses
  - Proposed land use(s)
  - Approximate acreage
  - Proposed number of lots/parcels
  - Proposed number, square footage, and height of buildings
  - For single-family residential, approx. livable square footage of homes. For multi-family, number of bedrooms in units.
  - Architectural style
  
- Area Plan and General Plan, explain:
  - Existing designated land use(s) for parcel(s) and the proposed Area Plan or General plan land use(s)
  - Approximate acreage
  - Proposed development request (Rezoning and/or Preliminary Development Plan) associated with land use change