

SETTING UP A NEIGHBORHOOD MEETING

A neighborhood meeting is required unless advised otherwise by a Planner. The meeting will need to take place during the application review period before the zoning case goes before the Planning & Zoning Commission and the City Council. All neighborhood meetings must be documented with meeting minutes, an attendance sign-in sheet, and a set of mailing labels used to send notices for the meeting. Coordinate with your assigned Planner as there are legal notification timelines to be met.

WHERE

A neighborhood meeting can occur at the following locations:

- At a property within Chandler city limits that has been approved for occupancy including the subject property, if appropriate.
- At a meeting location near the subject property's neighborhood.
- At an establishment with a meeting room, conference room, or assembly area.
- A City of Chandler facility such as a recreation center, library, community center, or police station. The applicant is responsible for any associated fees with the use of City facilities. For a City of Chandler meeting space, please contact a facility for room availability and associated fees, see attached [**City of Chandler Facilities list**](#).

WHEN

- A neighborhood meeting may occur Monday through Thursday.
- Excludes holidays.
- Typically held between 6:00 p.m. and 7:00 p.m.

HOW

- Prepare the Notice of Neighborhood Meeting, see attached.
- Include attachments to the notice letter such as a site plan, building elevations, floor plan, a map showing the meeting's location, and any other information deemed pertinent by your assigned Planner. The letter and attachments may be double-sided.
- Determine a location and time for the neighborhood meeting. Email your assigned Planner a draft notice letter with attachments to review and edit as necessary. Your Planner will advise when the final letter can be mailed. The notice will need to be mailed at least 15 days prior to the meeting date.
- Email your assigned Planner the meeting's sign-in sheet (name, address, phone number), meeting minutes, and mailing list.

WHO

- The Notice of Neighborhood Meeting must be sent to each property owner and to City Registered Neighborhood Organizations (RNO's) within specified radiuses as well as to receive the RNO's. Contact your assigned Planner for the required notification radius as different zoning case types and certain building heights trigger different notification radius requirements. In order to mail the meeting notice, a mailing label set must be generated. See ***Generating Mailing Labels*** for further instructions.