

Neighborhood Meeting Labels Request Form

Notice: Mailing labels will expire 30 days after they are created. Mailing labels will be available no later than 7 business days after request is submitted.

Label Fee: \$25.00 (Payable to City of Hillsboro). The mailing labels and site poster can be mailed to applicant for an additional \$5.00

Type of Application: (Please Check those that apply.)

- Comprehensive Plan Map Amendment (500 ft radius)
- Concept Development Plan (500 ft. radius)
- Planned Unit Development (500 ft. radius)
- Conditional Use (500 ft. radius)
- Flood Plain Alterations (500 ft. radius)
- Type II Significant Natural Resource Permit (200 ft. radius)
- Subdivision (500 ft. radius)
- Minor/Major Land Partitions (200 ft. radius)

Project Name: _____

Date of Neighborhood Meeting: _____

Project Tax Lot ID #: _____

Project Address: _____

Brief Description of Project: _____

Contact Name: _____

Phone #: _____

Mailing Address: _____

Email Address: _____

Please check one:

- I will pick up the labels/poster Please mail the labels/poster to address above

Office Use Only

Date Request Received: _____ Taken in by: _____ Fees Received: \$ _____

Date Labels Printed: _____ Printed by: _____

CITY OF HILLSBORO REQUIREMENTS FOR NEIGHBORHOOD MEETINGS

Purpose and Intent. Neighborhood meetings encourage citizen involvement and participation, and identification of issues, early in the development process. The purpose of neighborhood meetings is to provide an opportunity for the applicant, surrounding neighbors and interested parties to meet, to review a development proposal, and to identify issues regarding the proposal. These issues can then be addressed, consistent with City requirements, prior to application submittal. A Neighborhood meeting is intended to facilitate submittal of an application that is more responsive to neighborhood concerns and to expedite and lessen the expense of the review process by reducing continuances and appeals.

Applicability. The following types of applications are subject to neighborhood meeting requirements. As of August 16, 2007, applications for these land use actions will not be accepted without documentation of the required neighborhood meeting(s):

- Comprehensive Plan Map Changes (HCPs)
- Concept Development Plans (CDPs)
- Conditional Uses (CUs)
- Floodplain Alterations or Special Uses in the floodplain (FAs or SUs)
- Minor Partitions (MLPs)
- Major Partition (MALPs)
- Planned Unit Developments (PUDs)
- Subdivisions (SUBs)
- Type 2 Significant Natural Resource Permits (SNRP 2s).

Location and Notice. Neighborhood meetings must be held in the closest practical location to the subject site. The meeting must be held on a weekday evening, or weekends at any reasonable time. Mailed notice of the meeting must be provided by the applicant to surrounding neighborhood, at the same notification radius required by the City for that type of application. The Planning Department recommends that the meeting be held between 20 and 30 days after the notice is mailed. The applicant shall also post notice of the neighborhood meeting on the site at least seven days before the meeting. A notarized Affidavit of Mailing and an Affidavit of Posting Notice must be submitted with application. (Affidavits provided by Planning Department.)

Meeting Procedure. At the neighborhood meeting, the applicant must provide preliminary details of the major elements of the development: number and type of dwellings; proposed uses; street, lotting, and parking layouts; approximate building locations and heights; and approximate locations for open space and natural resource preservation. Opportunity must be provided for attendees to ask questions regarding the proposal. The applicant must prepare meeting notes of major points, issues, and responses concerning the development proposal that were discussed at the meeting. Only one neighborhood meeting per development proposal is required, but the applicant may hold more meetings if desired.

Application Submittal. The neighborhood meeting notes, list of parties notified, dated photographs documenting site posting, copies of all materials provided by the applicant at the meeting, and a signature sheet of attendees must be included with the development application upon submittal. *If the development proposal is revised after the neighborhood meeting, with the addition of one or more tax lots or the substantial revision of major elements as listed above, a second neighborhood meeting with a new notice must be held before the revised application is submitted.*

MANDATORY REQUIREMENTS FOR NEIGHBORHOOD MEETING MAILINGS

Effective 8-16-07

NOTE: The following listed materials are **MANDATORY** notice items to be mailed:

1. Letter To Neighborhood (see attached sample).
2. Official G.I.S. Map, featuring the subject property (provided by Hillsboro Planning Department).

Please remember that the mailing list shall be obtained from the Hillsboro Planning Department. Mailing lists generated by title companies or other agencies are unacceptable.

Please remember that your application *must* be submitted within 90 days from the day that you hold your neighborhood meeting.



Date

Name

Address

City/State/Zip

RE: NOTICE OF NEIGHBORHOOD REVIEW MEETING
ON PROPOSED (TYPE OF DEVELOPMENT / LAND USE APPLICATION)

Dear Resident or Property Owner:

(I / my company name) (am / is) (the owner / representing the owner) of the property shown by the attached map, located at (address if available or general description of location / cross street). This property can be legally identified as (tax map and lot), and is zoned (land use zone).

(I / we) (am / are) considering a proposal to (describe development proposal type, i.e. subdivide into X lots; develop a day care; grade XXXX sq. ft. of floodplain). Before applying to the Hillsboro Planning Department (I / we) would like to take the opportunity to discuss the proposal in more detail with you.

The meeting is scheduled for:

(Date) and (Time)
(Location) and (Address)

[Time shall be a weekday or weekend evening (not a legal holiday); starting at a reasonable time; at the closest practical proximity to the subject site.]

The purpose of this meeting is to provide a forum for surrounding property owners / residents to review the proposal and to identify issues so they can be considered before the formal application is submitted. This meeting gives you the opportunity to share with (me / us) any special information you know about the property involved. (I / we) will try to answer questions related to how the project meets relevant development standards consistent with Hillsboro's land use regulations.

Please note that this will be an informational meeting on preliminary development plans. These plans may change slightly before the application is submitted to the City. Depending upon the type of application, you may receive an official notice from the City of Hillsboro of your opportunity to participate either by submitting written comments, and / or by attending a public hearing.

(I / we) look forward to discussing this proposal with you. Please feel free to contact (me / us) at (phone number) or (e-mail address) or by fax at (fax number) if you have questions.

Sincerely,

(Name)

(Company if applicable)

