



## Neighborhood Meeting

The City of Arvada promotes citizen participation in the development review process. Neighborhood meetings are required for annexations, rezoning, preliminary subdivision, planned unit development (PUD) preliminary development plans, height exceptions and conditional use permits. Neighborhood meetings may also be required for other types of developments that may have significant impact on a surrounding area.

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## Overview

Neighborhood meetings are held to inform neighboring property owners of the details of a proposed development early enough in the review process so that revisions may be incorporated. Applicants are given the opportunity to explain how the proposed development:

- Is consistent with the Comprehensive Plan
- Meets applicable City regulations and the Land Development Code

Neighborhood meetings must be scheduled on a Wednesday or Thursday and be held prior to the submission of a Formal Application.

Applicants must mail notifications to neighboring property owners. The applicant is **required** to provide **reasonable advance notice** to any qualified individual with a **disability needing an accommodation**. City staff can assist in identifying available resources to assist persons with visual impairments, hearing impairments, or other disabilities to fully participate in the meeting. Neighborhood Meetings should be held near the development site.

## Notifications

Neighboring property owners must be notified about the purpose, date, time and location of Neighborhood Meetings. A template of the neighborhood meeting notice will be provided by your designated planner. Before you send out your notice, your designated planner must review and approve of your notice. Depending on your project, your mailing boundaries may be different than what is typically required.

### Standard Mailing Boundaries

To find property owner address information, applicants may use the appropriate County Assessor Office.

- Typically, notice shall be given to all property owners within a 400 foot radius of the site, or that are located directly across a street, alley, public right of way or water way.
- For right-of-way or access easement vacation requests, notice shall be given to all property owners that share a boundary with the site.
- Nearby Homeowner's Associations shall also be notified.

### Written Notice Requirements

You must provide the Community Development Department with a notarized mailing affidavit stating that the mailing notice has been completed and a list of the parties notified. Written notices need to:

- Be mailed at least twelve (12) calendar days prior to the meeting day.
- Include the type of request and the location of the project (include a vicinity map).

## Preparing for and Attending Neighborhood Meeting

Staff will be available to answer questions regarding City policies, requirements, processes, etc. but are not responsible for conducting the neighborhood meeting. The applicant is encouraged to be thoroughly prepared to answer a variety of questions from the public pertaining to the proposed development. Preparation of the neighborhood meeting should include, at a minimum, the following:

- A graphic presentation depicting the layout and design of the proposed development.
- A development fact sheet including the size of the proposed project, proposed land uses, number of dwelling units, density of the project, building heights, parking requirements, land dedication, open space acreage, public recreation opportunities or facilities, etc.
- A letter of intent explaining how the proposed development will be compatible with surrounds land uses and what steps the applicant has to take to insure compatibility in the neighborhood and community.

## Example Notice of Neighborhood Meeting

### Notice of Neighborhood Meeting

#### Example - Do Not Use - Template to be Provided

This notice is to inform you of an upcoming opportunity to participate in a neighborhood meeting for a proposed development project planned within the City of Arvada.

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PROJECT NAME:	_____
PROPERTY LOCATION:	_____
APPLICATION SUMMARY:	_____
MEETING INFORMATION DATE:	_____
LOCATION:	_____
TIME:	_____
PROJECT REPRESENTATIVE NAME:	_____
PHONE NUMBER:	_____
EMAIL ADDRESS:	_____
ARVADA STAFF CONTACT NAME:	_____

**PHONE NUMBER:** 720-898-7435

**EMAIL ADDRESS:** \_\_\_\_\_

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During the neighborhood meeting the project representative will present the proposed project to the audience, and may have a graphical representation of the proposal, a project fact sheet, and/or detailed handouts regarding specific details of the planned development for audience review.

Audience members will be given an opportunity to ask questions and provide comment regarding the proposed project.

Arvada city staff will be available at the meeting to address any questions regarding the development review and application process.

Please feel free to contact the project representative or the Arvada staff contact with any questions regarding the meeting.

## **Project Vicinity Map**

*[ Map Here ]*

## Affidavit of Mailing

I, \_\_\_\_\_ certify that letters of notification were mailed in accordance with Section 3.3 of the Arvada Land Development Code for the public hearing/neighborhood meeting to be held on \_\_\_\_\_. A copy of the letter and list of recipients is attached and made a part of this Affidavit.

Said mailing was made on \_\_\_\_\_.

\_\_\_\_\_  
Signature

STATE OF COLORADO            )  
  ) ss.  
COUNTY OF JEFFERSON        )

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_, A.D, 20\_\_ personally by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_