

## Citizen Participation Plan and Report

Applicant Name:

Mailing Address:

Phone:

E-mail:

Property Address or Parcel Number(s):

Brief Description of Permit Request(s)/Type(s):

1. Please list the dates and locations of all meetings where citizens were invited to discuss the applicant's proposal:

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2. Please attach and note the content, dates mailed, and numbers of mailings, including Community Meeting letter(s), other meeting notices, newsletters and other publications (if applicable):

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3. List the notification radius in feet or miles as identified by Community Development staff, and any other entities (and their locations) notified outside of that radius:

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4. Please list the number of people that participated in the process (that commented) and the total number of people/entities notified:

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5. Please list the substance of (or attach) the concerns, issues, and problems raised per citizen input:

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6. How did the applicant address the concerns, issues and problems that were expressed during the process? How will the applicant keep the Community Development Department informed on the status of Citizen Participation efforts?

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7. Please list any concerns, issues and problems the applicant is unwilling or unable to address, and why:

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