



What is a Citizen Participation Plan?

Citizen Participation Plans are required for Zone Changes and Conditional Use Permits in Coconino County per Section 5.3 of the Zoning Ordinance. Public participation and the opportunity for citizen involvement in the development review process is key to ensuring a successful proposal.

The purpose of the Citizen Participation Plan is to achieve the following:

- Ensure that applicants pursue early and effective citizen participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community or on the neighborhood;
- Ensure that the citizens and property owners of Coconino County have an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the process; and
- Facilitate ongoing communication between the applicant, interested citizens and property owners, County staff, and elected officials throughout the application review process.

SUMMARY

The Citizen Participation Plan is not intended to produce complete consensus on all applications, but to encourage applicants to be good neighbors and to allow affected neighbors to be informed and involved from the earliest stages of the review process. A neighborhood's understanding, input, and support of a proposal can mean the difference between approval and a potential denial.

While the guidelines outlined in this brochure provide the foundation for citizen participation efforts, it is also important to understand that these requirements apply in addition to any legal notice provisions required elsewhere in the Coconino County Zoning Ordinance.

Citizen Participation Plans are developed after an applicant's pre-application meeting with Community Development staff. The Citizen Participation Plan is required to be completed before an application can be accepted for a Zone Change or Conditional Use Permit.

**Please contact any of the
Coconino County
staff planners for
more information.**

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How to Create a CITIZEN PARTICIPATION PLAN



**Coconino County
Community
Development**

The CITIZEN PARTICIPATION PLAN Process

THE CITIZEN PARTICIPATION PLAN PROCESS

1. Pre-Application Meeting
2. Citizen Participation **PLAN**
3. Mailing the Neighbors
4. Community Meeting
5. Citizen Participation **REPORT**

1. PRE-APPLICATION MEETING

Prior to the submission of an application for a Conditional Use Permit or Zone Change, the applicant must schedule a free pre-application meeting to obtain information. During this meeting, staff planners will identify an area of notification for the project based on anticipated impacts.

2. CITIZEN PARTICIPATION PLAN

With the submittal of an application, the applicant must prepare and include a Citizen Participation Plan. A **Citizen Participation Plan template** is available that has the applicant describe:

- Who may be affected by the proposal
- How those affected will be notified of the proposal
- How and when those affected can give feedback
- How the Community Development department will be kept informed of the citizen participation process

3. MAILING THE NEIGHBORS

After the pre-application meeting, the applicant will be provided with a mailing list for the area of notification. This is a list of all potentially affected neighbors and property owners within a certain radius of the proposed project. The radius will be a minimum of 300 feet (per Arizona Revised Statutes).

A letter must be crafted by the applicant that explains the project and invites property owners within the identified radius to a community meeting, typically held on the applicant's property. A **Community Meeting Letter template** is available, and the Letter must be approved by a staff planner before being sent to the mailing list by the applicant.

4. COMMUNITY MEETING

Within six (6) months of submitting an application and Citizen Participation Plan, applicants must conduct a neighborhood Community Meeting. This is to provide neighbors with an opportunity to understand the project and to provide comments directly to the applicant.

- The meeting must be conducted in the general vicinity of the property involved in the application.
- Affected members of the public shall be noticed in writing of a neighborhood community meeting not less than 10 days or more than 21 days prior to the meeting.



5. CITIZEN PARTICIPATION REPORT

After the Community Meeting, the applicant shall summarize their efforts to complete their Citizen Participation Plan as submitted. A **Citizen Participation Report template** is available to assist applicants, and must be submitted to a staff planner to continue the application process. The Report shall include the following information:

- Details about how the public was involved including meetings, mailings, and citizen participants
- A summary of concerns expressed during the process and how the concerns will be addressed

