Required Neighborhood Contact (33.700.025)

What is the Neighborhood Contact Requirement?

The neighborhood contact requirement in Zoning Code Section 33.700.025 is intended to provide an opportunity for neighborhood residents to comment on proposals before an application is submitted. The applicant is required to contact the applicable neighborhood association by certified or registered letter to request a meeting with the group.

Meeting request forms are available at the Development Services Center. Applicants are encouraged to include conceptual site plans, building elevations, and any other information that supports their proposal. The request letter must summarize the proposed development, the purpose of the meeting, and describe the following timelines.

A copy of this request must also be sent to the district neighborhood coalition via certified or registered mail. Following the meeting, any changes made to the proposal, must be detailed in a follow-up letter, also sent by certified or registered mail. A copy of these letters and receipts of mailings must be submitted with the land use review or building permit application as required (see below).

The feedback from the neighborhood is not binding on the applicant, but a collaborative approach is encouraged. Clear understanding and documentation of the issues discussed could benefit everyone during the application review process.

Contact Planning and Zoning at 503-823-7526 or visit *www.portlandoregon.gov/oni* to find out the applicable neighborhood association and district neighborhood coalition for your proposal. Please note that some properties have two corresponding neighborhood associations.

What proposals must comply with the Neighborhood Contact Requirement?

The following types of proposals must fulfill the Neighborhood Contact Requirement in Zoning Code Section 33.700.025:

Development in R3, R2, R1, RH and RX Zones

Proposals that create five or more new dwelling units, which have not been the subject of a land use review, must complete all of the Neighborhood Contact Requirement steps prior to applying for a building permit (33.120.050).

Development in the Division Street Main Street Corridor Overlay Zone

Proposals that will add more than 5,000 square feet of gross building area, which have not been the subject of a land use review, must complete all the Neighborhood Contact Requirement steps prior to applying for a building permit (33.460.310.E).

Land Divisions and Planned Developments

All Land Divisions and Planned Developments processed through a Type IIx or Type III procedure. The review procedure is based on the zone and the number of lots and/or units proposed and other site characteristics. See Zoning Code Chapters 33.660 through 33.665 for a detailed listing of required review procedures. The Land Division Informational Guide "Overview of the Land Division Process" also provides a summary of this information.

Design-Related Reviews

- Proposals using the Community Design Standards in Zoning Code Chapter 33.218, as opposed to going through a discretionary Design Review (33.218.015); and
- Proposals that involve Design Review or Historic Design Review in the "a" Overlay zone, Albina Community Plan Area or Outer Southeast Community Plan Area (33.825.025.B and 33.846.060.B).

  That will:

  - Create more than three new dwelling units;
  - Create more than 10,000 square feet of gross building area for Commercial or Industrial uses; or

- Involve an IR zoned site that is not covered by an Impact Mitigation Plan or Conditional Use Master Plan.

Other types of proposals

Please note that other types of proposals have more detailed requirements for working with the neighborhood. These include New Convenience Stores (33.219.030 & 33.219.060) and Major Event Entertainment and Commercial Outdoor Recreation to be located on an OS zoned site in the Central City Plan District (33.510.115.C). Also Expedited Land Division pursuant to ORS 197.360 through .375 (33.730.013.A) require a neighborhood contact.

Instructions to comply with the neighborhood contact requirement

1st Letter

- ❑ Write a letter to the neighborhood association in which your site is located that describes the proposal and requests a meeting to discuss the proposal. Meeting request forms are available at the Development Services Center or on the BDS website at (www.portlandoregon.gov/bds/article/496242).
- ❑ Send the letter via registered or certified mail to both:
  1. the neighborhood association; and
  2. the neighborhood district coalition for the area in which your site is located.
- ❑ Keep a copy of the letter and receipts to document the mailings. You will need this to attach to your land use review or building permit application.

NOTE: The neighborhood association has up to 14 days to reply to the letter and must hold a meeting within 45 days of the date of mailing the request*. If the neighborhood association requests a meeting within the time frame, the applicant is required to attend. If the neighborhood association declines the offer to meet, or have not responded in 14 days, you can submit your application to the City, with a copy of the letter you sent them and copies of registered or certified mail receipts.

* The neighborhood association may schedule a meeting with its board, the general membership, or a committee.

2nd Letter, if meeting held

- ❑ After the meeting, write a second letter to the neighborhood association explaining any changes you are making to the proposal.
- ❑ Send the letter via registered or certified mail to both:
  1. the neighborhood association; and
  2. the neighborhood district coalition for the area.
- ❑ Keep a copy of the letter and receipts to document the mailings. You will need this to attach to your land use review or building permit application.

Submit your application, with the following:

- ❑ A copy of the first letter sent to the neighborhood association and neighborhood district coalition.
- ❑ A copy of the second letter sent to the neighborhood association and the neighborhood district coalition (if applicable).
- ❑ Certified or registered mail receipts.

For more information visit or call the Planning and Zoning at the Development Services Center at 1900 SW 4th Avenue, Suite 1500, 503-823-7526
For Portland Zoning Code visit **www.portlandoregon.gov/zoningcode**

Information is subject to change.