



ZONING CODE

INFORMATION GUIDE

Neighborhood Contact Overview

The neighborhood contact process provides an opportunity for people who live, work or otherwise pass by a development site to learn about a project before the owner submits for permits or applies for a land use review. The project applicant is responsible for initiating the neighborhood contact meeting. For certain projects, a meeting must be held before a land use review or permit can be submitted for a project. Neighborhood contact requirements are based on either the size of the building or whether certain land use reviews are required. The requirements are effective on December 2, 2019.



Photo: Bureau of Planning & Sustainability

When Neighborhood Contact is required

| Proposal | Neighborhood Contact I | Neighborhood Contact II | Neighborhood Contact III |
|---|---|---|--|
| Land Division Review in all zones <i>except</i> those with Environmental Review | Create 4 to 10 lots | Create 11 or more lots | N/A |
| Land Division Review with Environmental Review | N/A | N/A | Create 1 or more lots |
| Development or Land Use Review within Design Overlay zone | N/A | N/A | Addition or new construction of at least 10,000 square feet of net building area |
| Other development/Land Use Review in all zones <i>except</i> in EG and I zones (unless required by a Land Use review) | Addition or new construction of 10,000 to 25,000 square feet of net building area | Addition or new construction of more than 25,000 square feet of net building area | N/A |

Components of Neighborhood Contact

| Type of Neighborhood Contact | Notification | Sign | Online Access | Applicant Meeting (required) | Neighborhood Association Meeting (if requested) |
|------------------------------|--------------|------|---------------|------------------------------|---|
| Neighborhood Contact I | X | X | X | | |
| Neighborhood Contact II | X | X | X | X | |
| Neighborhood Contact III | X | X | X | X (if no NA meeting) | X |

Descriptions of requirements

Notification: Send notification of the proposed development via email or mail to the neighborhood association, district coalition and business association and any other neighborhood associations, district neighborhood coalitions and business associations within 400 feet of the site. The notification must be sent at least 35 days (but not more than 1 year) before applying for a land use review or building permit. Notification must contain the name, telephone number and email address of the applicant; the address of the site of the proposed development; a summary of the proposed development and a site plan. Contact information for the neighborhood association, district coalition and business association can be found on the Office of Community and Civic Life website at www.portlandoregon.gov/civic. Additional requirements include:

- The Neighborhood Contact II requirement also must also contain the date, time and location of the required public meeting.
- The Neighborhood Contact III requirement also requires notifying the school district. School district information can be found on Portland Maps at www.portlandmaps.com.
- The Neighborhood Contact III requirement allows the neighborhood association to request the applicant attend a neighborhood association meeting within 45 days of the meeting notification. If the neighborhood association does not request to host the meeting, the applicant must schedule and host one public meeting.

Sign: Post a sign with contact information and a description of the proposed development on the site at least 35 days (but not more than 1 year) before applying for a land use review or building permit. If a site has more than one street frontage, a sign must be posted on each street frontage. If street frontage is greater than 600 feet, a sign is required for each 600 feet or fraction thereof. The sign must remain until the building permit is issued or 1-year passes, whichever is less. If the site is posted for a required land use review, the sign(s) must be removed. The sign must contain the name, phone number and email address of the applicant; the names and email addresses of the neighborhood association and district neighborhood coalition that includes the site; a written summary of the proposed development; a site plan; and procedural information provided by the Bureau of Development Services. The required template for the sign is found in the [Bureau of Development Services Neighborhood Contact Signs Administrative Rule](#).

Online Access: Contact the Bureau of Development Services about the proposed development at least 35 days (but not more than 1 year) before applying for a land use review or building permit and provide the same information as required for the notification. The information will be included in an online tool that allows those with interest to easily find and subscribe to early notice about development. Development information for the online tool can be submitted at [Bureau of Development Services Neighborhood Contact Online Access](#).

Applicant Meeting: Schedule and host one public meeting at least 14 days before applying for a land use review or building permit and at least 14 days (but not more than 1 year) after posting a sign on the site. The meeting must be held between 6pm and 9pm Monday through Friday or between 1pm and 6pm on Saturday or Sunday. The location must be within the site's neighborhood and no more than 2 miles from the site. Take notes at the meeting and include an explanation of changes made to the proposed development as a result of comments received. Email or mail notes to the neighborhood association, district coalition, business association, school district and any meeting attendees who provide an email or postal address before submitting for a land use review or building permit.

Neighborhood Association Meeting: The Neighborhood Contact III requirement allows the neighborhood association the first opportunity to host a meeting with the applicant. If the neighborhood association does not reply to the applicant's letter within 14 days, or hold a meeting within 45 days, the applicant must follow the instructions for an Applicant Meeting.

Submittal Requirements

The following items must be submitted with the application for the building permit or land use review that triggered the Neighborhood Contact requirement. Permit and land use review applications that do not contain the required documentation will not be accepted.

- Copy of Notification:** A copy of the email or letter sent to notify the organizations about the proposed development noting the time and location of the public meeting, if required.
- List of Email or Postal Addresses:** A list of the email or postal addresses to which the notification email or letter was sent. The list must show that the correct organizations were notified.
- Photo of Sign(s):** A photograph of the sign(s) located on the site is required.
- Signed Statement:** A signed statement certifying the following:
 - The notification was sent at least 35 days, but not more than 1 year, before applying for a land use review or building permit;
 - The required sign(s) was posted at least 35 days, but not more than 1 year, before applying for a land use review or building permit;
 - The required meeting was held (if applicable) at least 14 days before applying for the land use review or building permit, and at least 14 days after sending the notification and posting the sign(s); and
 - Notes from the required meeting (if applicable) were emailed or mailed to the correct organizations prior to applying for the land use review or building permit.

Important Information

- Neighborhood Contact requirements must be completed at least 14 days before a building permit or land use review application can be submitted.
- Pre-Application Conferences may be requested and completed prior to completion of the Neighborhood Contact requirements, but do not substitute for the requirements.
- Please budget at least 45-60 days to complete the Neighborhood Contact requirement.
- If requested at least three days prior to the meeting, applicants are required to make reasonable accommodations, including language services and alternative formats, to ensure barrier free access.
- Land use review and building permit applications cannot be submitted without the proper documentation demonstrating Neighborhood Contact requirements have been satisfied.
- Further information concerning the sign requirements can be found in the [Bureau of Development Services Neighborhood Contact Signs Administrative Rule](#).

For more information visit or call the Planning and Zoning Staff in the Development Services Center at 1900 SW 4th Avenue, Suite 1500, 503-823-7526

Current Zoning Code is available at www.portlandoregon.gov/bps/zoningcode

All Information is Subject to Change.

NEIGHBORHOOD CONTACT OVERVIEW