



# ZONING CODE

## INFORMATION GUIDE

### Neighborhood Contact - Information for Applicants

**Purpose:** The intent of the Neighborhood Contact requirement is for people developing a property to informally share information and gather constructive feedback about it with people who will experience the development in the neighborhood. The steps below will assist applicants to complete the process and provide required documentation.

#### Steps:

1. **Determine the type of Neighborhood Contact required.** Utilize the Neighborhood Contact Overview to determine if Neighborhood Contract requirements apply and the type of Neighborhood Contact associated with the proposal. The Neighborhood Contact Overview can be found at [www.portlandoregon.gov/bds/article/742726](http://www.portlandoregon.gov/bds/article/742726).
2. **Review the required timelines and deadlines.** Neighborhood Contact requirements must be completed 35 days prior to submitting for a land use review or building permit for the development project, but cannot be completed more than a year before submitting. Additionally, if a public meeting is required, the meeting cannot occur less than 14 days prior to submitting for a land use review or building permit. Notice of the meeting must also be sent at least 14 days prior to the meeting.
3. **Find the neighborhood where the site is located and find contact information.** The Office of Community & Civic Life website contains a tool to determine the neighborhood where a site is located. This tool will also tell you the neighborhood association, neighborhood district coalition and any business association for that neighborhood.
  - Go to the Office of Community & Civic Life website at [www.portlandoregon.gov/civic](http://www.portlandoregon.gov/civic). Locate the "I want to..." section and click on Find My Neighborhood or go to [www.portlandoregon.gov/civic/article/364142](http://www.portlandoregon.gov/civic/article/364142). This provides instructions to go to portlandmaps.com, enter the address and the next screen will list the neighborhood. The school district serving the site is also located on this page. When school district contact is required, the notification should be emailed or mailed to the main school district address.
  - Return to the Office of Community & Civic Life website at [www.portlandoregon.gov/civic](http://www.portlandoregon.gov/civic). In the "I want to..." section, click on "Contact My Neighborhood Association", the click on "Basic Search" or go to [www.portlandoregon.gov/civic/search/](http://www.portlandoregon.gov/civic/search/). Select the correct neighborhood from a drop down menu. The next screen provides the contact information for the neighborhood and lists the district neighborhood association in parenthesis. Contact information for the district neighborhood coalitions and business associations are also found in the drop down menu.
4. **Contact the Bureau of Development Services.** The Bureau of Development Services hosts an online list of projects that require Neighborhood Contact. This service provides a way for community members to subscribe to get proactive notification of new information. Information can be entered at [www.portlandoregon.gov/bds/NeighborhoodContact](http://www.portlandoregon.gov/bds/NeighborhoodContact) and must contain the following:
  - 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 that includes the proposed development

- 5. Set a date and time for a public meeting.** When a public meeting is required, the applicant must schedule it at least 14 days after sending the notification. It also must be scheduled at least 14 days before the applicant can submit for a building permit or land use review for the proposed project. The meeting must be held at a time between 6pm and 9pm Monday through Friday or between 1pm and 6pm on Saturday or Sunday. The meeting cannot conflict with the scheduled neighborhood association meeting, unless the meeting is held in conjunction with the neighborhood association.
- 6. Select a location for the public meeting.** When a public meeting is required, the location must be within the neighborhood of the site or not more than 2 miles from the boundary of the neighborhood, but within the district neighborhood coalition boundary. The location must be accessible to all members of the public including those with disabilities. The Neighborhood Contact 3 requirement allows the neighborhood association up to 14 days to decide to host the public meeting.
- 7. Send notification.** The applicant must contact the neighborhood association, district neighborhood coalition and business association for the area, and any neighborhood association, district neighborhood coalition or business association within 400 feet of the proposed site. The notification may be sent via email or standard mail. Keep a copy of the notification and a list of recipients to submit with the land use review or building permit application. The email or letter must include the following information:

  - 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;
  - A site plan that includes the proposed development;
  - Neighborhood Contact 2 also requires the date, time and location of the required public meeting; and
  - Neighborhood Contact 3 also requires sending the notification to the school district.
- 8. Install a sign(s) at the proposed development site.** The three types of neighborhood contact all require a sign or signs to be installed at the proposed development site. The sign must be placed on each street frontage of the site. For sites with over 600 feet of street frontage, a sign is required to be placed every 600 feet. Neighborhood Contact 2 requires the sign to state the date, time and location of the required public meeting. Neighborhood Contact 3 requires the sign to state the date, time and location of the required public meeting as well as the name, telephone number and email address of the neighborhood association and district neighborhood coalition. The sign must be installed at least 35 days before a land use review or building permit is submitted to the Bureau of Development Services, but not more than 1 year. If the proposal requires a land use review and the site is posted with a notice of that land use review, the required signs must be removed. Once the sign(s) is installed, take a photo(s) to provide with the land use review or building permit application. A template for the required sign(s) can be found in the Neighborhood Contact Administrative Rule, which can be found here: [www.portlandoregon.gov/bds/49163](http://www.portlandoregon.gov/bds/49163).
- 9. Provide accommodations.** If requested by a member of the public at least three days prior to the meeting, accommodations must be provided including language services, alternative formats, auxiliary aids, or other reasonable requests that ensure barrier free access.
- 10. Host the public meeting and take notes.** The applicant must attend the public meeting. The meeting should include a summary of the proposed development as well as a presentation of the site plan, floor plans and any drawings of the proposed development. Provide an attendance log for meeting attendees who want to receive a copy of the notes. The attendance log should request the attendee's name, mailing address and email address. Take notes regarding public comments and questions at the meeting. The notes should also indicate any changes that were made to the proposed development as a result of public comments. Notes will also be sent to the neighborhood association, district neighborhood association, business association and school district.

**11. Submit required documentation.** The following information must be submitted with the land use review or building permit application for the proposed development. Applications that do not contain all the required documentation will not be accepted:

**Neighborhood Contact 1**

- A copy of the initial notification email or letter sent to the neighborhood association, district neighborhood coalition, and business association;
- A list of email or postal addresses to which the initial notification email or letter was sent;
- A photograph of the sign(s) installed at the proposed development sites;
- A signed statement certifying that:
  - o The initial notification email or letter was sent at least 35 days, but not more than 1 year, before applying for the land use review or building permit;
  - o The required sign(s) was posted at least 35 days, but not more than 1 year, before applying for the land use review or building permit;

**Neighborhood Contact 2**

- A copy of the initial notification email or letter sent to the neighborhood association(s), district neighborhood coalition(s), and business association(s) and school district;
- A list of email or postal addresses to which the initial notification email or letter was sent;
- A photograph of the sign(s) installed at the proposed development sites;
- A signed statement certifying that:
  - o The initial notification email or letter was sent at least 35 days, but not more than 1 year, before applying for the land use review or building permit;
  - o The required sign(s) was posted at least 35 days, but not more than 1 year, before applying for the land use review or building permit;
  - o The required meeting was held at least 14 days before applying for the land use review or building permit and at least 14 days after sending the initial notification email or letter and posting the required sign(s); and
  - o Notes from the public meeting were emailed or mailed to the neighborhood association, district neighborhood coalition, business association, school district and any meeting attendees who provided an email or postal address, prior to applying for the land use review or building permit.

**Neighborhood Contact 3**

- A copy of the initial notification email or letter sent to the neighborhood association(s), district neighborhood coalition(s), and school district;
- A list of email or postal addresses to which the initial notification email or letter was sent;
- A photograph of the sign(s) installed at the proposed development sites;
- A signed statement certifying that:
  - o The initial notification email or letter was sent at least 35 days, but not more than 1 year, before applying for the land use review or building permit;
  - o The required sign(s) was posted at least 35 days, but not more than 1 year, before applying for the land use review or building permit;
  - o The required meeting request was sent;
  - o The neighborhood association either did not reply or declined the request, or that the neighborhood association meeting took place; and
  - o Notes from the public meeting were emailed or mailed to the neighborhood association, district neighborhood coalition, business association, and school district; and
  - o A copy of the meeting attendance log

Current Zoning Code is available at [www.portlandoregon.gov/bps/zoningcode](http://www.portlandoregon.gov/bps/zoningcode) • All Information is Subject to Change.

**NEIGHBORHOOD CONTACT - INFORMATION FOR APPLICANTS**