



# ZONING CODE

## INFORMATION GUIDE

### Neighborhood Contact – Information for Neighbors and Neighborhood Associations during COVID-19 Emergency

The following table depicts the three forms of Neighborhood Contact with a notation of those components that BDS will accept substitute submittal items during the COVID-19 Emergency.

**Components of Neighborhood Contact**

Type of Neighborhood Contact	Notification	Sign	Online Access*	Applicant Meeting (required)*	Neighborhood Association Meeting (if requested)*
Neighborhood Contact 1	X	X	X		
Neighborhood Contact 2	X	X	X	X	
Neighborhood Contact 3	X	X	X	X (if no NA meeting requested)	X

*\*BDS accepted substitute submittal item as outlined in the table.*

The COVID-19 Emergency Stay Home Order and required social distancing make aspects of the Neighborhood Contact requirements impossible to fulfill, in particular, requirements to hold a public meeting either hosted by the applicant or by a neighborhood association. Throughout the emergency, the Bureau of Development Services (BDS) will accept land use and development applications that meet the overall intent of the Neighborhood Contact requirements but that don't meet the specific language found in the Portland Zoning Code. **Please consult with your own attorney to understand any legal risks associated with failure to satisfy the Neighborhood Contact code as required under Title 33.**

**Notification:** Applicants are required to notify the neighborhood association, district coalition and business association, and in some cases the school district, within 400 feet of the site about the proposed project. **BDS will not accept applications without proper notification as is currently required.**

**Sign:** A sign (or multiple signs for larger site or those with more than one street frontage) with the applicant's contact information and a description of the proposed development is required to be posted at least 35 days (but not more than 1 year) before the applicant applies for a land use review or building permit. **BDS will not accept applications without documentation of the sign(s) as is currently required.**

**Online Access:** The BDS website contains a Neighborhood Contact Online Access database for applicants to post information about projects required to meet the neighborhood contact requirements. Those who are interested may subscribe to the database and receive updates of new projects added. **BDS will continue to verify that applicants post information in the database; however, if an online meeting is required the meeting location will list how and when to access the online meeting.**

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**Applicant Meeting:** Neighborhood Contact 2, and in some cases the Neighborhood Contact 3, requires the applicant to 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. Public meetings are contrary to the Stay Home order and conflict with social distancing requirements. **BDS will accept applications for land use reviews and building permits that document an online meeting was held instead.** All other aspects of this requirement such as allowed times and meeting notes addressing any suggested changes must be met.

**Neighborhood Association Meeting:** Neighborhood Contact 3 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 host a meeting. Again, public meetings do not comply with the Stay Home order or social distancing requirements. **BDS will accept applications for land use reviews and building permits that document an online meeting was held instead.** All other aspects of this requirement such as allowed times and meeting notes addressing any suggested changes must be met. If desired, the neighborhood association has the option to request to receive materials electronically and to provide emailed comments provided this occurs within allowed timelines.

Further resources related to the Neighborhood Contact requirements can be found [here](#).

Questions about the neighborhood contact requirements can be directed to [Matt Wickstrom](#).

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/zoningcode](http://www.portlandoregon.gov/zoningcode)

Information is subject to change

**NEIGHBORHOOD CONTACT • INFORMATION DURING COVID-19 EMERGENCY**

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