

Procedure checklist

Before the meeting

- Applicant requests ENN mailing list of property owners and President and Land Use Chair of any Neighborhood Association (NA) within 300 feet of project site). Fill out and email the request form (page 3) to PlanningTech@GreshamOregon.gov.
- Contact President and Land Use Chair of the NA to schedule date, time, and location of meeting. If you need assistance contacting the NA, email Neighborhood Services@GreshamOregon.gov.
Meeting may only be scheduled:
 - Weekdays: between **6pm and 8pm**
 - Weekends: Saturdays between **10am and 4pm**
- Contact the City's Planning Tech to get ENN materials and sign for posting. Applicant must fill out sign with a **waterproof marker**, Applicant will post a sign with the project description and meeting notice on each street frontage of the project site no less than 14 days and no more than 20 days before meeting.
- Applicant must mail the meeting notice to property owners and the President and Land Use Chair of any NA within 300 feet of the subject site. Notice must be mailed no less than 14 days and no more than 20 days before the meeting. Letters to the NA must be sent by **certified mail**. Certified mailing receipts or email documentation must be submitted with the application.
Mailed notice must include:
 - A letter with the necessary meeting information and a brief description of the proposal.
 - A map identifying the site location.
 - A preliminary site plan that reflects information from the pre-application conference.
- Affidavits of site posting (page 5) and mailing of notice (page 6) are required and must be submitted with the application.

At the Zoom meeting

- Applicant can contact the Planning Technician at PlanningTech@GreshamOregon.gov to obtain list of registered attendees.
- Applicant must present major elements of the proposal (uses, site plan, elevations, circulation, etc.). *Following the presentation, attendees must be given the opportunity to speak and identify any issues they believe should be addressed.*
- Applicant must take notes of the meeting, including questions or comments from the public and responses provided by the applicant.

If no one shows up within 30 minutes of the scheduled starting time, the applicant may end the meeting.

Obtain mailing list
(valid for **45 days**)



Contact NA to
select meeting date,
time, and location



Post notice on site
and send notice
by certified mail



Meeting is held



Continued on next page

Checklist continued

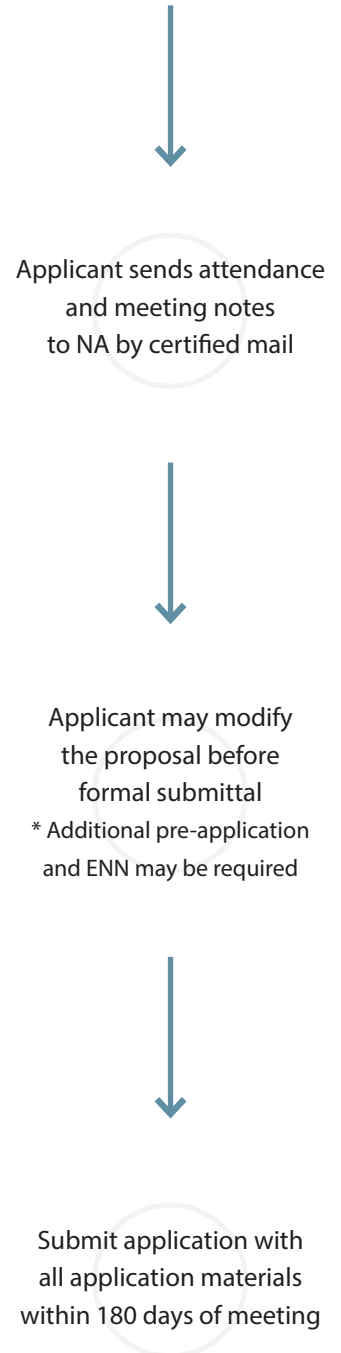
After the meeting

- Meeting notes, attendance sheet, and a copy of presented materials must be sent to the President and Land Use Chair of the NA by certified mail or email within 7 calendar days of the meeting. *Mail receipts must be submitted to the City with the final application.*
- Applicant may modify the proposal to address concerns or issues raised at the meeting prior to formal submittal. *If the proposal changes in such a way that a new or follow-up pre-application conference is required, a new early neighborhood notification meeting must be scheduled before an application can be submitted.*
- Applicant must submit their project application within **180 days** of the meeting or repeat the entire process.

Materials submitted with application

- The **mailing list** used to send out the meeting notice.
- A copy of the **meeting notice** (dated 14-20 days before the meeting) sent to surrounding property owners and the NA.
- Notarized affidavits** of the mailing to surrounding property owners and posting of notice on site. *The City can provide affidavit templates and a notary.*
- Certified mailing receipts** (dated 14-20 days before the meeting) of the meeting notice mailed to the President(s) and Land Use Chair(s) of the NA(s). or **Email documentation** from the NA (as a substitute for certified mailing receipts) stating sufficient notice was provided to the NA.
- Certified mailing receipts** of the meeting notes, attendance sheet, and materials mailed to the President and Land Use Chair of the NA in which the subject property is located. or **Email documentation** from the NA (as a substitute for certified mailing receipts) stating sufficient notice was provided to the NA.
- A copy of **any material** presented at the early neighborhood meeting (i.e. PowerPoint presentation).
- Meeting notes** and attendee sign-in sheet.

Please note, failure to follow the above guidelines and submit the required materials may result in the application being deemed incomplete.



| SITE INFORMATION | |
|-----------------------|-------------------------------|
| Pre-application # | Site address or Tax ID number |
| Project name | |
| APPLICANT INFORMATION | |
| Name of requestor | Mailing address |
| Phone | |
| Email | |

I am the applicant/representative of the above referenced file. In accordance with **Section 11.0800** of the Gresham Community Development Code (GCDC), I will be scheduling an Early Neighborhood Meeting for the above mentioned project. I would like to obtain a mailing list of all property owners within 300 feet of the project site as stated in the Development Code. I understand a fee of \$100.00 will need to be submitted, payable to the City of Gresham, prior to the list being released. This fee covers the administrative costs associated with researching and preparing the mailing list.

Signature

Date

Email to Neighborhood Association President/Land Use Chair

Subject: *ENN meeting for pre-application # [pre-app number]*

Greetings,

I would like to schedule an early neighborhood notification meeting for a project proposal within your neighborhood association area. The proposal is at [address]. The property can be legally identified as [tax map and lot]. The proposal is to [describe proposal here].

I would like to set up this meeting during the weeks of [approximate weeks]. Let me know which date, time, and location will be used for the meeting. If I do not hear from you within 5 days, I will move forward with selecting the date, time, and location for the meeting.

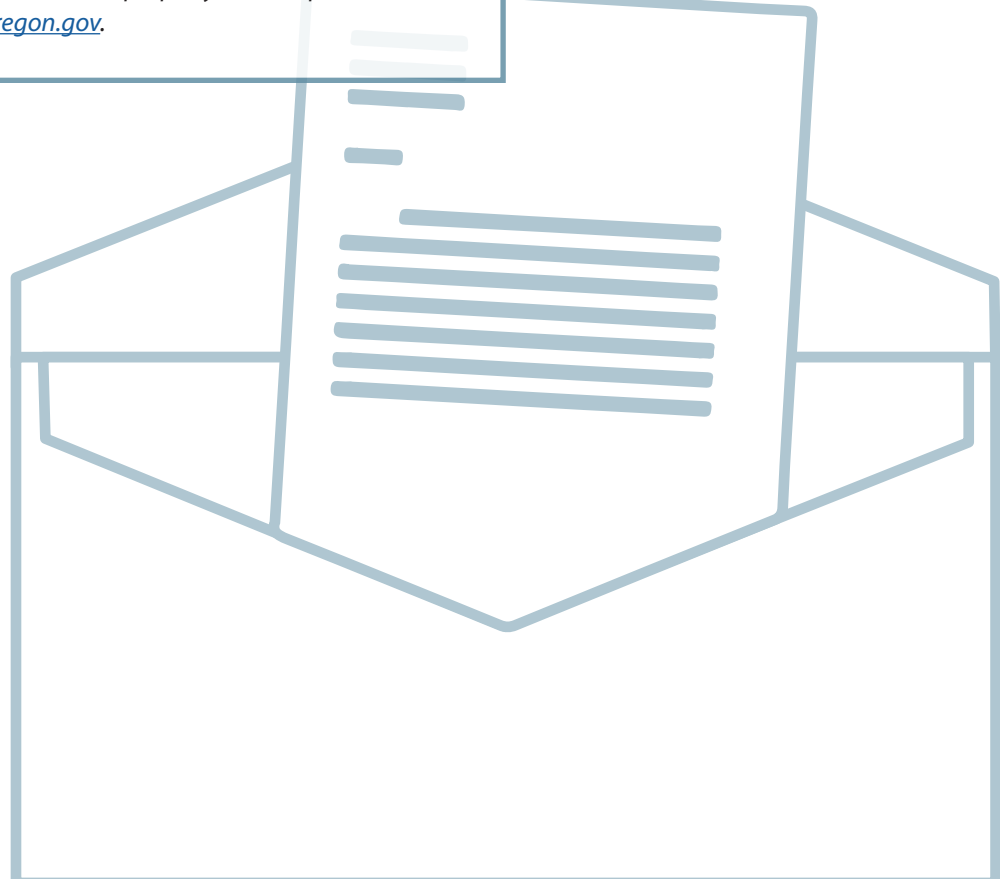
Regards,

[Name]

[Email address]

Notice to Property Owners

For a template for the mailed notice to property owners, please contact PlanningTech@GreshamOregon.gov.



| | |
|--------------------------|--|
| Pre-application # | |
| Property address | |

State of Oregon }
County of Multnomah } **SS**

I, _____, being first duly sworn, depose and say:
Name

That on _____, I served upon the persons shown on Exhibit "A", attached hereto and by this
Date

reference incorporated herein, a copy of the Notice of early neighborhood meeting marked Exhibit "B", attached hereto by this reference incorporated herein, by mailing to them a true and correct copy of the original hereof. I further certify that the addresses shown on said Exhibit "A" are their regular addresses as determined from the books and records of the Multnomah County Department of Assessment and Taxation Tax Rolls, and that said envelopes were placed in the United States Mail with postage fully prepared thereon.

Signature

Notary stamp

Signed and sworn (or affirmed) before me on _____, 20____.

Signature

My commission expires

| | |
|--------------------------|--|
| Pre-application # | |
| Property address | |

State of Oregon }
County of Multnomah } ss

I, _____, being first duly sworn, depose and say:
Name

As the applicant for _____, I hereby certify I posted a sign, which is visible from the
Project

right-of-way, for the early neighborhood meeting in accordance with the requirements of the Gresham Community Development

Plan on _____.
Date

Signature

| |
|---------------------|
| Notary stamp |
|---------------------|

Signed and sworn (or affirmed) before me on _____, 20____.

Signature

My commission expires

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