



This form must be signed by the applicant and submitted with your Application Packet.

## CITIZEN PARTICIPATION PLAN

Below is a list of items required for the citizen participation process component of this application. This Citizen Participation Plan will be customized during the pre-application process. This list details your minimum responsibilities to meet citizen participation plan requirements (Section 11-67-5). Please do not complete the elements of the citizen participation plan until after the application has been determined complete and are notified by staff of your case number, and hearing date, time and location.

1. Provide letters of notification for:

- Property owners within a 500' radius of the case site
- ✓ Property owners within a 150' radius of the case site
- Homeowner's Association or Architectural Committee

**Note:** See Letters of notification under Citizen Participation Process

FAILURE TO PROVIDE LETTERS OF NOTIFICATION AND RELATED MATERIALS A MINIMUM OF 15 DAYS PRIOR TO THE HEARING WILL RESULT IN A CONTINUANCE OF YOUR CASE, AND A CHARGE OF A \$156 CONTINUANCE FEE. PLEASE REFER TO THE **CITIZEN PARTICIPATION PROCESS** FORM IN THIS PACKET FOR COMPLETE INSTRUCTIONS.

2. Provide letter of approval from:

Homeowner's/Property Owner's Association  
Architectural Committee

3. Meetings:

Hold a neighborhood meeting \_\_\_\_\_  
Other meetings \_\_\_\_\_

4. Other \_\_\_\_\_

**PLEASE SIGN AND DATE THIS FORM ON THE SPACE PROVIDED BELOW AND RETURN THE FORM WITH YOUR APPLICATION.\***

Staff Member Kellie Rorex

Date: 07/18/2022

Applicant Carmella Softy

Date: 7/18/2022

\*By signing this form, you are indicating that you are aware of the citizen participation plan requirements and the time delays and additional fees that will result if the plan is not completed and materials are not submitted by the applicant in the required time/date.