



Developer's Guide to Community Participation

As outlined in Section 5.28.4 of the Unified Development Code (UDC), community participation is a formalized procedure for the community to comment on and raise issues about proposed projects in Ann Arbor. Requiring developers to meet with community members early in the process or to share news of submitted applications is intended to alleviate complications from receiving comments and concerns for the first time at a public hearing.

Based on the development type and impact, a project is considered either a Type 1 or Type 2 project. Type 1 projects require a written notice to be sent that invites the community within 1,000 feet of a project site to a meeting to introduce and describe the project. Type 2 projects require a mailed announcement that a project has been submitted for review to be sent to the community within 500 feet of the project site. Per the ordinance, the developer is responsible for the cost of the mailed notices and community participation meeting.

Type 1 Projects

A Rezoning,
Planned Unit Development (PUD),
Special Exception Use (SEU),

or

any project that may require
additional community participation
depending on the scope, nature, or
any unusual characteristics as
determined by the Planning Manager

Type 2 Projects

Any other type of site plan for
Planning Commission approval
that does not require a public
hearing

Before you start – ask us! Make sure you understand the responsibilities, requirements, and timelines for submitting a Type 1 or Type 2 project to the City of Ann Arbor. Visit a2gov.org/development for an overview of the development review process in Ann Arbor. Fill out a form at a2gov.org/planconcept to discuss your project with Planning Staff well before you anticipate submitting an application.

See pages 2 and 3 of this guide for more details on the Community Participation process.

Helpful Links

[Step-by-Step Guide to the Development Review Process](#)

[Petition Application \(STREAM\)](#)

[Unified Development Code \(UDC\)](#)

Type 1 Projects

After you have submitted your Type 1 project through STREAM and city staff has accepted it for review, you have **45 days** to hold your community participation meeting. Notices for the meeting must be sent out **15 days** before the meeting date.

1. Plan the Participation Meeting

The City encourages developers to host in-person community participation meetings, but they may also be held online via Zoom or other online meeting platform. When choosing a meeting time and place, please remember:

Ensure the meeting location is accessible by public transportation and private vehicles, provides accessible seating and restrooms, and is near the proposed project area.

Choose a location that is generally recognized as a public gathering place, such as public schools or libraries, UofM facilities, or City Parks & Recreation facilities.

Avoid religious holidays, mornings, early afternoons, and weekends to increase meeting attendance

2. Request Labels & Mail Notices

To request your address labels, email planning@a2gov.org and include your project type and address. Planning Staff will provide you with address labels in Word and Excel formats for property owners and residents within 1,000 feet of your project site. The City provides a postcard template for developers to use. Notices must be sent **15 days** before the date of the meeting. Your Type 1 notice should include:

A statement explaining why and to whom the information is being sent.

An explanation of how attendees may participate and how the information gathered at the meeting will be used or alternative ways to learn about the proposed project and how participants can submit questions or comments if unable to attend the meeting.

A written description of the proposal, a map of the project location, and conceptual sketches or graphics of the development.

Meeting logistics: date, time, place or link.

3. Hold Your Participation Meeting

Host your meeting within **45 days** after you have submitted your project and staff has accepted it for review. If your meeting must be canceled, post a notice at the meeting location and inform Planning Staff. At your meeting, take notes for your final report. Meeting supplies may include:

Writing utensils
Sign-in sheets
Handouts/business cards

Directional signs
Seating
Projection equipment

Easels for boards
Microphone
Speakers

Type 1 Projects continued on next page

4. Prepare & Submit Your Meeting Report

The final participation report must be submitted to Planning Services no more than 15 days after the meeting is held. Either email your report to Planning Staff or upload the report to your project file in STREAM. Your report is a written summary of the community participation process, including:

A summary of comments, concerns, and issues expressed by participants;

How the applicant has addressed or intends to address these comments concerns and issues;

Why a concern or issue cannot or will not be addressed.

Type 2 Projects

After you have submitted your Type 2 project through STREAM and city staff has accepted it for review, you have **15 days** to send out notices.

1. Request Labels & Draft Notice

To request your address labels, email planning@a2gov.org and include your project type and address. Planning Staff will provide you with address labels in Word and Excel formats for property owners and residents within 500 feet of your project site.

The City provides a postcard template for developers to use. Your Type 2 notice should include:

A statement identifying the applicants and indicating that an application has been submitted.

A written description of the proposal including but not limited to: the proposed use(s), buildings that will be constructed or demolished, and streetscape modifications.

Conceptual sketches or graphics of the development.

An explanation of how residents can learn more about the application.

The anticipated review and approval process.

2. Review & Mail Notices

Once your notices have been mailed, upload a final PDF of your mailing to the project file in STREAM.