Developer's Guide
to the Citizen Participation Requirements

This serves as a tool for developers to fulfill the Citizen Participation Requirements, a formalized procedure for surfacing issues related to a project prior to the project's submission. Requiring developers to meet with Planning Staff and communicate with residents early in the process is intended to alleviate complications from receiving comments and concerns from residents for the first time at a public hearing.

Based on the development size, type, and impact, a project is considered either a Type 1 or Type 2 project. The requirements for each project can be found on pages two and three of this guide.

Type 1 Projects

A Site Plan *containing over 80 residential units, exceeding 65 feet in height, containing over 50,000 square feet of non-residential usable floor area.*

or

A Planned Project, Rezoning, Special Exception Use, or Planned Unit Development (PUD).

or

As determined by Planning Manager

Type 2 Projects

A Site Plan containing *fewer than 80 residential units, is less than 65 feet in height, and that proposes less than 50,000 square feet of non-residential usable floor area.*

First– Ask Us!

Make sure you know and understand the responsibilities and requirements. Contact Planning Services at 734-794-6265 or planning@a2gov.org to schedule an appointment well before you anticipate submitting a project application.

Helpful Documents

Step-by-Step Guide to the Development Review Process

Petitioner Checklist

Petition Application Form

Unified Development Code (UDC)

5-9-2019

Type 1 Projects

Plan, hold, notice, and report on your Resident Participation Meeting.

1. Plan your Meeting

Your meeting must take place no fewer than 10 business days before you submit your application. Your meeting location should have accessible parking, seating, and restrooms, be on a bus line, a logical location for the meeting based on the proposed project area, and a generally recognized "public" gathering place. Religious holidays, mornings, early afternoons, Fridays, Saturdays, or Sundays are not appropriate for meetings. *Sample Meeting Locations: Ann Arbor Public Schools, UofM Facilities, Libraries, and City Parks & Recreation Facilities.*

Your meeting may need the following items:

- ☐ Writing Utensils
- ☐ Sign-In Sheet(s)
- ☐ Handouts/Business Cards
- ☐ Directional Signs
- ☐ Seating
- ☐ Projection Equipment
- ☐ Easels for Boards
- ☐ Microphone
- ☐ Speakers

2. Request Labels & Draft Meeting Notice

Per the ordinance, you are responsible for the cost of mailing the notices. The City provides a postcard template for use. To request your address labels, send an email to planning@a2gov.org that contains your project address/location and your project type. You will then be provided with address labels in Word and Excel formats for commercial and residential neighborhood associations within the City and for property owners and residents within 1,000 feet of your project site. Send notices to all addresses provided.

Your notice must include:

A statement explaining the resident participation requirements, including an explanation of why and to whom the information is being sent, and how the information gathered through the resident participation process will be used by the developer.

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

A map of the project location and a conceptual rendering of the development.

How individuals who receive notices will be provided an opportunity to discuss the application with the developer and express any concerns or questions they may have about the proposed project.

Contact name, phone number and email.

Meeting logistics: date, time, place.

3. Review & Mail your Notices

Provide a final PDF copy of the mailing so that Planning Staff can post the meeting information to the City's website and notify subscribers of GovDelivery. Drop your notices in the mail at least 10 business days before the meeting date.

4. Hold your Meeting

Meeting attendees are permitted to audio or video record meetings. If your meeting must be cancelled, post a notice at the meeting location and inform Planning Staff as soon as possible.

5. Prepare Meeting Report
Your final report should be mailed or emailed to meeting attendees prior to submitting your application.

Your report must include:

Date(s) and location(s) of meeting(s), copies of all written materials prepared and provided to the public (letters, meeting notices, emails, newsletters, etc.).

Number of residents sent notices by mail, email or other; number of residents attending; and copies of attendance or sign-in sheets.

Summary of comments, concerns, issues, or problems expressed by residents; statement of how you have addressed or intend to address those concerns, issues or problems, or why a concern, issue or problem cannot or will not be addressed.

6. Submit Application
After your meeting has taken place, you can submit your project application with the meeting report.

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1. Request Labels & Draft Notice

Per the ordinance, you are responsible for the cost of mailing the notices. The City provides a postcard template for use. To request your address labels, send an email to planning@a2gov.org that contains your project address/location and your project type. You will then be provided with address labels in Word and Excel formats for commercial and residential neighborhood associations within the City and for property owners and residents within 500 feet of your project site.

Type 2 Projects
Submit your project, notify residents, and report on resident communication.

Your notice must include:

A statement explaining the resident participation requirements, including and explanation of why and to whom such information is being sent, and how the information gathered through the resident participation process will be used by the developer.

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.

A map of the project location and a conceptual rendering of the development.

How individuals who receive notices will be provided an opportunity to discuss the application with the developer and express any concerns or questions they may have about the proposed project.

2. Submit Application
In conjunction with your address list request, submit your project application.

3. Review & Mail your Notices
Inform Planning Staff that your notice has been mailed and upload a final PDF of your mailing to your project file.

4. Document Communication
Provide Planning Staff with a report of all resident communications. If no communication has occurred, be sure to specify in your report. Your report must be provided to Planning Staff no later than 10 business days before your public hearing.

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