Hello Neighborhood Representatives,

I am proposing a development project in your neighborhood. Please contact me if you want me to present my development proposal at your upcoming neighborhood meeting. My project must comply with the Neighborhood Contact Requirement in the Portland Zoning Code Section 33.700.025. This letter provides preliminary information about my project as well as the neighborhood contact process and requirements.

City of Portland Neighborhood Contact Requirements (Zoning Code Section 33.700.025) provide up to 14 days for your Neighborhood Association to reply to this letter. The 14-day time frame begins on the date this letter was mailed. If your Neighborhood Association desires a meeting about my proposal, the meeting must be scheduled within 45 days of the date this letter was mailed. The meeting may be with the neighborhood board, the general membership, or a committee. If the Neighborhood Association schedules a meeting within the 45-day time frame, I will attend the meeting. If the Neighborhood Association declines my request to meet or does not respond within 14 days, then I may submit my development or land use application directly to the City.

Please contact me if you would like a presentation about my development project and I will be glad to attend a meeting with your Neighborhood Association.

**Site address and intersection:** 2940 SE Division Street, SE 30th Ave and Division St

**Proposal description:** A four story plus basement, 32 unit residential building is proposed.

Units types are 1 bedrooms and studios.
Additional information about proposal: 5 units to meet affordable housing requirements.

Zoning of site: CS

# of proposed dwelling units: 32

Amount of square feet of new building area for commercial use: none

Number of proposed lots for Land Division or Planned Development Review: ____________

Number of proposed housing units for Land Division or Planned Development Review: ____________

ADDITIONAL INFORMATION ABOUT THE NEIGHBORHOOD CONTACT REQUIREMENT

Neighborhood Contact Requirements

Read more about the Neighborhood Contact Requirements in the Portland Zoning Code Section 33.700.025, available online at www.portlandoregon.gov/bps/article/53464.

Purpose and Ground Rules of Meeting

• informal setting for an applicant and neighbors to discuss the proposal and share information
• forum to identify concerns and resolve conflicts early in the development process
• advisory in nature and not binding on the applicant
• for land division proposals, focus is on proposed configuration of lots tracts and streets
• for design or historic design review proposals, focus is on proposal design
• if proposed development meets zoning rules, focus is about the proposal, not if it should be built

Applicant/Developer Responsibilities

1. Send a letter to the site’s Neighborhood Association(s) and District Coalition offering to meet to present the development proposal. Find out what neighborhood the site is in and how to contact the Neighborhood Association at www.portlandoregon.gov/oni/. This form letter satisfies this requirement. The letters must be sent individually by registered or certified mail.

2. Attend the meeting if neighbors desire it. A proposed site plan and building elevations should be presented at the meeting.

3. Send a follow-up letter. After the meeting and before submitting for land use review or building permits, the applicant must send a second letter to the site’s Neighborhood Association(s) and District Coalition explaining any changes that will be made as a result of the meeting discussion. The letters must be sent individually by registered or certified mail.

4. Submit the registered or certified mailing receipts (copies or originals) and copies of all letters at the time of land use review or building permit application submittal.

Neighborhood Responsibilities

1. To request a meeting with the applicant, reply to the applicant’s certified letter within 14 days from the date the letter was sent. No reply is needed if the neighborhood does not want to hold a meeting.

2. Schedule the meeting within 45 days from the date the applicant’s certified letter was sent.

Need More Information?

Contact the applicant listed above.
Call the City of Portland Zoning Information Hotline at (503) 823-7526.
Visit the Development Services Center (see www.portlandoregon.gov/bds for hours and location).