



Neighborhood Meeting: At least 14 calendar days prior to the scheduled abandonment hearing, the applicant shall meet with property owners within 150-feet of the subject alley abandonment site, and registered neighborhood associations within 600-feet, to present their proposal. Two separate neighborhood meetings, on different days, must be held. The applicant must summarize results of the meetings and provide them to the Planning and Development Department. It is the applicant's responsibility to work with stakeholders to try and address concerns with the alley abandonment. The meeting summaries must be submitted to PDD staff at least five business days prior to the abandonment hearing and include the following information, or the abandonment hearing may be continued:

- Date, time, and location of the meetings
- Number of participants
- Issues that arose during the meetings
- Plan to resolve the issues, if possible

Note: This requirement can be waived by the Planning and Development Director upon a finding that special circumstances do not warrant the meetings.

Notification Letter: The applicant for an alley right-of-way abandonment request for an alley located within the Downtown Code area (Chapter 12 of the Zoning Ordinance) is required to mail a notification letter that explains the request, the dates of the neighborhood meetings, and the abandonment hearing date to:

- 1) All property owners within 150-feet of the subject alley right-of-way in Downtown Phoenix. Available at <http://maps.mcassessor.maricopa.gov/>.
- 2) All neighborhood associations registered with the City of Phoenix Neighborhood Association Department that are within a 600-foot of the subject alley right-of-way. Available at <https://www.phoenix.gov/nsdsite/Pages/assistanceindex.aspx>.

The letter must allow for at least 10 calendar day notice for each of the neighborhood meetings for the subject site. Email notification may be used if return receipt is provided. A copy of the letter, the notification list, a description of method of notification (mail or email) and a **notarized affidavit (see attached)** must be submitted to Planning and Development Department staff at least five business days prior to the abandonment hearing. Staff has the option to require additional notification beyond the minimum required if deemed necessary for evaluation of the abandonment request. **This written notification is in addition to the required posting of the abandonment request on the site.**

Items required in application and notification letter:

1. Application information form
2. Site Plan identifying area included in abandonment request
3. Aerial photograph with area included in abandonment identified
4. Legal description of the area requesting to be abandoned
5. Explanation of reason for the abandonment and the intent for the future use of the area