

CITY OF PORTLAND, OREGON - BUREAU OF DEVELOPMENT SERVICES

1900 SW Fourth Avenue, Portland, Oregon 97201 • Portland.gov/BDS



Neighborhood Contact III Timeline

This timeline shows the countdown to the date when a building permit or land use review application can be submitted. Please see <u>33.705.020.C</u> for the full description on the Neighborhood Contact III steps and note that some times are recommended and not required by the Portland Zoning Code.

START HERE

Planning and Research:

- Confirm that Neighborhood Contact 3 is required
- Review timelines, deadlines, and required verification materials
- Identify neighborhood association, neighborhood coalition, business association, school district*
- Identify contact information for above organizations
- * If site is potentially 400 feet or less from other recognized organizations, contact Zoning staff to confirm

AT LEAST 35 DAYS BEFORE YOU APPLY

Set Date, Time, and Location of Meeting

- The meeting must be held between 6 p.m. and 9 p.m. Mon-Fri or between 1 p.m. and 6 p.m. Sat and Sun and cannot conflict with neighborhood association meeting
- The location must be within the neighborhood or not more than 2 miles from boundary and within district coalition boundaries
- The meeting must be held in person or virtually

Notification

3

- Submit <u>BDS online notification information</u>
- Send notification to neighborhood association, neighborhood coalition, business association, school district

5 Install Sign(s)

- At least one sign must be posted per street frontage, or more if street frontage is longer than 600 feet
- Sign must contain information listed in <u>33.705.020.C.2</u>

<u>AFTER</u>

9 Remove Sign(s):

- When a building permit is issued; or
- One year has passed since the application that triggers the sign requirement was submitted
- When a notification sign for a land use review is installed

AT LEAST 49 DAYS BEFORE YOU APPLY

2 Contact Neighborhood Association

- Contact neighborhood association to determine host of the meeting
- The neighborhood association must reply within 14 days
- If the neighborhood association wants to host the meeting, it must be held within 45 days

3 DAYS BEFORE MEETING

Allow for Accommodations

- Reasonable accommodation requests must be accommodated
- Requests must be made at least 3 days prior to meeting

14 DAYS BEFORE YOU APPLY

Attend Meeting

- Share project description and site plan
- Provide attendance log for notes recipients
- Send notes 7 days after meeting

<u>APPLY</u> 🗡

8 Submit required materials with Land Use Review or Building Permit Application

Required materials include:

- Copies of notifications sent to neighborhood associations and other organizations
- Attendance log
- Photo of sign
- Signed statement

