



# ZONING CODE

## INFORMATION GUIDE

### Neighborhood Contact Overview

The neighborhood contact process provides an opportunity for people who live, work or otherwise pass by a development site to learn about a project before the owner submits for permits or applies for a land use review. For certain projects, a meeting must be held before a land use review or permit can be submitted for a project. Neighborhood contact requirements are based on either the size of the building or the number of lots proposed as part of a Land Division. This handout provides an overview of Neighborhood Contact requirements; for the full text of the requirements please see the relevant Portland Zoning Code regulations in the base zone and Chapter 33.705 Neighborhood Contact.

#### When Neighborhood Contact is Required<sup>1</sup>

Proposal	Neighborhood Contact I	Neighborhood Contact II
Land Division Review	<ul style="list-style-type: none"> <li>Create 4 to 10 lots</li> <li>Create 11 or more residential lots</li> </ul>	<ul style="list-style-type: none"> <li>Create 11 or more nonresidential lots</li> </ul>
Development or Land Use Review	<ul style="list-style-type: none"> <li>10,000 to 25,000 square feet of net building area in any use</li> <li>Over 25,000 square feet of net building area that includes residential use<sup>2</sup></li> </ul>	<ul style="list-style-type: none"> <li>Over 25,000 square feet of net building area in nonresidential use</li> </ul>

#### Components of Neighborhood Contact

Type of Neighborhood Contact	Notification	Sign	Online Access	Applicant Meeting (required)
Neighborhood Contact I	X	X	X	
Neighborhood Contact II	X	X	X	X

<sup>1</sup> Neighborhood Contact does not apply in EG and I zones.

<sup>2</sup> Residential projects with over 25,000 square feet of net building area will follow Neighborhood Contact II process beginning January 1, 2029.

## Descriptions of Requirements

**Notification:** Send notification of the proposed development via email or mail to the neighborhood association, district coalition, business association, as well as any other neighborhood associations, district neighborhood coalitions and business associations within 400 feet of the site.

	Neighborhood Contact I	Neighborhood Contact II
<b>Neighborhood Association</b>	<ul style="list-style-type: none"> <li>• Name, telephone number, and email address of applicant</li> <li>• Development site address</li> <li>• Summary of proposed development</li> <li>• Site plan</li> </ul>	<ul style="list-style-type: none"> <li>• Name, telephone number, and email address of applicant</li> <li>• Development site address</li> <li>• Summary of proposed development</li> <li>• Site plan</li> <li>• Date, time, and location of in-person or online meeting<sup>3</sup></li> </ul>
<b>Neighborhood Coalition</b>	<ul style="list-style-type: none"> <li>• Name, telephone number, and email address of applicant</li> <li>• Development site address</li> <li>• Summary of proposed development</li> <li>• Site plan</li> </ul>	<ul style="list-style-type: none"> <li>• Name, telephone number, and email address of applicant</li> <li>• Development site address</li> <li>• Summary of proposed development</li> <li>• Site plan</li> <li>• Date, time, and location of in-person or online meeting<sup>3</sup></li> </ul>
<b>Business District</b>	<ul style="list-style-type: none"> <li>• Name, telephone number, and email address of applicant</li> <li>• Development site address</li> <li>• Summary of proposed development</li> <li>• Site plan</li> </ul>	<ul style="list-style-type: none"> <li>• Name, telephone number, and email address of applicant</li> <li>• Development site address</li> <li>• Summary of proposed development</li> <li>• Site plan</li> <li>• Date, time, and location of in-person or online meeting<sup>3</sup></li> </ul>

**Online Access:** Contact the Bureau of Development Services about the proposed development at least 35 days (but not more than 1 year) before applying for a land use review or building permit and provide the same information as required for the notification. The information will be included in an online tool that allows those with interest to easily find and subscribe to early notice about development. Development information for the online tool can be submitted at Bureau of Development Services Neighborhood Contact Online Access (<https://www.portlandmaps.com/bps/neighborhood-contact/#/map/>).

<sup>3</sup> In-person meeting may be hosted by Neighborhood Association.

**Sign:** Post a sign with contact information and a description of the proposed development on the site at least 35 days (but not more than 1 year) before applying for a land use review or building permit. If a site has more than one street frontage, a sign must be posted on each street frontage. If street frontage is greater than 600 feet, a sign is required for each 600 feet or fraction thereof. The sign must remain until the building permit is issued or 1-year passes, whichever is less. If the site is posted for a required land use review, the sign(s) must be removed, if a required new notice sign for the land use review is posted. The sign must contain the name, phone number and email address of the applicant; the names and email addresses of the neighborhood association and district neighborhood coalition that includes the site; a written summary of the proposed development; a site plan; and procedural information provided by the Bureau of Development Services. The required template for the sign is found in the Bureau of Development Services Development Notice Sign Templates (<https://www.portland.gov/bds/neighborhood-contact/neighborhood-contact-signs>). If a neighborhood contact meeting is required, the sign must contain the location of the meeting or the online access information.

**Applicant Meeting:**<sup>4</sup> Schedule and host one in-person or online meeting at least 14 days before applying for a land use review or building permit and at least 14 days (but not more than 1 year) after posting a sign on the site. The meeting must be held between 6pm and 9pm Monday through Friday or between 1pm and 6pm on Saturday or Sunday. The location must be within the site's neighborhood and no more than 2 miles from the site or the meeting can be held remotely. Take notes at the meeting and include an explanation of changes made to the proposed development as a result of comments received. Email or mail notes to the neighborhood association, district coalition, business association, school district and any meeting attendees who provide an email or postal address before submitting for a land use review or building permit.

<sup>4</sup> Until January 1<sup>st</sup>, 2029, no meeting is required for projects that contain a residential use.

## Submittal Requirements

The following items must be submitted with the application for the building permit or land use review that triggered the Neighborhood Contact requirement. Permit and land use review applications that do not contain the required documentation will not be accepted.

❑ **Copy of Notification:** A copy of the email or letter sent to notify the organizations about the proposed development noting the time and location of the public meeting, if required.

❑ **List of Email or Postal Addresses:** A list of the email or postal addresses to which the notification email or letter was sent. The list must show that the correct organizations were notified.

❑ **Photo of Sign(s):** A photograph of the sign(s) located on the site is required.

❑ **Signed Statement:** A signed statement certifying the following:

- The notification was sent at least 35 days, but not more than 1 year, before applying for a land use review or building permit;
- The required sign(s) was posted at least 35 days, but not more than 1 year, before applying for a land use review or building permit;
- The required meeting was held, if applicable, at least 14 days before applying for the land use review or building permit, and at least 14 days after sending the notification and posting the sign(s); and
- Notes from the required meeting, if applicable, were emailed or mailed to the correct organizations prior to applying for the land use review or building permit.

## Important Information

- Neighborhood Contact requirements must be completed at least 14 days before a building permit or land use review application can be submitted.
- Pre-Application Conferences and Design Advice Requests may be requested and completed prior to completion of the Neighborhood Contact requirements, but do not substitute for the requirements.
- Please budget at least 35 days to complete the Neighborhood Contact requirement.
- If requested at least three days prior to the meeting, applicants are required to make reasonable accommodations, including language services and alternative formats, to ensure barrier-free access.
- Land use review and building permit applications cannot be submitted without the proper documentation demonstrating Neighborhood Contact requirements have been satisfied.
- Further information concerning the sign requirements can be found in the Bureau of Development Services Neighborhood Contact Signs Administrative Rule (<https://www.portland.gov/bds/documents/neighborhood-contact-sign-permanent-rule>).