



Community Engagement Plan for Applicants

City-County Planning Department

Planning

Questions: LandUse@DurhamNC.gov | 919-560-4137

The purpose of this form is to identify an engagement plan for the proposed project before initial application submittal, and then throughout the life of the project. Understanding the community impacts of a proposal and the community voices surrounding a project are key to ensuring an accessible, transparent, representative, and equitable development review process. This form applies to any zoning map change, annexation petition, tier boundary modification, watershed boundary determination, neighborhood protection overlay, development agreement, text amendment (UDO or comprehensive plan), or other application types as defined by the UDO or determined by staff, where the Comprehensive Plan Consistency Report identifies meeting the Community Goals & Objectives.

PROJECT INFORMATION:

Project Name:	Applicant Name/ Company Name:
Proposed Project Description & Scope:	
Have you provided any additional engagement/presentation materials with this plan?	

COMMUNITY INVOLVEMENT

List out the community members you will engage, including residents, neighborhoods, community leaders, institutions, businesses, non-profits, etc. We encourage you to consider residents within a half-mile radius of a proposal and especially those who are immediately adjacent to the proposed location.

DESCRIPTION OF ENGAGEMENT

Describe what engagement will look like for the project. Include the format of engagement, when engagement will occur, where it will occur and the duration of engagement. This may change as you work through your proposal:

ENGAGEMENT MEDIUMS

List strategies/mediums will you use to reach these community members. These could include: focus groups, digital platforms, 1:1 interviews, emails, digital platforms, signage at the onset of a project, charrettes, in-person conversations or events, etc. Discuss how these strategies will be used and in what combination.

NEXT STEPS

Planning

- Planning will review this engagement plan and provide guidance and feedback.

Applicant

- Implement this Community Engagement Plan
- Identify if there are additional resources you need to be successful in your community engagement work
- Share the Social Pinpoint link at every engagement event and neighborhood meeting. <https://durham.mysocialpinpoint.com/land-use/map#/>
- Amend the project proposal to reflect community member feedback. Utilize Form 34545 – Record of Community Engagement to track these changes.

At the pre-submittal meeting, staff will go over this plan, make suggestions for improvement, and provide any engagement context that could be helpful such as past input on or around the site, past public hearing comments, etc. Please upload this form in the portal when scheduling the pre-submittal meeting. Please note that a virtual neighborhood meeting is still a required element of all application submittals (unless otherwise noted by the Planning Director or designee).

Applicant Resources:

[International Association for Public Participation](#)

[Equitable Engagement Blueprint](#)

[Neighborhood Meeting Requirements - Durham](#)

[Adopted Community Goals and Objectives](#)