

## **Neighborhood Participation Program (NPP)**

### **Temporary Protocols for COVID-19 State of Emergency**

Due to the need to promote social distancing, for the months of March and April 2020 (or until further notice) it is unwise to have the neighborhood meetings associated with the NPP. Under authority from the Mayor, the City Planning Commission (CPC) and Board of Zoning Adjustments (BZA) will temporarily change the NPP requirements to waive the pre-application neighborhood meeting requirement. In lieu of an in-person meeting, the applicant shall set up a mechanism whereby it can provide information to, and receive input from, the public about the proposed application.

The CPC and BZA staff will still provide applicants with an NPP contact list. From there, the points below explain the temporary protocols:

- Applicants shall still give written notice as described in the NPP Guide to those people, associations, Council District office, and City Planning on the staff-generated NPP contact list. The notice shall describe the impending application along with the applicant's contact information. The only difference is that instead of information about a meeting time, date, and location, the applicant should explain that no NPP meeting may take at this time due to the COVID-19 emergency. If your application is for a conditional use, planned development or variance, you shall include with your notice at least a site plan. If you have the capability to set up a website or social media with information for your project, you may alternatively direct people to the website in order to view a site plan. The notice shall include an e-mail address and/or phone number by which recipients of the notice can communicate directly with the applicant about the project.
- Once the notice is sent (via U.S. mail or hand-delivery, the applicant must allow 14 days for public comment and inquiries. The applicant should communicate by phone or email with the people making inquiries and should document any concerns and how they would address those concerns. This will constitute a virtual NPP meeting.
- The required NPP Summary Report will be a written record of your communications, a summary of the comments and concerns expressed, and

an applicant response to each of those concerns. Turn in the NPP Summary Report with your application.

- Applications will be accepted via email for the duration of the COVID-19 state of emergency at [cpcinfo@nola.gov](mailto:cpcinfo@nola.gov).
- The CPC reserves the right to require an actual NPP meeting prior to taking action on the zoning request.