



**HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT  
310 N. COMMERCE PARK LOOP  
BOX 27210  
TUCSON AZ 85726  
Phone: 520-791-4605 Fax: 520-791-2566**

## **SERVICES TO REGISTERED NEIGHBORHOODS**

### Mailing Assistance

HCDD offers two types of mailing assistance, postcards and newsletters. Postcards afford easy production for neighborhoods and HCDD staff, go out first class and arrive quickly but have limited space for content. Newsletters are more time and labor intensive for neighborhoods but allow for more information content. Newsletters and oversized postcards go out third class and the delivery time is slower. Details of our mailing policy are in a separate heading in this manual.

Postcard or newsletter copy can be sent to us via mail, fax, in person or emailed to: [Neighborhood@tucsonaz.gov](mailto:Neighborhood@tucsonaz.gov).

Mailings share neighborhood information and perform the function of meeting the bylaw required advance notice of meetings. Some neighborhoods list all the meetings for the year in one mailing, thereby fulfilling the bylaw requirement.

### Meeting Facilities

HCDD can assist registered neighborhood associations by arranging for meeting facilities at a neighborhood school. Please allow a minimum of 5 weeks to book the space you require. If a neighborhood wishes to meet on a weekend, holiday or during the summer break, schools charge an additional fee for their unplanned staff time to make the facility available. The neighborhood has the option to pay that fee directly or finding an alternative meeting location.

### Clean ups

HCDD acts as a liaison to Environmental Services when neighborhoods request clean up assistance. The request must come from the leadership of a registered neighborhood association on behalf of that association and not from individual residents for individual service. The preference is to have the clean up during the Brush and Bulky pick-up dates. See the Environmental Services website for Brush and Bulky schedules.

A Neighborhood Association can order a total eight (8) containers during the fiscal year. Please order roll off containers at least 2 weeks or more in advance. During the fall and spring, demand for roll off containers is high and availability may be difficult.

When you call, you will be asked to indicate a place where the roll off containers may be placed during the clean up. You can get information about what can and cannot be placed in a roll off container by looking at the Environmental Services guidelines. In addition, do not dispose of hazardous materials (paint, chemicals, batteries, pesticides, etc.) in roll off containers. These may be disposed of at Pima County Hazardous Waste Center, 2440 West Sweetwater Drive. It is open Friday and Saturday only from 8 am to noon.

HCDD has tools to lend out as well as gloves, dust masks, and heavy-duty garbage bags.