

A neighborhood meeting is required to be held before application is made for any of these: rezoning, PUD (both preliminary plans and amendments), subdivision (preliminary plat), conditional use permit, or state- or municipality-owned-and-operated facility.

- When** Conduct the meeting before submitting an application to the City.
- Where** Schedule the meeting in a location that is conveniently accessible to the residents of the notification area, and schedule at a convenient time
- Who** Mail notice to all property owners within at least 200 feet (within the city limits) and 1,000 feet (in unincorporated County) of the subject site
- Notice** Mail notice at least a week before the meeting. Notify the CD department/assigned planner at least five days before the meeting so the meeting details can be sent out via the City's "in touch" e-mail list.
- Required information on meeting notice:
- Date, time, and location
 - Description of the project and type of application being made (*i.e.*, rezoning, PUD, etc.)
 - Description of the proposed land use
 - A map of the site's location
 - Names and contact information for the applicant and consultant
- Report** Submit the attached neighborhood report form along with a written summary of the meeting. Include the following details in the summary:
- Issues raised by attendees
 - How applicant proposes to address the issues
 - Or why the issues cannot or should not be addressed

Note that the City will not advertise or schedule the public hearing until after the neighborhood meeting has been held and the meeting summary has been submitted along with the other required application documents.

2018-12-06

Neighborhood meeting report

Meeting information

Project _____

Date _____

Time _____

Location _____

Attachments checklist

- Meeting summary
- Copy of the meeting notice
- Copy of the mailing list
- Copy of attendee sign-in sheet

Certification

By my signature on this form, I certify that I mailed notice to all property owners within the regulatory notification area

Applicant, consultant, or representative

date

Printed name