



Neighborhood Meeting Cover Sheet

Please complete this cover sheet to submit with all required meeting documentation

Date of Submittal: _____

The following documentation has been collected, signed, and submitted with this cover sheet to the City of Mobile Planning and Zoning Department for the proposed application(s) (i.e. Rezoning, Planned Development, Conditional Use Permit):

Neighborhood Meeting Date: _____

Neighborhood Meeting Time: _____

Neighborhood Meeting Location: _____

The following documents are enclosed (place a checkmark where applicable):

- Dated photograph(s) of the posted sign(s)
- The verified address list of surrounding property owners to whom notification was provided
- A copy of the notice advertising the Neighborhood Meeting
- A sign-in sheet documenting meeting attendance
- A written summary or minutes of the meeting
- Copies of any site plans, building elevations or other documents provided or referenced at the meeting
- Additional documents (Describe: _____
_____)

Applicant's Name: _____
(First Name & Last Name)

Applicant's signature attesting to the accuracy of the documentation provided:

X _____ Date: _____

All required meeting documentation must be submitted to the Planning and Zoning Department not less than 15 days before the applicable Planning Commission meeting date. Failure to do so will require the associated application(s) to be heldover to a later meeting date.



Neighborhood Meetings ([Article 5, Section 64-5-4](#))

mapfo

Applicability. Neighborhood Meetings are required for the following requests:

1. Any **Rezoning** to a higher zoning classification (e.g. R-1 to R-3).
2. Any application to create or modify a **Planned Development** (*not to include modifications to Planned Unit Developments and Planning Approvals approved prior to March 1, 2023*).
3. Any **Conditional Use Permit**.

Timing. Neighborhood Meetings must be held as follows:

1. **No more than 60 days** prior to the Planning Commission meeting for which an application is to be, or is filed.
2. A meeting must be held **no less than 21 days** prior to the Planning Commission meeting for which an application is filed.

***Applicants are encouraged to hold the required Neighborhood Meeting before filing their Planning Commission application.

Notice

1. Signs.
 - a. One (1) weatherproof sign needs to be placed on the property, per street frontage, or per 400 linear feet of street frontage (if the site has more than 400 feet of street frontage).
 - b. Please see the enclosed example sign to determine what information is required to be placed on the sign(s).
 - c. Signs are to be placed **no more than 30 days** before, and **no less than 10** calendar days before the Neighborhood Meeting. Signs must be removed within three (3) working days after the meeting.
2. Postal Notification.
 - a. All property owners within 300 feet of the subject site, the Planning and Zoning Department, and the applicable City Council representative are required to be notified of the Neighborhood Meeting **no less than 15 days** before the meeting (see attached "how-to" guide to obtain this neighboring property owners' information).
 - b. Postal notices must contain the following information:
 - i. Type of application being submitted (Rezoning, Conditional Use, Planned Development, etc.);
 - ii. A synopsis of the proposal; and
 - iii. Time, date and location of the Neighborhood Meeting.
 - iv. Applicant or agent's valid phone number and email address.

Proceedings of Neighborhood Meeting

1. Neighborhood Meetings must be held in a public or institutional building near the proposed project site (e.g. school, library, community center, etc.). *****If the Neighborhood Meeting is proposed to be held more than one (1) mile from the subject site, you must first contact the Planning and Zoning Department to discuss.**
2. Neighborhood Meetings shall be held on weekdays, between the hours of 4:00 p.m. and 8:00 p.m.
3. A Neighborhood Meeting must be scheduled to last at least 1.5 hours.
4. At the Neighborhood Meeting, the applicant or their agent shall provide a complete overview of the proposed application, including a description of the project, and a complete explanation and details of the project sufficient enough for neighbors to gain an understanding of the application.
 - a. For Conditional Use Permits and Planned Developments, a site plan and building elevations shall also be provided.

Required documentation for a Neighborhood Meeting that was held PRIOR to submitting a Planning Commission application:

1. After the Neighborhood Meeting the applicant shall prepare the following materials to submit with their application:
 - a. Dated photograph(s) of the posted sign(s);
 - b. The address list of neighboring property owners to whom notice of the meeting was sent;
 - c. A copy of the notice sent to neighboring property owners;
 - d. The date and location of the meeting;
 - e. A sign-in sheet documenting meeting attendance;
 - f. Written summary or minutes of the meeting;
 - g. Copies of any site plans, building elevations or other documents provided or referenced in the meeting.
2. The applicant must sign the Neighborhood Meeting documentation before submitting it to the Planning and Zoning Department.
3. All Neighborhood Meeting documentation must be submitted **no less than 15 days** before the Planning Commission meeting date.
 - a. Failure to provide documentation within the prescribed time period will result in an automatic holdover of the application(s).
 - b. Any material changes to the application(s) and associated plans and documents will result in an automatic holdover.
 - c. **Holdovers will be charged another application fee, including postage** for the Planning and Zoning Department to resend public hearing notices.

Required documentation for a Neighborhood Meeting that has not yet been held prior to submitting a Planning Commission application:

1. A statement of the date, time and location where the Neighborhood Meeting will occur; and
2. A list of all property owners receiving notice of the meeting.

Neighborhood Meeting Checklist:

- ___ Neighborhood meeting scheduled not more than 60 days, and not less than 21 days, before the Planning Commission meeting date.

- ___ Sign(s) posted on the subject property not more than 30 days, and not less than 10 days, before the Neighborhood Meeting.

- ___ Notices advertising the Neighborhood Meeting prepared and mailed to all property owners within 300 feet of the subject property, the Planning and Zoning Department, and the applicable City Council representative no less than 15 days before the meeting.

- ___ Neighborhood Meeting held.

- ___ All required Neighborhood Meeting documentation gathered and signed by the applicant/agent:
 - ___ Dated photograph(s) of the posted sign(s)
 - ___ The verified address list of surrounding property owners to whom notification was provided
 - ___ A copy of the notice advertising the Neighborhood Meeting
 - ___ A sign-in sheet documenting meeting attendance
 - ___ A written summary or minutes of the meeting
 - ___ Copies of any site plans, building elevations or other documents provided or referenced at the meeting

- ___ Sign(s) removed from the subject property within three (3) working days after the Neighborhood Meeting.

- ___ All required meeting documentation submitted to the Planning and Zoning Department not less than 15 days before the Planning Commission meeting date.



MOBILE CITY PLANNING COMMISSION

NEIGHBORHOOD MEETING DEADLINES SCHEDULE

March – September 2024

MARCH 21ST MEETING – Applications requiring a Neighborhood Meeting must meet the following public notice and meeting deadlines to remain on the March 21 st Planning Commission agenda.	
Earliest Neighborhood Meeting:	Latest Neighborhood Meeting:
January 22 nd (Monday)	February 29 th (Thursday)
Last Day Meeting Notices Can Be Mailed:	Last Day Meeting Notices Can Be Mailed:
January 7 th (Sunday)	February 14 th (Wednesday)
Earliest Posting of Signs:	Earliest Posting of Signs:
December 23, 2023 (Saturday)	January 30 th (Tuesday)
Latest Posting of Signs:	Latest Posting of Signs:
January 12 th (Friday)	February 19 th (Monday)

APRIL 18TH MEETING – Applications requiring a Neighborhood Meeting must meet the following public notice and meeting deadlines to remain on the April 18 th Planning Commission agenda.	
Earliest Neighborhood Meeting:	Latest Neighborhood Meeting:
February 19 th (Monday)	March 28 th (Thursday)
Last Day Meeting Notices Can Be Mailed:	Last Day Meeting Notices Can Be Mailed:
February 4 th (Sunday)	March 13 th (Wednesday)
Earliest Posting of Signs:	Earliest Posting of Signs:
January 20 th (Saturday)	February 27 th (Tuesday)
Latest Posting of Signs:	Latest Posting of Signs:
February 9 th (Friday)	March 18 th (Monday)

MAY 16TH MEETING – Applications requiring a Neighborhood Meeting must meet the following public notice and meeting deadlines to remain on the May 16 th Planning Commission agenda.	
Earliest Neighborhood Meeting:	Latest Neighborhood Meeting:
March 18 th (Monday)	April 25 th (Thursday)
Last Day Meeting Notices Can Be Mailed:	Last Day Meeting Notices Can Be Mailed:
March 3 rd (Sunday)	April 10 th (Wednesday)
Earliest Posting of Signs:	Earliest Posting of Signs:
February 17 th (Saturday)	March 26 th (Tuesday)
Latest Posting of Signs:	Latest Posting of Signs:
March 8 th (Friday)	April 15 th (Monday)



MOBILE CITY PLANNING COMMISSION

NEIGHBORHOOD MEETING DEADLINES SCHEDULE

March – September 2024

JUNE 20TH MEETING – Applications requiring a Neighborhood Meeting must meet the following public notice and meeting deadlines to remain on the June 20 th Planning Commission agenda.	
Earliest Neighborhood Meeting:	Latest Neighborhood Meeting:
April 22 nd (Monday)	May 30 th (Thursday)
Last Day Meeting Notices Can Be Mailed:	Last Day Meeting Notices Can Be Mailed:
April 7 th (Sunday)	May 15 th (Wednesday)
Earliest Posting of Signs:	Earliest Posting of Signs:
March 23 rd (Saturday)	April 30 th (Tuesday)
Latest Posting of Signs:	Latest Posting of Signs:
April 12 th (Friday)	May 20 th (Monday)

JULY 18TH MEETING – Applications requiring a Neighborhood Meeting must meet the following public notice and meeting deadlines to remain on the July 18 th Planning Commission agenda.	
Earliest Neighborhood Meeting:	Latest Neighborhood Meeting:
May 19 th (Monday)	June 27 th (Thursday)
Last Day Meeting Notices Can Be Mailed:	Last Day Meeting Notices Can Be Mailed:
May 4 th (Saturday)	June 12 th (Wednesday)
Earliest Posting of Signs:	Earliest Posting of Signs:
April 19 th (Friday)	May 28 th (Tuesday)
Latest Posting of Signs:	Latest Posting of Signs:
May 9 th (Thursday)	June 17 th (Monday)

AUGUST 15TH MEETING – Applications requiring a Neighborhood Meeting must meet the following public notice and meeting deadlines to remain on the August 15 th Planning Commission agenda.	
Earliest Neighborhood Meeting:	Latest Neighborhood Meeting:
June 17 th (Monday)	July 25 th (Thursday)
Last Day Meeting Notices Can Be Mailed:	Last Day Meeting Notices Can Be Mailed:
June 2 nd (Sunday)	July 10 th (Wednesday)
Earliest Posting of Signs:	Earliest Posting of Signs:
May 18 th (Saturday)	June 25 th (Tuesday)
Latest Posting of Signs:	Latest Posting of Signs:
June 7 th (Friday)	July 15 th (Monday)



MOBILE CITY PLANNING COMMISSION

NEIGHBORHOOD MEETING DEADLINES SCHEDULE

March – September 2024

SEPTEMBER 19TH MEETING – Applications requiring a Neighborhood Meeting must meet the following public notice and meeting deadlines to remain on the September 19th Planning Commission agenda.

Earliest Neighborhood Meeting:	Latest Neighborhood Meeting:
July 21 st (Monday)	August 29 th (Thursday)
Last Day Meeting Notices Can Be Mailed:	Last Day Meeting Notices Can Be Mailed:
July 6 th (Saturday)	August 14 th (Wednesday)
Earliest Posting of Signs:	Earliest Posting of Signs:
June 21 st (Friday)	July 30 th (Tuesday)
Latest Posting of Signs:	Latest Posting of Signs:
July 11 th (Thursday)	August 19 th (Monday)

NEIGHBORHOOD MEETING NOTICE

4 inch
minimum
UPPERcase

For Planning Commission Application

3 inch
minimum
lowercase

Request:

Application Type

[Rezoning, Conditional Use or Planned Development]

Applicant:

Applicant Name

Phone #:

Applicant Telephone Number

Meeting Date:

Month Day, Year

[Must be on a weekday, Monday – Friday]

Meeting Time:

Time

[Must be held between 4:00 PM and 8:00 PM]

Meeting Location:

Facility Name

[Must be held in a public or institutional facility]

Facility Address

Standard information required on every sign

Application specific information

Finding Owner Information within a 300' Buffer

A Step-by-Step Guide

- Step 1.** On a computer open your web browser and navigate to buildmobile.org/maps/
(See Figure 1)
- Step 2.** Click the rectangular button labeled “**VISIT MOBILE GIS MAP**”.
(See Figure 1)
- Step 3.** In the map’s search bar, type the address, Parcel ID, or key # of the property on which you wish to run a buffer. Once selected the map will zoom into the property.
(See Figure 2)
- Step 4.** On the left side of the window, above the words “City Map”, click on the “**more**” icon which resembles 3 stacked lines with a triangle in the bottom right. Once the menu expands click, “**Select Parcels within Buffer**”.
(See Figure 2)
- Step 5.** The map will default to a 300’ Buffer Distance so next you will need to click on the black “**point**” icon. This is the icon on the left underneath the words “Select a parcel”. With the point tool selected you may then click anywhere within the property lines of your subject property. Doing so will drop a red push pin on the map. Next click the grey button labeled “**Run**”. This will begin running your buffer.
(See Figure 3)
- Step 6.** Once completed, you will see every property within 300’ of the subject site highlighted in green on the map. To export the information as a list, click on the **three dots** underneath the words “Parcels Selected by Buffer”. A pop-out menu will appear, click on “**Export to CSV file**”.
(See Figure 4)

Completing step 6 will allow you to download the data as a file which can then be opened in Microsoft Excel; giving you a list of all the property owner information for each property within 300’ of your subject site. You can further clean up this list by deleting the columns highlighted in *Figure 5* leaving you with only the information necessary for preparing your notification labels as shown in *Figure 6*.

PLEASE NOTE: In the event of property sales, owner information gathered using the steps listed here may not be correct. When submitting mailing labels with applications, it is the applicant’s responsibility to make sure accurate labels are provided for all appropriate property owners. Mobile County Probate Court and Mobile County Revenue Commission can assist in verifying owner accuracy.

Figure 1:

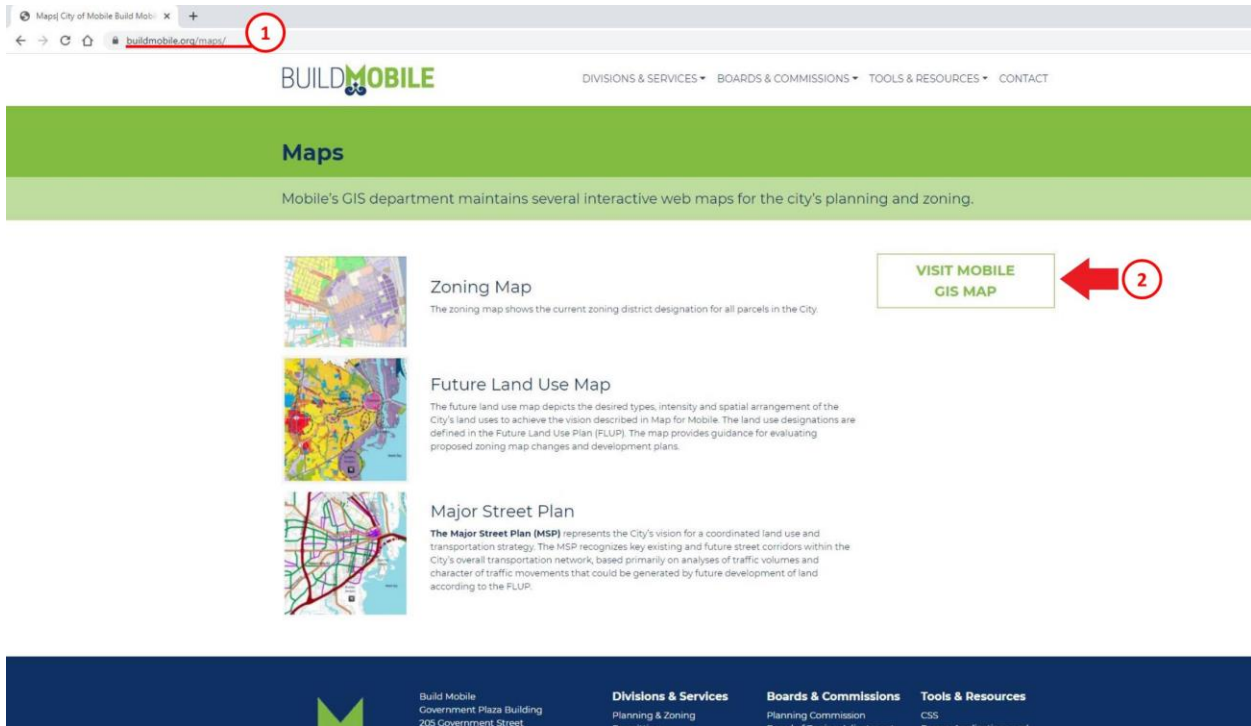


Figure 2:

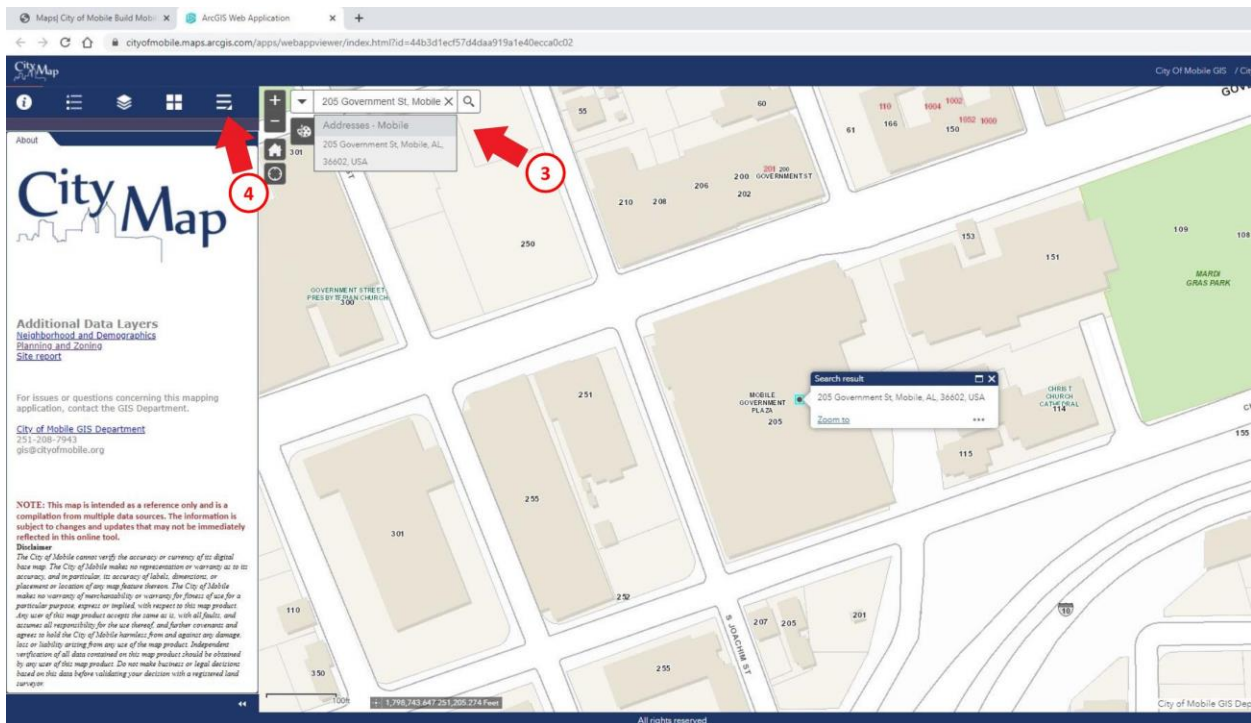


Figure 3:

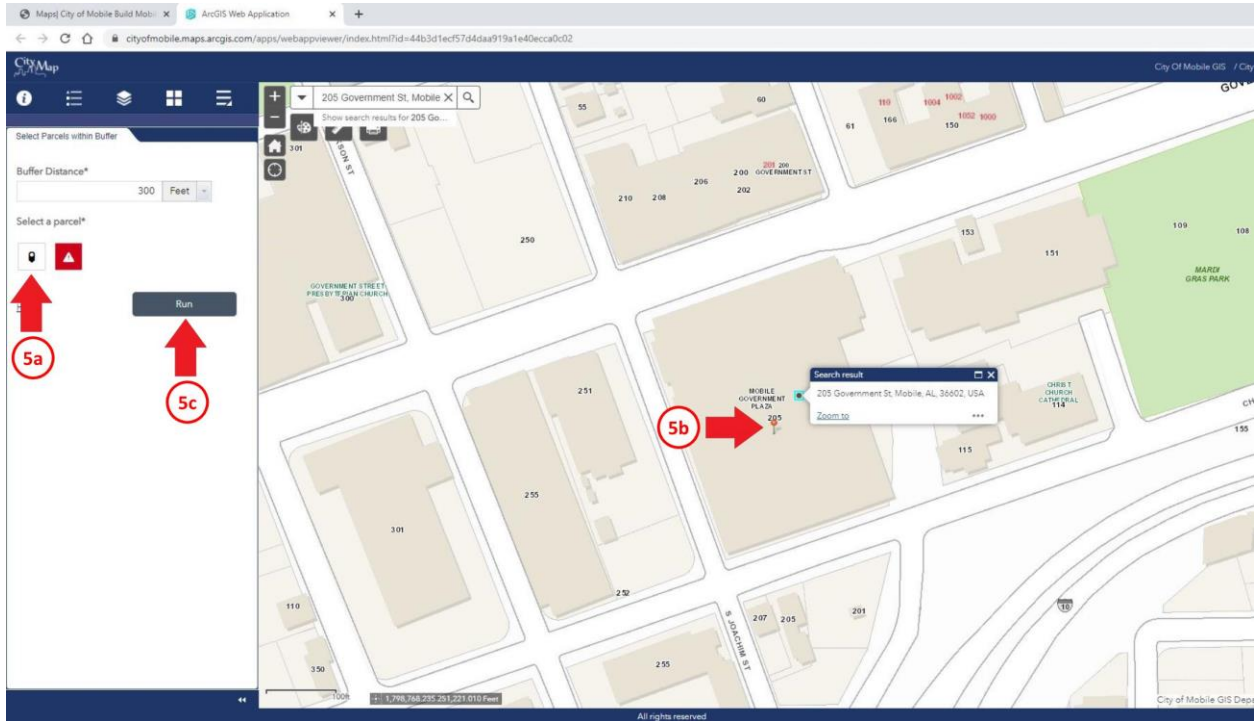


Figure 4:

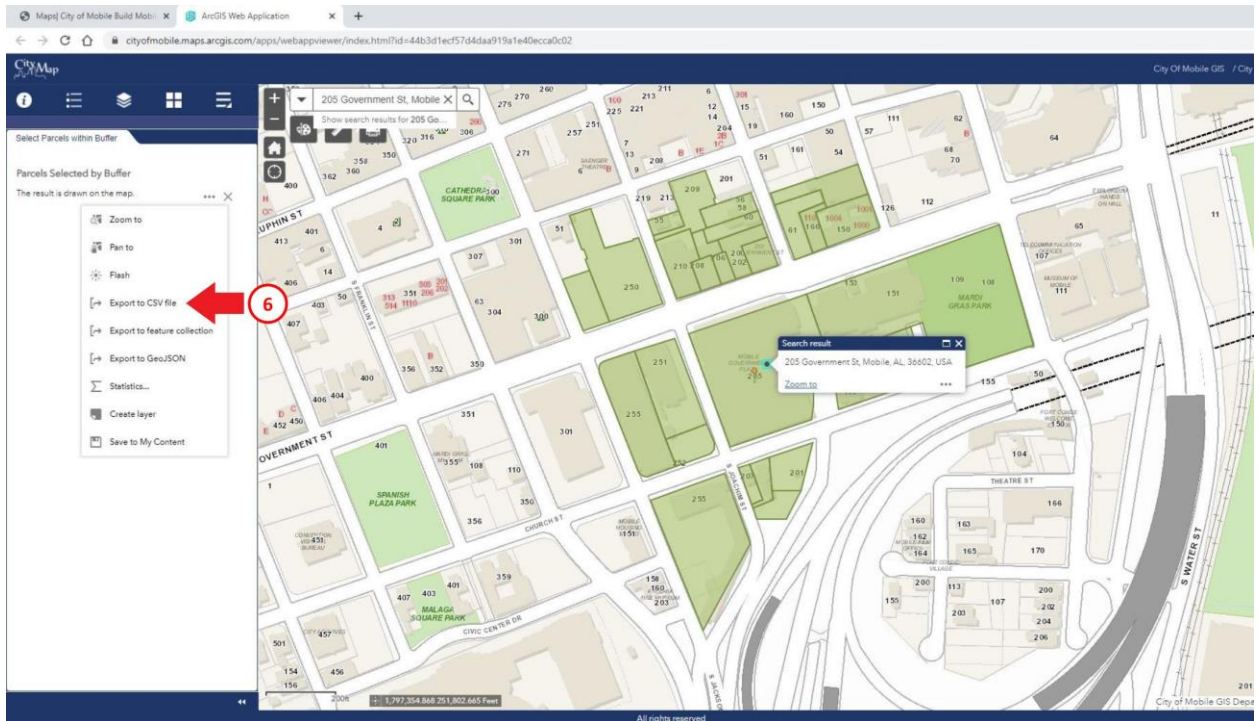


Figure 5:

OBJECTID	KEYX	PARCEL	NAME	STREET	CITY	STATE	ZIP	LAND_VA	STRUCTS	FEATURE	EMKT_VA	IMPROV	Shape_Le	Shape_Ar
1	146747	RO22906400011039.01	HEBRIDES LLC, AN ALABAMA LIMITED LIABILITY CO	20 S ROYAL ST	MOBILE	AL	36602						252.4463	3551.873
2	762464	RO22906400011117.000	MOBILE THE COUNTY OF	% COUNTY MOBILE COUNTY	MOBILE	AL	36633						1336.099	10594.41
3	762534	RO22906400011129.000	MOBILE COUNTY OF	COUNTY C/P O BOX 1443	MOBILE	AL	36633						1855.847	151179.9
4	762552	RO22906400011127.000	PROTESTANT EPISCOPAL CHURCH	THE, IN TH P O BOX 13330	PENSACOLA	FL	32591						288.944	3150.631
5	2097741	RO22906400011015.001	LACLEDE INVESTORS LLC	150 GOVERNMENT ST STE 2000	MOBILE	AL	36602						704.2495	15980.91
6	761456	RO22906400011016.000	166 GOVERNMENT ST LLC	P O BOX 66705	MOBILE	AL	36660						398.3631	5946.157
7	762856	RO22906400011161.000	MC MILLAN JOHN A & WINIFRED M MC MILLAN AS TR	5508 BROWN RD	OCEAN SP MS	MS	39564						447.2673	11599.84
8	762365	RO22906400011162.000	MC MILLAN JOHN A & WINIFRED M MC MILLAN AS TR	5508 BROWN RD	OCEAN SP MS	MS	39564						377.6506	7062.19
9	762874	RO22906400011163.000	DEEN T JEFFERSON III	207 CHURCH ST	MOBILE	AL	36602						287.6662	3749.204
10	761465	RO22906400011017.000	WALLACE CELIA H	1000A CODY RD S#A	MOBILE	AL	36695						591.3324	12258.46
11	761660	RO22906400011039.000	PROJECT 202 LLC	202 GOVERNMENT STR	MOBILE	AL	36602						522.3903	5541.012
12	1813470	RO22906400011039.001	MOBILE CITY OF A MUNICIPAL CORPORATION	REAL ESTAP O BOX 1827	MOBILE	AL	36633						328.2245	6711.187
13	761679	RO22906400011040.000	HEBRIDES LLC, AN ALABAMA LIMITED LIABILITY CO	20 S ROYAL ST	MOBILE	AL	36602						294.483	5346.857
14	761688	RO22906400011041.000	HEBRIDES LLC, AN ALABAMA LIMITED LIABILITY CO	20 S ROYAL ST	MOBILE	AL	36602						597.2253	15643.61
15	3241478	RO22906400011041.001	HEBRIDES LLC, AN ALABAMA LIMITED LIABILITY CO	20 S ROYAL ST	MOBILE	AL	36602						295.148	3853.87
16	761704	RO22906400011042.000	CEAGEN INC	P O BOX 145	MOBILE	AL	36601						278.141	4292.975
17	2499004	RO22906400011045.001	HEBRIDES LLC, AN ALABAMA LIMITED LIABILITY CO	20 S ROYAL ST	MOBILE	AL	36602						725.8214	15610.9
18	1422721	RO22906400011047.000	MC GILL INSTITUTE CHARITABLE TRUST	400 GOVY STR	MOBILE	AL	36602						979.9914	39846.34
19	1506267	RO22906400011048.000	GOVERNMENT STREET PRESBYTERIAN CHURCH	300 GOVERNMENT ST	MOBILE	AL	36602						475.6864	12679.19
20	762543	RO22906400011126.000	PROTESTANT EPISCOPAL CHURCH	THE, IN TH P O BOX 13330	PENSACOLA	FL	32591						1080.022	37123.41
21	762455	RO22906400011116.000	MOBILE COUNTY OF	% W C HELVSTON ADMINISTRATOR	MOBILE	AL	36633						895.5083	37934.69
22	3471601	RO22906400011116.001	MH MOBILE SURFACE LLC, A LOUISIANA LMTD LIABILITY CO	1010 COMMON ST STE 2950	NEW ORLEANS	LA	70112						401.0085	10033.18
23	762892	RO22906400011165.000	SHREE KRISHNA HOSPITALITY LLC	1381 W FAIRWAY DR	GULF SHO AL	AL	36542						1111.721	66576.26
24	762446	RO22906400011115.000	ALABAMA HOTELS LLC/ O IKE THRASH	15 WOODSTONE PLZ	HATTIESBURG	MS	39462						768.4201	31990.85
25	761447	RO22906400011015.000	LACLEDE INVESTORS LLC	150 GOVERNMENT ST STE 2000	MOBILE	AL	36602						524.892	16493.39
26	762883	RO22906400011164.000	B B B PROPERTIES	205 CHURCH ST	MOBILE	AL	36602						390.78	5216.484
27	761642	RO22906400011037.000	BRUTKIEWICZ D E LLC AN ALABAMA LIMITED LIABILITY COMPANY THE	56 S CONCEPTION ST	MOBILE	AL	36602						416.1123	8449.885
28	761651	RO22906400011038.000	GIBBONS HOUSE JOINT VENTURE	60 S CONCEPTION STREET	MOBILE	AL	36602						411.545	6690.796

Figure 6:

KEYX	PARCEL	NAME	MAIL_ADDR1	MAIL_ADDR2	MAIL_ADDR3	MAIL_CITY	MAIL_STATE	MAIL_ZIP
1	146747	RO22906400011039.01	HEBRIDES LLC, AN ALABAMA LIMITED LIABILITY CO	20 S ROYAL ST		MOBILE	AL	36602
2	762464	RO22906400011117.000	MOBILE THE COUNTY OF	% COUNTY COMMISSIONERS OF		MOBILE	AL	36633
3	762534	RO22906400011129.000	MOBILE COUNTY OF	COUNTY COURTHOUSE		MOBILE	AL	36633
4	762552	RO22906400011127.000	PROTESTANT EPISCOPAL CHURCH	THE, IN THE DIOCESE OF THE	P O BOX 1443	PENSACOLA	FL	32591
5	2097741	RO22906400011015.001	LACLEDE INVESTORS LLC	150 GOVERNMENT ST STE 2000		MOBILE	AL	36602
6	761456	RO22906400011016.000	166 GOVERNMENT ST LLC	P O BOX 66705		MOBILE	AL	36660
7	762856	RO22906400011161.000	MC MILLAN JOHN A & WINIFRED M MC MILLAN AS TRUSTEES OF ATTN; TAX DEPT DEANNA GIBBS	5508 BROWN RD		OCEAN SPRINGS	MS	39564
8	762365	RO22906400011162.000	MC MILLAN JOHN A & WINIFRED M MC MILLAN AS TRUSTEES OF ATTN; TAX DEPT DEANNA GIBBS	5508 BROWN RD		OCEAN SPRINGS	MS	39564
9	762874	RO22906400011163.000	DEEN T JEFFERSON III	207 CHURCH ST		MOBILE	AL	36602
10	761465	RO22906400011017.000	WALLACE CELIA H	1000A CODY RD S#A		MOBILE	AL	36695
11	761660	RO22906400011039.000	PROJECT 202 LLC	202 GOVERNMENT STR		MOBILE	AL	36602
12	1813470	RO22906400011039.001	MOBILE CITY OF A MUNICIPAL CORPORATION	REAL ESTATE DEPT	P O BOX 1827	MOBILE	AL	36633
13	761679	RO22906400011040.000	HEBRIDES LLC, AN ALABAMA LIMITED LIABILITY CO	20 S ROYAL ST		MOBILE	AL	36602
14	761688	RO22906400011041.000	HEBRIDES LLC, AN ALABAMA LIMITED LIABILITY CO	20 S ROYAL ST		MOBILE	AL	36602
15	3241478	RO22906400011041.001	HEBRIDES LLC, AN ALABAMA LIMITED LIABILITY CO	20 S ROYAL ST		MOBILE	AL	36602
16	761704	RO22906400011042.000	CEAGEN INC	P O BOX 145		MOBILE	AL	36601
17	2499004	RO22906400011045.001	HEBRIDES LLC, AN ALABAMA LIMITED LIABILITY CO	20 S ROYAL ST		MOBILE	AL	36602
18	1422721	RO22906400011047.000	MC GILL INSTITUTE CHARITABLE TRUST	400 GOVY STR		MOBILE	AL	36602
19	1506267	RO22906400011048.000	GOVERNMENT STREET PRESBYTERIAN CHURCH	300 GOVERNMENT ST		MOBILE	AL	36602
20	762543	RO22906400011126.000	PROTESTANT EPISCOPAL CHURCH	THE, IN THE DIOCESE OF THE	P O BOX 13330	PENSACOLA	FL	32591
21	762455	RO22906400011116.000	MOBILE COUNTY OF	% W C HELVSTON ADMINISTRATOR		MOBILE	AL	36633
22	3471601	RO22906400011116.001	MH MOBILE SURFACE LLC, A LOUISIANA LMTD LIABILITY CO	1010 COMMON ST STE 2950		NEW ORLEANS	LA	70112
23	762892	RO22906400011165.000	SHREE KRISHNA HOSPITALITY LLC	1381 W FAIRWAY DR		GULF SHORES	AL	36542
24	762446	RO22906400011115.000	ALABAMA HOTELS LLC/ O IKE THRASH	15 WOODSTONE PLZ		HATTIESBURG	MS	39462
25	761447	RO22906400011015.000	LACLEDE INVESTORS LLC	150 GOVERNMENT ST STE 2000		MOBILE	AL	36602
26	762883	RO22906400011164.000	B B B PROPERTIES	205 CHURCH ST		MOBILE	AL	36602
27	761642	RO22906400011037.000	BRUTKIEWICZ D E LLC AN ALABAMA LIMITED LIABILITY COMPANY THE	56 S CONCEPTION ST		MOBILE	AL	36602
28	761651	RO22906400011038.000	GIBBONS HOUSE JOINT VENTURE	60 S CONCEPTION STREET		MOBILE	AL	36602

Notice of Neighborhood Meeting
[Date of Notice]

Dear Property Owner(s):

This letter is to inform you that a Neighborhood Meeting has been scheduled to discuss the following application(s) that **[Applicant's Name]** will be submitting to the Mobile City Planning Commission:

- (1) [Application (e.g. Zoning Change to rezone the property at [Address] from Single-Family Residential Suburban District (R-1) to Buffer Business Suburban District (B-1))].
- (2) [Application (e.g. Conditional Use Permit approval to allow use of the property located at [Address] as a Bed and Breakfast)].

The Neighborhood Meeting will be held at the following time, date, and location:

[Date]

[Time]

[Location]

You are receiving this notice because your property is located within 300 feet of **[Address of Subject Site]**, in compliance with the notification requirements of Article 5 of the city's Unified Development Code (UDC). You or your agent are invited to attend the Neighborhood Meeting to learn more about the above-referenced application(s), ask questions, and present your views.

Sincerely,

[Applicant/Agent's Signature]

[Applicant/Agent Name]

[Applicant/Agent's Company, if applicable]

[Applicant/Agent's Address]

[Applicant/Agent's Email Address]

Neighborhood Meeting

Date: _____

Time: _____

Location of Neighborhood Meeting: _____

Project Location: _____

Project/Application (e.g. Rezoning from R-1 to B-1): _____

Applicant's Signature Attesting to the Accuracy of This Sheet:

X _____ Date: _____

Please Sign In:

Name: _____ Email: _____

Address: _____ Phone: _____

Name: _____ Email: _____

Address: _____ Phone: _____

Name: _____ Email: _____

Address: _____ Phone: _____

Name: _____ Email: _____

Address: _____ Phone: _____

Neighborhood Meeting Sign-In Sheet

Date: _____

Meeting Location: _____

Applicant: _____

Application(s): _____

Name: _____ Email: _____

Address: _____ Phone: _____

Name: _____ Email: _____

Address: _____ Phone: _____

Name: _____ Email: _____

Address: _____ Phone: _____

Name: _____ Email: _____

Address: _____ Phone: _____

Name: _____ Email: _____

Address: _____ Phone: _____

Name: _____ Email: _____

Address: _____ Phone: _____

Name: _____ Email: _____

Address: _____ Phone: _____

Name: _____ Email: _____

Address: _____ Phone: _____

Neighborhood Meeting Sign-In Sheet

Date: _____

Meeting Location: _____

Applicant: _____

Application(s): _____

Name: _____ Email: _____

Address: _____ Phone: _____

Name: _____ Email: _____

Address: _____ Phone: _____

Name: _____ Email: _____

Address: _____ Phone: _____

Name: _____ Email: _____

Address: _____ Phone: _____

Name: _____ Email: _____

Address: _____ Phone: _____

Name: _____ Email: _____

Address: _____ Phone: _____

Name: _____ Email: _____

Address: _____ Phone: _____

Name: _____ Email: _____

Address: _____ Phone: _____

Neighborhood Meeting Summary

Meeting Date: _____

Meeting Time: _____

Meeting Location: _____

Below is a summary of the proposed project presented at the Neighborhood Meeting:

The following information was distributed (e.g. site plan, building elevation drawings, traffic study, etc.):

Please attach copies of the distributed information to this summary.

Below is a summary of what occurred at the meeting (please provide the names of anyone who spoke, summarize any questions and responses, summarize any pertinent information discussed or any important activities that occurred):
