



ELMORE COUNTY LAND USE & BUILDING DEPARTMENT

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www.elmorecounty.org

Neighborhood Meeting Sign Up Sheet

Date of Neighborhood Meeting: _____

Start Time of Neighborhood Meeting: _____

End Time of the Neighborhood Meeting: _____

Location of Meeting: _____

Description of the proposed project: _____

Notice Sent to neighbors on: _____

Location of the neighborhood meeting: _____

Attendees:

Name

Address

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____
- 16. _____
- 17. _____
- 18. _____
- 19. _____
- 20. _____

Neighborhood Meeting Certification:

Applicants shall conduct a neighborhood meeting for comprehensive plan amendments, variance, conditional uses, zoning ordinance map amendments and expansions or extensions of nonconforming uses as per Elmore County Zoning and Development Ordinance Title 7 Chapter 3 Section 7-3-3.

Applicant:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

I certify that a neighborhood meeting was conducted at the time and location noted on this form and in accord with the Elmore County Zoning and Development Ordinance Title 7 Chapter 3 Section 7-3-3.

Signature: (Applicant)

Date

Elmore County Zoning and Development Ordinance

Title 7, Chapter 3, Subsection 7-3-3: Neighborhood Meetings:

- A. Applicants shall conduct a neighborhood meeting for Comprehensive Plan amendments, variances, conditional uses, Ordinance amendments, expansions or extensions of nonconforming uses, subdivisions or as otherwise required by the Director.
- B. It shall be the sole duty of the applicant to provide written notice to all property owners or purchasers of record owning property within the radius required in this Ordinance of the exterior boundary of the application property and to all registered neighborhood associations and political subdivisions deemed appropriate by the Director. The Department will provide applicants the proper notice list. Notice of a neighborhood meeting shall be in addition to, and not in lieu of, mailed radius notices already required by this Ordinance. Notice of neighborhood meeting must be mailed at least ten (10) days prior to the date of the neighborhood meeting.
- C. The purpose of the neighborhood meeting shall be to review the proposed project.
 - 1. The meeting shall be on a weekend between ten o'clock (10:00) A.M. and seven o'clock (7:00) P.M. or on a weekday between six o'clock (6:00) P.M. and eight o'clock (8:00) P.M. The meeting shall not be on a holiday, a holiday weekend, or the day before a holiday or holiday weekend.
 - 2. The meeting shall be held at one of the following locations:
 - a. On the subject property; or
 - b. At the nearest available public meeting place including, but not limited to, fire station, library, or community center; or
 - c. At an office space with suitable meeting facilities if such facilities are within a one-mile radius of the nearest public meeting place.
- D. The neighborhood meeting shall be conducted prior to submitting the application.
- E. The neighborhood meeting shall not be conducted more than thirty (30) days prior to submitting the application.
- F. The application materials shall include written verification of the neighborhood meeting on the forms provided by the Department.
- G. A copy of the written notice to property owners must be submitted to the Department with the application.

Neighborhood Meeting Template:

Date

To: Property Owner

You are invited to attend a neighborhood meeting on “date”, at *location & time*. This meeting is to inform property owners of *proposed application* **Your** comments are greatly appreciated as we move forward with our application.

Sincerely,

Name