



## Neighborhood Notification Initiative

### NEIGHBORHOOD REGISTRATION INFORMATION

#### ***Why Register?***

The Planning Department maintains a list of registered Neighborhood Organizations and Contact Persons with the goal of facilitating communication between neighborhoods and owners/developers of nearby property. Applicants requesting a zoning action within or adjacent to the boundaries of a registered neighborhood will be given the contact information of the neighborhood's Contact Person to encourage the early exchange of information related to the proposal. The Planning Department will likewise provide the neighborhood's Contact Person with the applicant's contact information.

Neighborhood Contact Persons are notified and provided with an applicant's contact information for the following types of zoning actions:

- Zoning Actions considered by the Planning Commission and Mayor & Commission. These include Rezoning, Special Uses and Planned Developments.
- Preliminary Plats, which are reviewed by Staff and also require a Public Hearing.

Project information is sent to citizens registered to receive NNI notices regarding the following types of applications:

- Plans Review applications for commercial, institutional and multi-family projects, and subdivisions of land creating five or more lots
- Variance applications reviewed by the Hearings Board
- Certificate of Appropriateness applications reviewed by the Historic Preservation Commission
- Rezone, Special Use and Planned Development applications reviewed by the Planning Commission

#### ***How to Register?***

If your neighborhood group is already established as a non-profit, Limited Liability Corporation, or other legal entity, fill out the registration form on the opposite page and submit it along with a copy of your group's articles of incorporation or other document(s) indicating your organizational structure and legal status. If your neighborhood group is not already established, provide a petition signed by at least 20% of the residents and/or property owners within the proposed neighborhood boundaries. A map of the proposed neighborhood boundaries is required with all applications.

Planning Staff will forward your submitted documents to the Commissioners representing the districts that your proposed neighborhood falls within (regular district and super district). With their endorsement, the Mayor and Commission will vote on the official registration and mapped boundaries of your neighborhood organization.

Once the neighborhood is mapped, anyone may sign up to receive e-mail notification (as described above) for projects within and adjacent to the neighborhood's boundaries.

#### ***Questions or Comments?***

Contact the Neighborhood Notification Initiative Coordinator at the Athens-Clarke County Planning Department with any questions or comments regarding the neighborhood notification process or the registration of your neighborhood group. (706.613.3515; [planning@athensclarkecounty.com](mailto:planning@athensclarkecounty.com))

**PLANNING DEPARTMENT**

**120 W. Dougherty Street • Athens, Georgia 30601 • (706) 613-3515 • FAX (706) 613-3844**



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## NEIGHBORHOOD REGISTRATION FORM

### REQUIRED INFORMATION

Organization Name:

Type of Organization:  Covenant-based Homeowner's Association  Other Incorporated  
 Non-profit  LLC  Other:

Commission Districts:

Contact Person:

Contact Person

Mailing Address:

Neighborhood Mailing

Address (if different):

Telephone Number:

E-mail Address\*:

*\*A valid e-mail address is required for all Contact Persons where they may receive neighborhood notifications.*

**Please include the following information with this completed registration form:**

1. Map of neighborhood boundaries
2. One of the following:
  - For established neighborhoods - Documentation indicating your neighborhood group's organizational structure and/or legal status (i.e. by-laws, articles of incorporation, etc.)
  - For newly forming groups - A petition acknowledging the endorsement of the neighborhood organization and Contact Person signed by at least 20% of the property owners and/or residents within the proposed neighborhood boundaries.

### OPTIONAL INFORMATION

Website:

Newsletter or other publication:

Regularly scheduled meetings: Provide date, time, and location:

Comments, questions, or suggested topics for neighborhood planning workshops:

Date received by Planning Department:

Date approved by Mayor and Commission:

**PLANNING DEPARTMENT**