



City of Mobile · Planning & Zoning
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](#))

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 such as a school, library, community center, or similar facility, which will accommodate the anticipated

attendance. The meeting shall be located near the proposed site but not more than a distance of one (1) mile from the proposed site. If there is no adequate facility to accommodate the meeting within such distance, then the meeting shall be held at the nearest available facility with the prior approval of the Director.

2. Neighborhood Meetings shall be held on weekdays, between the hours of 5:00 p.m. and 8:00 p.m. for at least one (1) hour in duration.
3. A Neighborhood Meeting must be scheduled to last at least one (1) hour.
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

September 2025 – September 2026

SEPTEMBER 18, 2025, MEETING – Applications requiring a Neighborhood Meeting must meet the following public notice and meeting deadlines to remain on the September 18th Planning Commission agenda.

Earliest Neighborhood Meeting:	Latest Neighborhood Meeting:
July 21, 2025 (Monday)	August 28, 2025 (Thursday)
Last Day Meeting Notices Can Be Mailed:	Last Day Meeting Notices Can Be Mailed:
July 6, 2025 (Sunday)	August 13, 2025 (Wednesday)
Earliest Posting of Signs:	Earliest Posting of Signs:
June 21, 2025 (Saturday)	July 29, 2025 (Tuesday)
Latest Posting of Signs:	Latest Posting of Signs:
July 11, 2025 (Friday)	August 18, 2025 (Monday)

OCTOBER 16, 2025, MEETING – Applications requiring a Neighborhood Meeting must meet the following public notice and meeting deadlines to remain on the October 16th Planning Commission agenda.

Earliest Neighborhood Meeting:	Latest Neighborhood Meeting:
August 18 th (Monday)	September 25 th (Thursday)
Last Day Meeting Notices Can Be Mailed:	Last Day Meeting Notices Can Be Mailed:
August 3 rd (Sunday)	September 10 th (Wednesday)
Earliest Posting of Signs:	Earliest Posting of Signs:
July 19 th (Saturday)	August 26 th (Tuesday)
Latest Posting of Signs:	Latest Posting of Signs:
August 8 th (Friday)	September 15 th (Monday)

NOVEMBER 20, 2025, MEETING – Applications requiring a Neighborhood Meeting must meet the following public notice and meeting deadlines to remain on the November 20th Planning Commission agenda.

Earliest Neighborhood Meeting:	Latest Neighborhood Meeting:
September 22 nd (Monday)	October 30 th (Thursday)
Last Day Meeting Notices Can Be Mailed:	Last Day Meeting Notices Can Be Mailed:
September 7 th (Sunday)	October 15 th (Wednesday)
Earliest Posting of Signs:	Earliest Posting of Signs:
August 23 rd (Saturday)	September 30 th (Tuesday)
Latest Posting of Signs:	Latest Posting of Signs:
September 12 th (Friday)	October 20 th (Monday)



MOBILE CITY PLANNING COMMISSION

NEIGHBORHOOD MEETING DEADLINES SCHEDULE

September 2025 – September 2026

DECEMBER 18, 2025, MEETING – Applications requiring a Neighborhood Meeting must meet the following public notice and meeting deadlines to remain on the December 18th Planning Commission agenda.

Earliest Neighborhood Meeting:	Latest Neighborhood Meeting:
October 20 th (Monday)	November 26 th (Wednesday)
Last Day Meeting Notices Can Be Mailed:	Last Day Meeting Notices Can Be Mailed:
October 5 th (Sunday)	November 11 th (Tuesday)
Earliest Posting of Signs:	Earliest Posting of Signs:
September 20 th (Saturday)	October 27 th (Monday)
Latest Posting of Signs:	Latest Posting of Signs:
October 10 th (Friday)	November 16 th (Sunday)

JANUARY 15, 2026, MEETING – Applications requiring a Neighborhood Meeting must meet the following public notice and meeting deadlines to remain on the January 15th Planning Commission agenda.

Earliest Neighborhood Meeting:	Latest Neighborhood Meeting:
November 17, 2025 (Monday)	December 24, 2025 (Wednesday)
Last Day Meeting Notices Can Be Mailed:	Last Day Meeting Notices Can Be Mailed:
November 2, 2025 (Sunday)	December 9, 2025 (Tuesday)
Earliest Posting of Signs:	Earliest Posting of Signs:
October 18, 2025 (Saturday)	November 24, 2025 (Monday)
Latest Posting of Signs:	Latest Posting of Signs:
November 7, 2025 (Friday)	December 14, 2025 (Sunday)

FEBRUARY 19, 2026, MEETING – Applications requiring a Neighborhood Meeting must meet the following public notice and meeting deadlines to remain on the February 19th Planning Commission agenda.

Earliest Neighborhood Meeting:	Latest Neighborhood Meeting:
December 22, 2025 (Monday)	January 29, 2026 (Thursday)
Last Day Meeting Notices Can Be Mailed:	Last Day Meeting Notices Can Be Mailed:
December 7, 2025 (Sunday)	January 14, 2026 (Wednesday)
Earliest Posting of Signs:	Earliest Posting of Signs:
November 22, 2025 (Saturday)	December 30, 2025 (Tuesday)
Latest Posting of Signs:	Latest Posting of Signs:
December 12, 2025 (Friday)	January 19, 2026 (Monday)



MOBILE CITY PLANNING COMMISSION

NEIGHBORHOOD MEETING DEADLINES SCHEDULE

September 2025 – September 2026

MARCH 19, 2026, MEETING – Applications requiring a Neighborhood Meeting must meet the following public notice and meeting deadlines to remain on the March 19th Planning Commission agenda.

Earliest Neighborhood Meeting:	Latest Neighborhood Meeting:
January 19, 2026 (Monday)	February 26, 2026 (Thursday)
Last Day Meeting Notices Can Be Mailed:	Last Day Meeting Notices Can Be Mailed:
January 4, 2026 (Sunday)	February 11, 2026 (Wednesday)
Earliest Posting of Signs:	Earliest Posting of Signs:
December 20, 2025 (Saturday)	January 27, 2026 (Tuesday)
Latest Posting of Signs:	Latest Posting of Signs:
January 9, 2025 (Friday)	February 16, 2026 (Monday)

APRIL 16, 2026, MEETING – Applications requiring a Neighborhood Meeting must meet the following public notice and meeting deadlines to remain on the April 16th Planning Commission agenda.

Earliest Neighborhood Meeting:	Latest Neighborhood Meeting:
February 18 th (Wednesday)	March 26 th (Thursday)
Last Day Meeting Notices Can Be Mailed:	Last Day Meeting Notices Can Be Mailed:
February 3 rd (Tuesday)	March 11 th (Wednesday)
Earliest Posting of Signs:	Earliest Posting of Signs:
January 19 th (Monday)	February 24 th (Tuesday)
Latest Posting of Signs:	Latest Posting of Signs:
February 8 th (Sunday)	March 16 th (Monday)

MAY 21, 2026, MEETING – Applications requiring a Neighborhood Meeting must meet the following public notice and meeting deadlines to remain on the May 21st Planning Commission agenda.

Earliest Neighborhood Meeting:	Latest Neighborhood Meeting:
March 23 rd (Monday)	April 30 th (Thursday)
Last Day Meeting Notices Can Be Mailed:	Last Day Meeting Notices Can Be Mailed:
March 8 th (Sunday)	April 15 th (Wednesday)
Earliest Posting of Signs:	Earliest Posting of Signs:
February 21 st (Saturday)	March 31 st (Tuesday)
Latest Posting of Signs:	Latest Posting of Signs:
March 13 th (Friday)	April 20 th (Monday)



MOBILE CITY PLANNING COMMISSION

NEIGHBORHOOD MEETING DEADLINES SCHEDULE

September 2025 – September 2026

JUNE 18, 2026, MEETING – Applications requiring a Neighborhood Meeting must meet the following public notice and meeting deadlines to remain on the June 18th Planning Commission agenda.

Earliest Neighborhood Meeting:	Latest Neighborhood Meeting:
April 20 th (Monday)	May 28 th (Thursday)
Last Day Meeting Notices Can Be Mailed:	Last Day Meeting Notices Can Be Mailed:
April 5 th (Sunday)	May 13 th (Wednesday)
Earliest Posting of Signs:	Earliest Posting of Signs:
March 21 st (Saturday)	April 28 th (Tuesday)
Latest Posting of Signs:	Latest Posting of Signs:
April 10 th (Friday)	May 18 th (Monday)

JULY 16, 2026, MEETING – Applications requiring a Neighborhood Meeting must meet the following public notice and meeting deadlines to remain on the July 16th Planning Commission agenda.

Earliest Neighborhood Meeting:	Latest Neighborhood Meeting:
May 18 th (Monday)	June 25 th (Thursday)
Last Day Meeting Notices Can Be Mailed:	Last Day Meeting Notices Can Be Mailed:
May 3 rd (Sunday)	June 10 th (Wednesday)
Earliest Posting of Signs:	Earliest Posting of Signs:
April 18 th (Saturday)	May 26 th (Tuesday)
Latest Posting of Signs:	Latest Posting of Signs:
May 8 th (Friday)	June 15 th (Monday)

AUGUST 20, 2026, MEETING – Applications requiring a Neighborhood Meeting must meet the following public notice and meeting deadlines to remain on the August 20th Planning Commission agenda.

Earliest Neighborhood Meeting:	Latest Neighborhood Meeting:
June 22 nd (Monday)	July 30 th (Thursday)
Last Day Meeting Notices Can Be Mailed:	Last Day Meeting Notices Can Be Mailed:
June 7 th (Sunday)	July 15 th (Wednesday)
Earliest Posting of Signs:	Earliest Posting of Signs:
May 23 rd (Saturday)	June 30 th (Tuesday)
Latest Posting of Signs:	Latest Posting of Signs:
June 12 th (Friday)	July 20 th (Monday)



MOBILE CITY PLANNING COMMISSION

NEIGHBORHOOD MEETING DEADLINES SCHEDULE

September 2025 – September 2026

SEPTEMBER 17, 2026, MEETING – Applications requiring a Neighborhood Meeting must meet the following public notice and meeting deadlines to remain on the September 17th Planning Commission agenda.

Earliest Neighborhood Meeting:	Latest Neighborhood Meeting:
July 20 th (Monday)	August 27 th (Thursday)
Last Day Meeting Notices Can Be Mailed:	Last Day Meeting Notices Can Be Mailed:
July 5 th (Sunday)	August 12 th (Wednesday)
Earliest Posting of Signs:	Earliest Posting of Signs:
June 20 th (Saturday)	July 28 th (Tuesday)
Latest Posting of Signs:	Latest Posting of Signs:
July 10 th (Friday)	August 17 th (Monday)

NEIGHBORHOOD MEETING NOTICE

4 inch
minimum
UPPERcase

For Planning Commission Application

3 inch
minimum
lowercase

Request:

Applicant:

Phone #:

Meeting Date:

Meeting Time:

Meeting Location:

Application Type

[Rezoning, Conditional Use or Planned Development]

Applicant Name

Applicant Telephone Number

Month Day, Year

[Must be on a weekday, Monday – Friday]

Time

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

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:
open-government-cityofmobile.hub.arcgis.com/
(See Figure 1)
- Step 2.** Under “Mapping Applications” click the box labeled “**Public Notification – Property Owners**”.
(See Figure 2)
- Step 3.** Use the map to navigate to your property OR use the search bar to search the address of the property on which you wish to run a buffer. Once located, click on your property within the map to select it. Once selected, the property will highlight blue.
(See Figure 3)
- Step 4.** The map will default to a 300' Buffer Distance based on your selected property. Next, click the blue button labeled “**Apply**”. This will begin running your buffer.
(See Figure 3)
- Step 5.** Once completed, you will see every property within 300' of the subject site outlined in red on the map. To export the information as a list, click on the **four-circle** menu icon to the right of the “Results” list. A pop-out menu will appear, click on “**Export**” then “**Export to CSV**”.
(See Figure 4)

Completing step 5 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 e* and any duplicate entries, leaving you with only the information necessary for preparing your notification labels.

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:

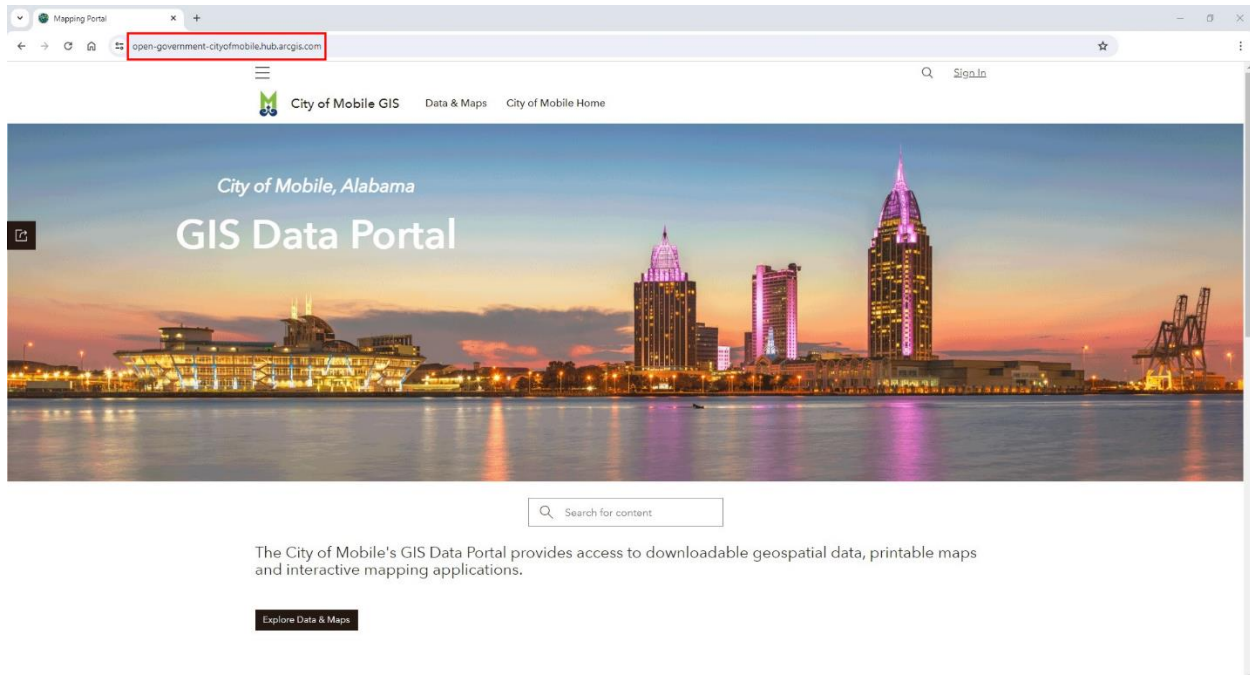


Figure 2:

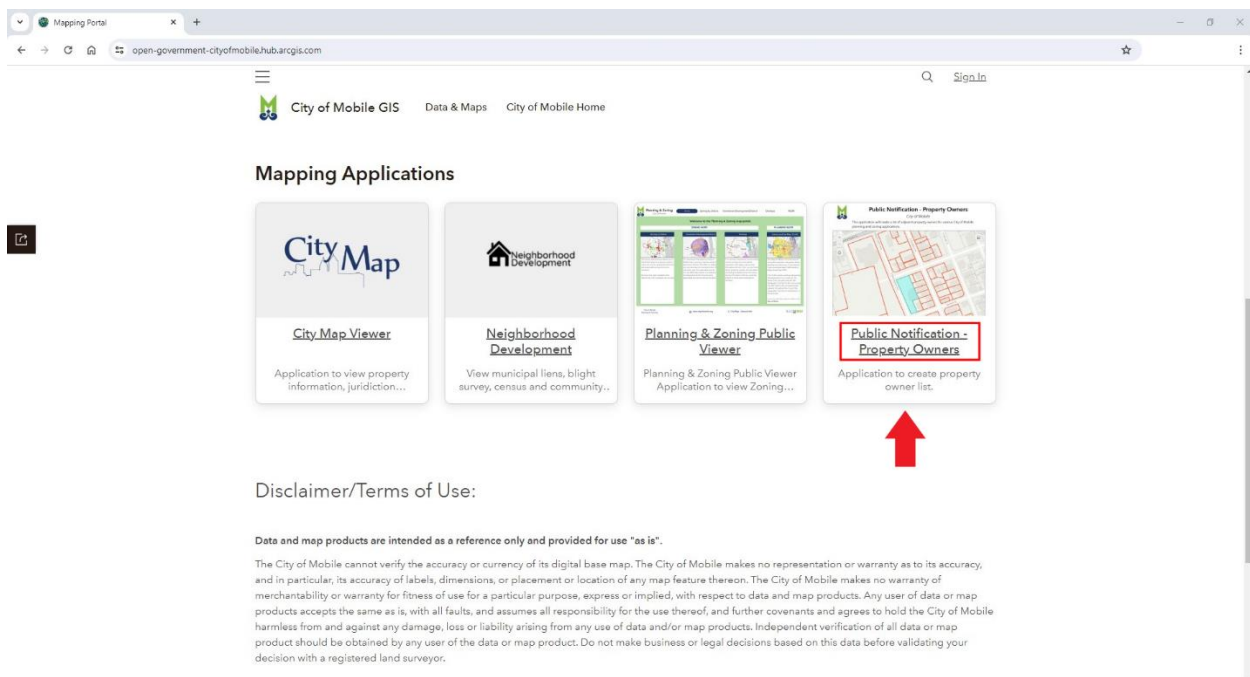


Figure 3:

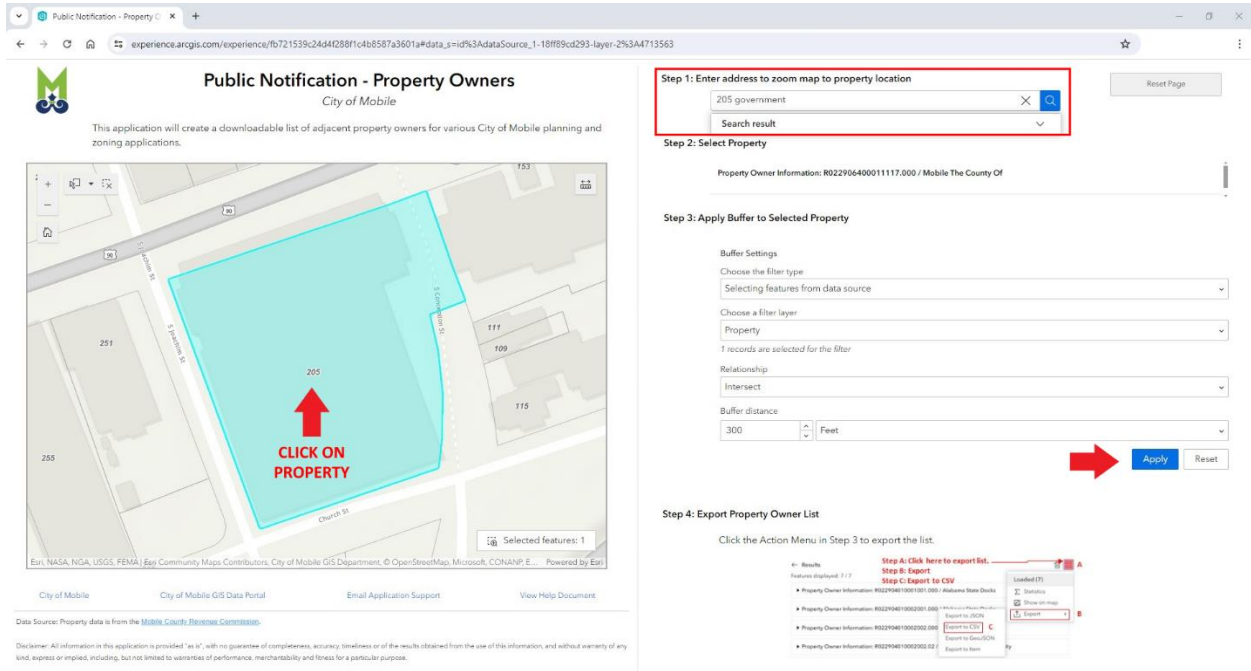


Figure 4:

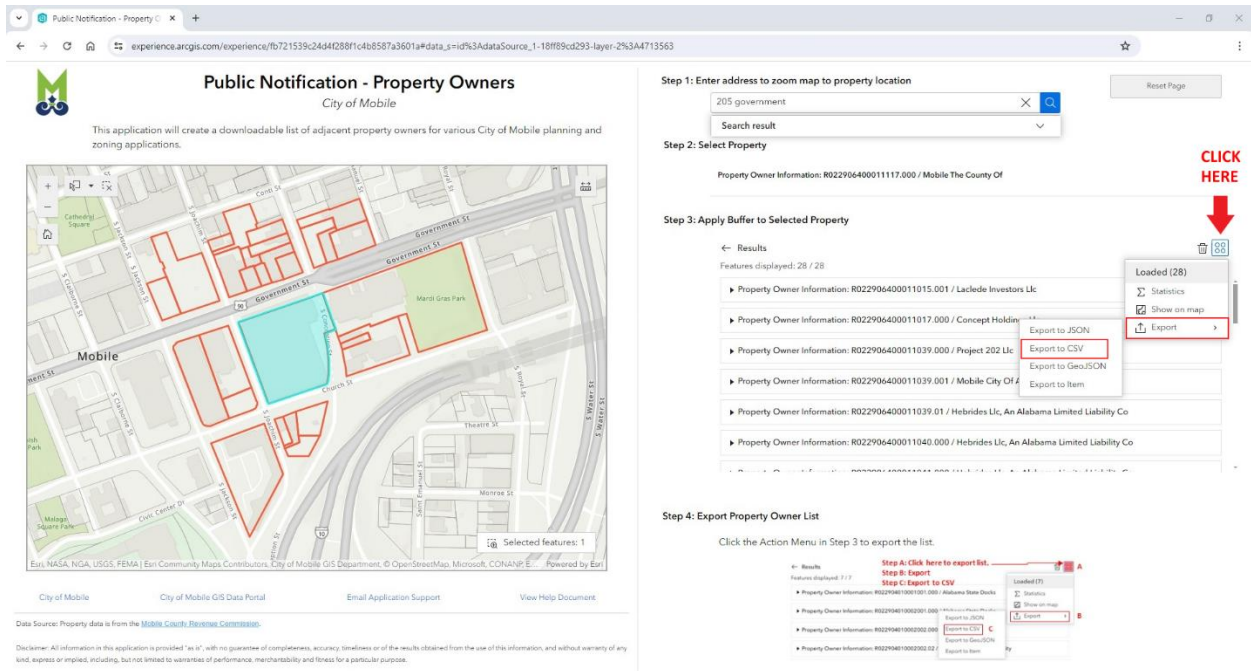


Figure 5:

Property result - Excel										
Tell me what you want to do										
File Home Insert Page Layout Formulas Data Review View Help										
Clipboard Font Paragraph Alignment Number Conditional Formatting Styles Cells Editing										
20 S ROYAL ST										
Parcel Owner Name	Parcel Key	Owner Mailing Address 1	Owner Mailing Address 2	Owner Mailing Address 3	Owner Mailing City	Owner Mailing State	Owner Mailing Zip	Parcel ID	OBAC ID	
LACLEDE INVESTORS LLC	207741	150 GOVERNMENT ST STE 2000			MOBILE	AL	36602	RO22906400011015.000	4713485	
CONCEPT HOLDINGS LLC	761465	1000A CODY RD S			MOBILE	AL	36695	RO22906400011017.000	4713486	
PROJECT 202 LLC	761660	202 GOVERNMENT ST			MOBILE	AL	36602	RO22906400011039.000	4713487	
MOBILE CITY OF A MUNICIPAL CORPORATION	1813470	REAL ESTATE DEPT	P O BOX 1827		MOBILE	AL	36633	RO22906400011039.001	4713488	
HEBRIDES LLC, AN ALABAMA LIMITED LIABILITY CO	1467947	20 S ROYAL ST			MOBILE	AL	36602	RO22906400011039.01	4713489	
HEBRIDES LLC, AN ALABAMA LIMITED LIABILITY CO	761679	20 S ROYAL ST			MOBILE	AL	36602	RO22906400011040.000	4713500	
HEBRIDES LLC, AN ALABAMA LIMITED LIABILITY CO	761688	20 S ROYAL ST			MOBILE	AL	36602	RO22906400011041.000	4713501	
HEBRIDES LLC, AN ALABAMA LIMITED LIABILITY CO	3241478	20 S ROYAL ST			MOBILE	AL	36602	RO22906400011041.001	4713502	
CEABEN INC	761704	PO BOX 145			MOBILE	AL	36601	RO22906400011042.000	4713503	
HEBRIDES LLC, AN ALABAMA LIMITED LIABILITY CO	2499004	20 S ROYAL ST			MOBILE	AL	36602	RO22906400011045.001	4713505	
MC GILL INSTITUTE CHARITABLE TRUST	1422721	400 GOVERNMENT ST			MOBILE	AL	36602	RO22906400011047.000	4713507	
GOVERNMENT STREET PRESBYTERIAN CHURCH	1506267	300 GOVERNMENT ST			MOBILE	AL	36602	RO22906400011048.000	4713508	
251 GOVERNMENT STREET PROPERTY OWNER LLC	762446	174 EAST BAY ST STE 202			CHARLESTON	SC	29401	RO22906400011115.000	4713540	
MOBILE COUNTY OF	762455	% W C HILVESTON	ADMINISTRATOR		MOBILE	AL	36633	RO22906400011116.000	4713541	
MH MOBILE SURFACE LLC, A LOUISIANA LMTD LIABILITY CO	3471601	601 POYDRAS ST STE 1500			NEW ORLEANS	LA	70130	RO22906400011116.001	4713562	
MOBILE THE COUNTY OF	762464	% COUNTY COMMISSIONERS OF	MOBILE COUNTY		MOBILE	AL	36633	RO22906400011117.000	4713563	
MOBILE COUNTY OF	762534	COUNTY COURTHOUSE	PO BOX 1443		MOBILE	AL	36633	RO22906400011125.000	4713564	
PROTESTANT EPISCOPAL CHURCH	762543	THE, IN THE DIOCESE OF THE	P O BOX 13330		PENSACOLA	FL	32591	RO22906400011126.000	4713565	
PROTESTANT EPISCOPAL CHURCH	762552	THE, IN THE DIOCESE OF THE	P O BOX 13330		PENSACOLA	FL	32591	RO22906400011127.000	4713566	
MC MILLAN JOHN A & WINIFRED M MC MILLAN AS TRUSTEES OF C/O BBS INVESTMENTS LLC	762856	PO BOX 1125			SARALAND	AL	36571	RO22906400011161.000	4713598	
MC MILLAN JOHN A & WINIFRED M MC MILLAN AS TRUSTEES OF C/O BBS INVESTMENTS LLC	762865	PO BOX 1125			SARALAND	AL	36571	RO22906400011162.000	4713599	
DEAN T JEFFERSON III	762874	207 CHURCH ST			MOBILE	AL	36602	RO22906400011163.000	4713600	
SHREE KRISHNA HOSPITALITY LLC	762892	1381 W FAIRWAY DR			GULF SHORES	AL	36542	RO22906400011165.000	4713601	
LACLEDE INVESTORS LLC	761447	150 GOVERNMENT ST STE 2000			MOBILE	AL	36602	RO22906400011015.000	4625894	
EIGHTEEN 30 LLC	761456	PO BOX 66200			MOBILE	AL	36660	RO22906400011016.000	4625895	
BRUT KIEWICZ D E LLC C/O SEB PROPERTIES LLC	761642	25 ASHLEY DR			MOBILE	AL	36608	RO22906400011037.000	4625904	
GIBBONS HOUSE JOINT VENTURE	761651	40 S CONCEPTION ST			MOBILE	AL	36602	RO22906400011038.000	4625905	
B B B PROPERTIES	762883	205 CHURCH ST			MOBILE	AL	36602	RO22906400011164.000	4625922	

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):

Applicant: _____

Meeting Location: _____

Application: _____

(Meeting summary, continued)

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

If meeting minutes were recorded, please provide a copy of the written minutes with this summary.

The Neighborhood Meeting ended at the following time: _____

Applicant's signature attesting to the accuracy of this summary:

X Date: