

NEIGHBORHOOD MEETING PACKET

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Important Notice:

This packet outlines the requirements for conducting a Neighborhood Meeting. **Please read all instructions carefully and ensure that every requirement is met.** Even minor errors can result in your meeting being deemed invalid, which may prevent your application(s) from being placed on the Planning Commission agenda.

Common issues include but are not limited to listing an incorrect meeting date in your notice, holding the meeting at an unapproved location, failing to conduct the meeting indoors, or using signage with lettering that is too small.

Examples of signs, meeting notices, sign-in sheets, and summary sheets are included for reference. These are provided as general guides only and do not reflect the specific details of your application.

If you have any questions, please contact the Planning and Zoning Department for assistance. Doing so can help avoid delays in the review of your application.

Phone: (251) 208-5895

Email: planning@cityofmobile.gov



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). *****Minimum height for letters is four inches (4") for uppercase letters and three inches (3") for lowercase letters.**
 - 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, **even if no one is in attendance.**
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.



City of Mobile · Planning & Zoning
Neighborhood Meeting Deadlines Schedule
September 2026 – September 2027

The table below identifies the scheduled Planning Commission meeting dates for the 2026–2027 year, along with the earliest and latest dates on which a required Neighborhood Meeting may be held.

Planning Commission Meeting	Earliest Neighborhood Meeting	Latest Neighborhood Meeting
September 17, 2026	July 20, 2026 (M)	August 27, 2026 (Th)
October 15, 2026	August 16, 2026 (M)	September 24, 2026 (Th)
November 19, 2026	September 21, 2026 (M)	October 29, 2026 (Th)
December 17, 2026	October 18, 2026 (M)	November 25, 2026 (W)
January 21, 2027	November 23, 2026 (M)	December 31, 2026 (Th)
February 18, 2027	December 21, 2026 (M)	January 28, 2027 (Th)
March 18, 2027	January 18, 2027 (M)	February 25, 2027 (Th)
April 15, 2027	February 15, 2027 (M)	March 25, 2027 (Th)
May 20, 2027	March 22, 2027 (M)	April 29, 2027 (Th)
June 17, 2027	April 19, 2027 (M)	May 27, 2027 (Th)
July 15, 2027	May 17, 2027 (M)	June 24, 2027 (Th)
August 19, 2027	June 21, 2027 (M)	July 29, 2027 (Th)
September 16, 2027	July 19, 2027 (M)	August 26, 2027 (Th)

(M) Monday (T) Tuesday (W) Wednesday (Th) Thursday (F) Friday

Letters Advertising a Neighborhood Meeting:

- Must be mailed (postmarked) at least 15 calendar days before the meeting, and
- A copy must be emailed to the Planning & Zoning Department and the City Council Representative

Signs Advertising a Neighborhood Meeting:

- Must be posted no earlier than 30 calendar days before the meeting, and
- Must be posted no later than 10 calendar days before the meeting

See [Article 5, Section 64-5-4](#) of the Unified Development Code for additional requirements (beginning on page 4). If you need verification that your Neighborhood Meeting dates and deadlines qualify for a specific Planning Commission meeting, please contact the Planning and Zoning Department by emailing planning@cityofmobile.gov or calling (251) 208-5895.

FINDING A NEIGHBORHOOD MEETING LOCATION WITHIN A 1-MILE RADIUS

A Step-by-Step Guide

- Step 1.** Using a desktop computer open your web browser and click on the following link:
[Neighborhood Meeting Site Locator](#) *(see Figure 1)*
- Step 2.** Click on “**Find address or place.**” *(see Figure 2)*
- Step 3.** Type in the address of the project location and hit “**Enter**” on your keyboard.
(see Figure 3)
- Step 4.** Click the **Export** button. *(see Figure 4)*
- Step 5.** Under “**File Type,**” select desired file format (PDF recommended). *(see Figure 5)*
- Step 6.** To download the list of eligible meeting locations, click the **Export** button.
(see Figure 6)

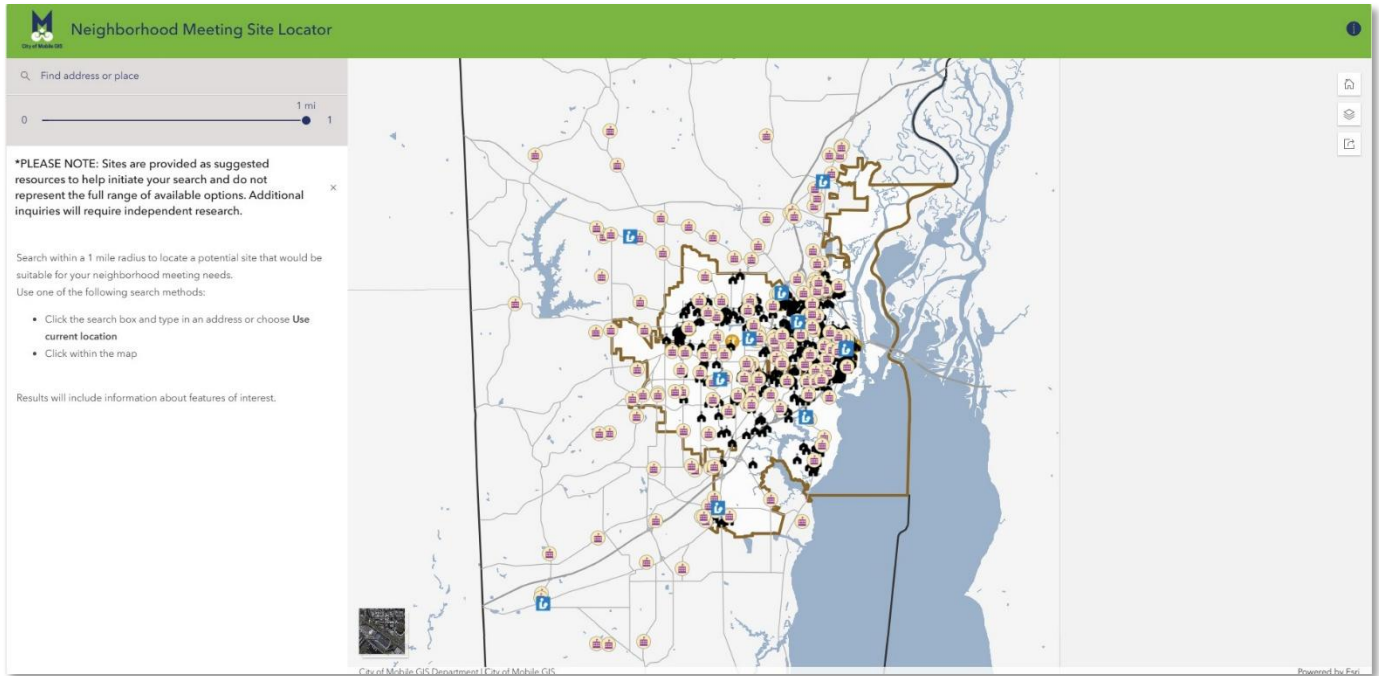


Figure 1

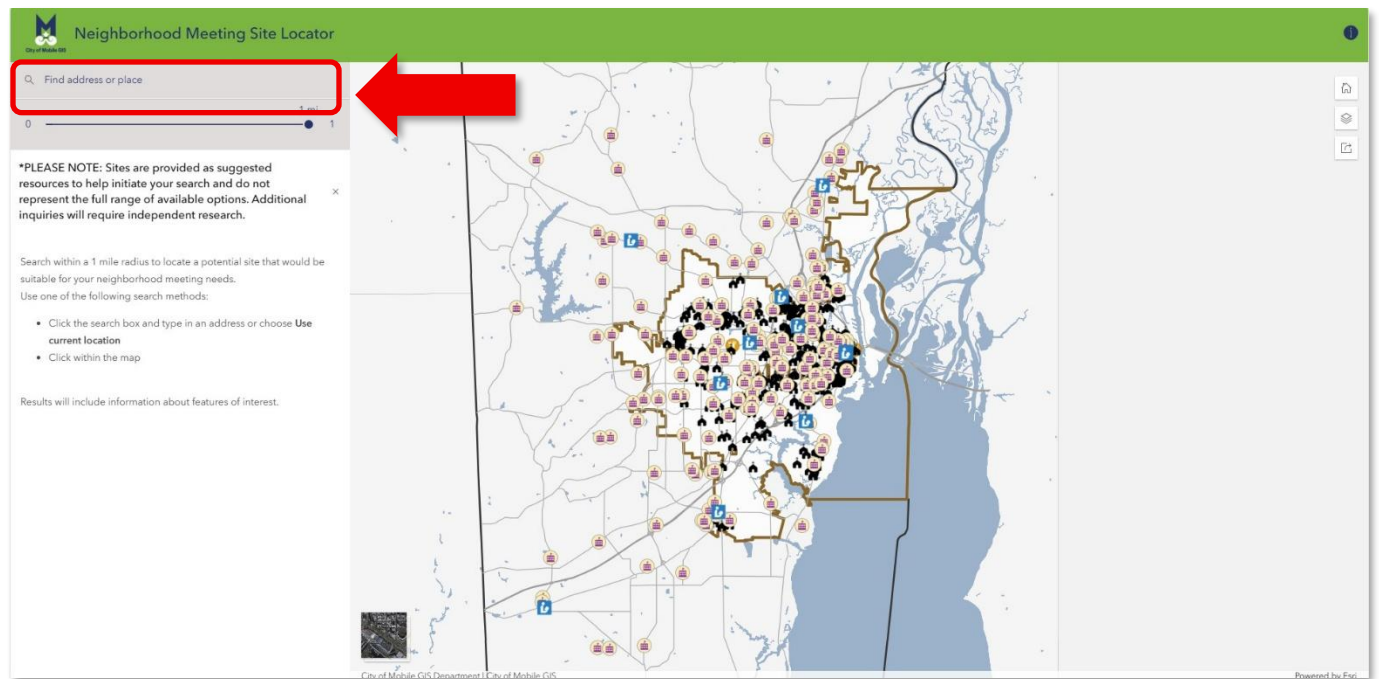


Figure 2

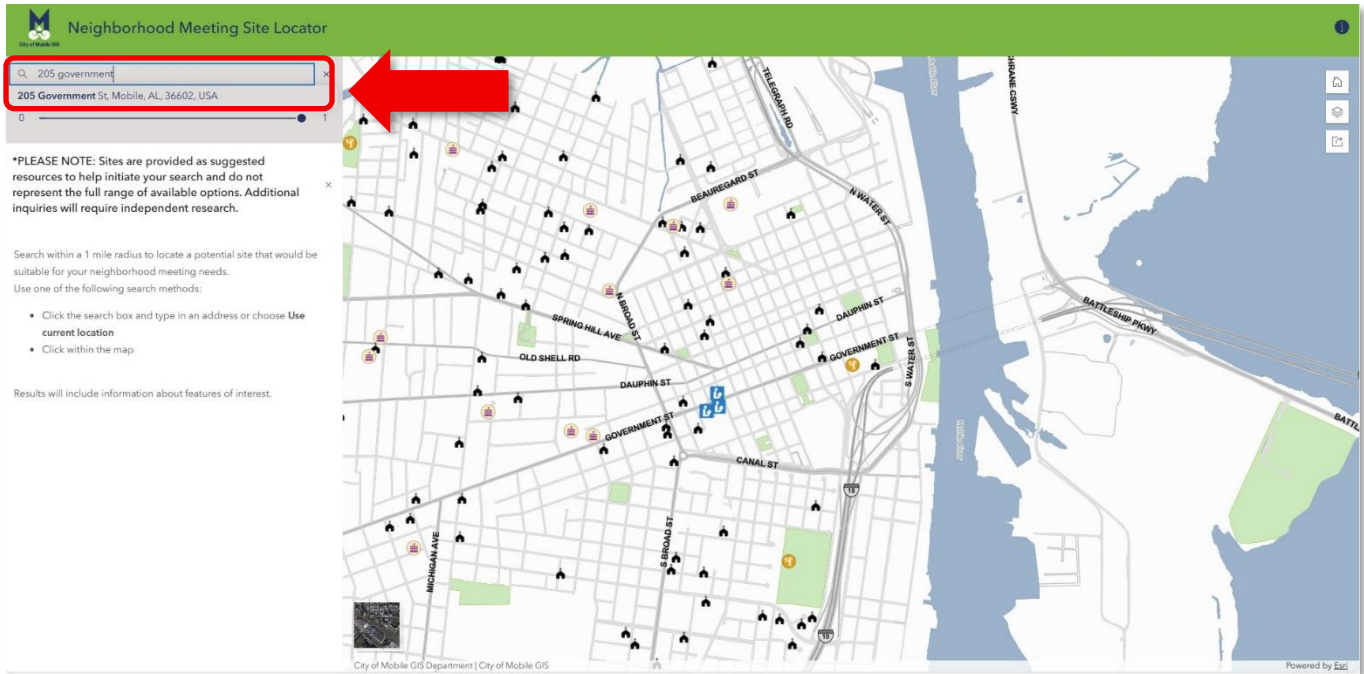


Figure 3

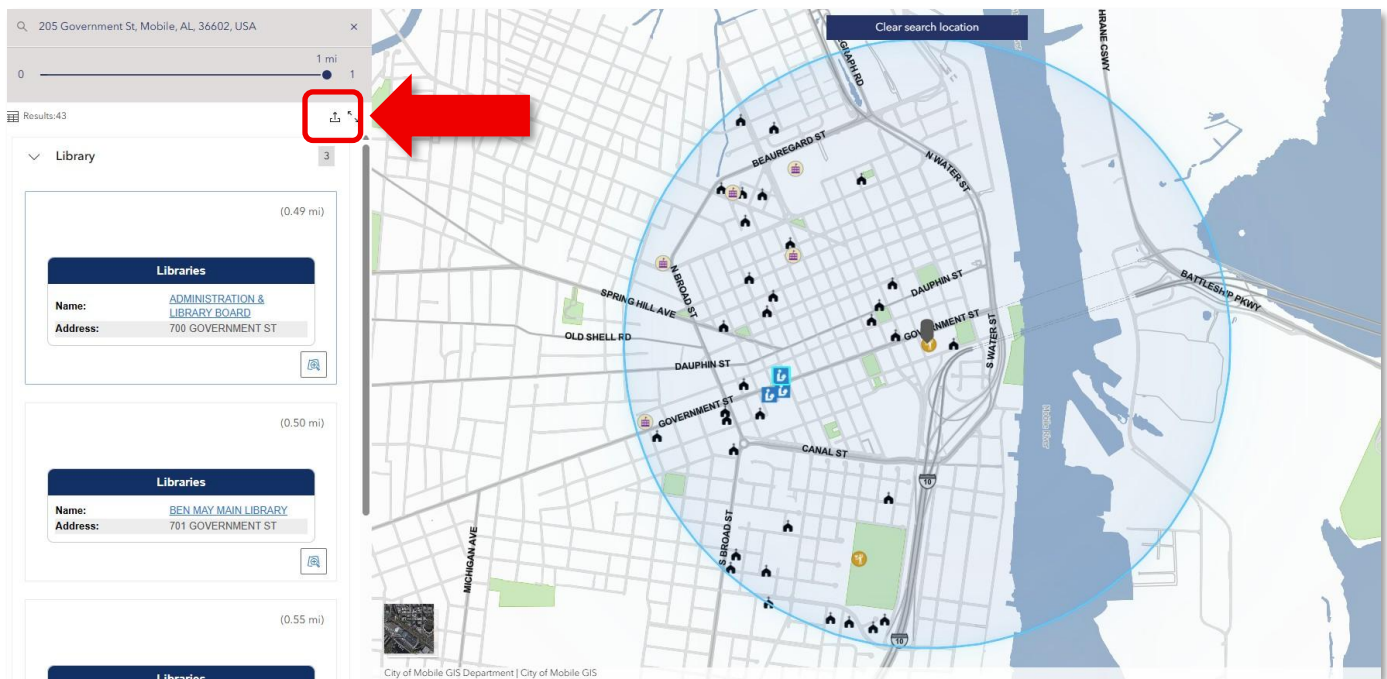


Figure 4

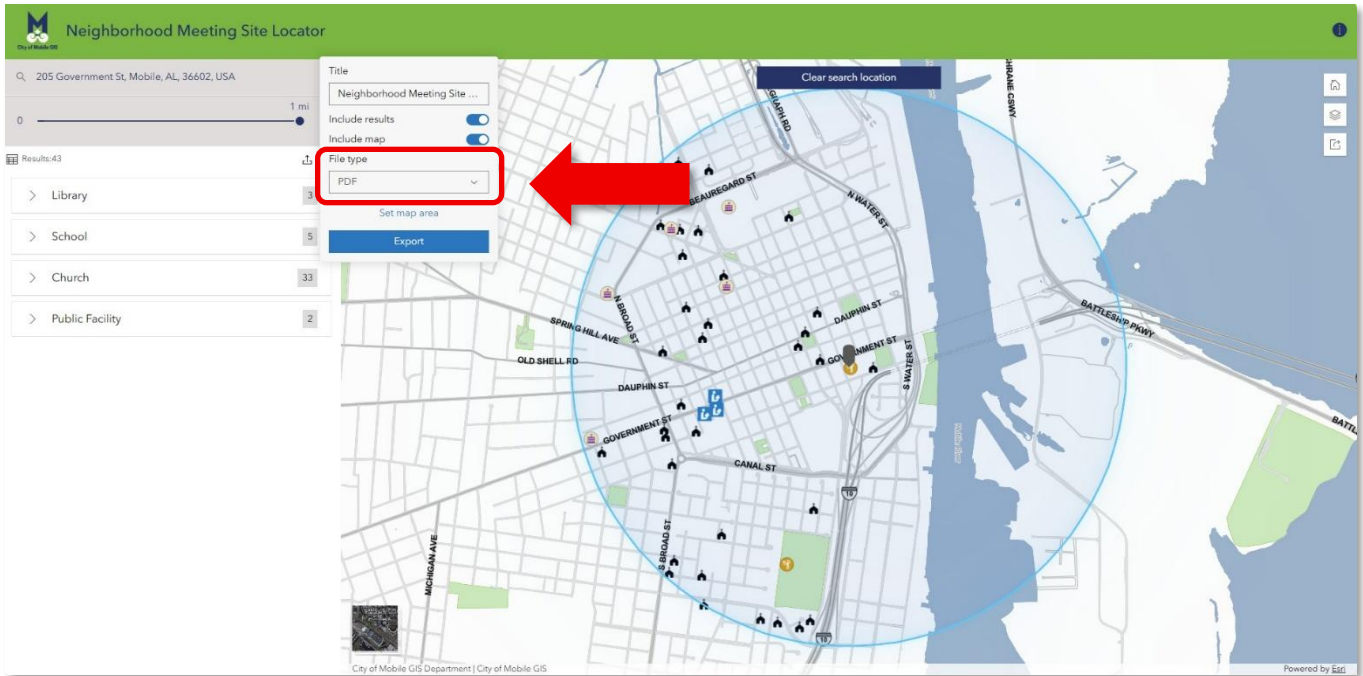


Figure 5

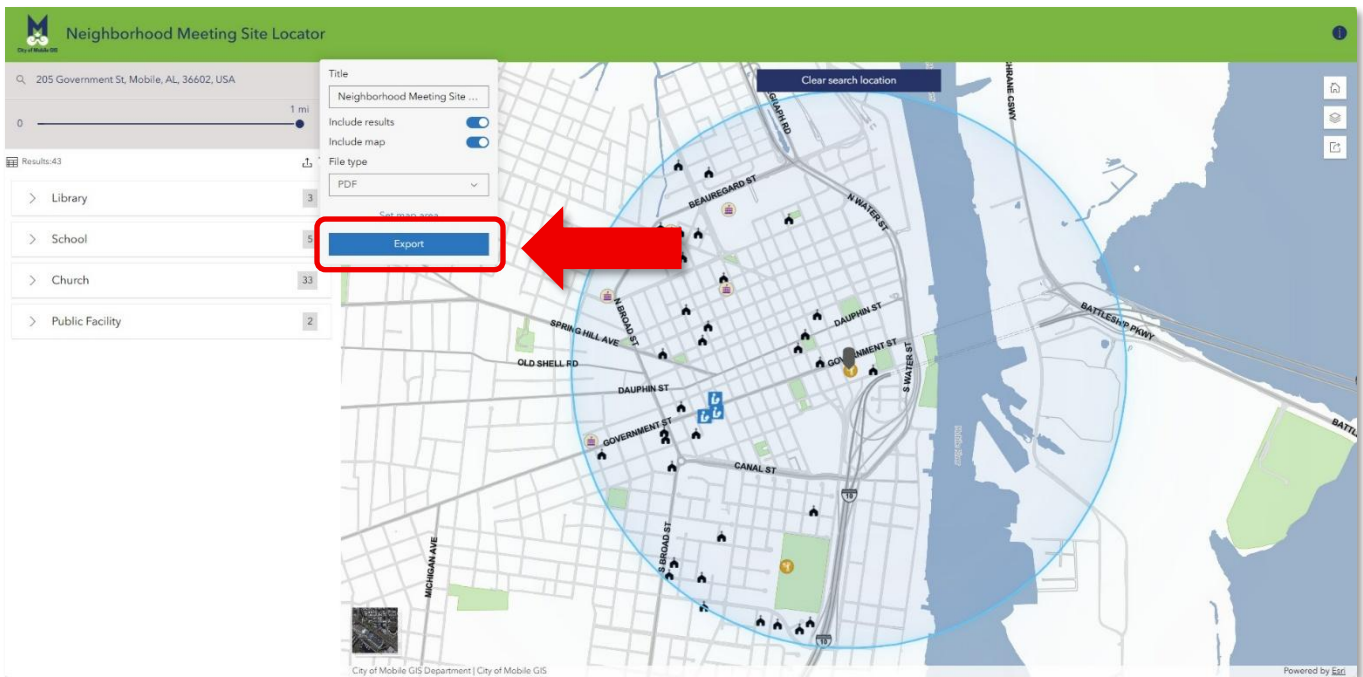


Figure 6

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 a 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.** Using a desktop computer open your web browser and navigate to:
<https://open-government-cityofmobile.hub.arcgis.com/>
(See Figure 1)
- Step 2.** Click “Mapping Application” (See Figure 2)
- Step 3.** Under “**Mapping Applications,**” select “**Public Notification – Property Owners.**”
(See Figure 3)
- Step 4.** Use the map to zoom in to your property, **or** enter the property address in the search bar. (See Figure 4)
- Step 5.** Click the **Polygon Tool** (See Figure 5). With your mouse, trace the outline of your property by clicking along each property line. Place points as accurately as possible to match the shape of the property. (See Figure 6)
- Step 6.** When you’ve finished outlining the property, double-click to complete the shape. A solid blue polygon will appear, highlighting all properties within 300 feet. (See Figure 7)
- Step 7.** To download the list of highlighted properties, click the **Export** button and select “**Export to CSV.**” (See Figure 8)

Completing **Step 7** allows you to download the results as a file that can be opened in **Microsoft Excel**. This file will include a list of all properties within 300 feet of your subject site, along with the associated property owner information.

Once opened in Excel, you may simplify the list by:

- Keeping only the columns that show **owner names** and **mailing addresses**
- Removing **duplicate entries**
- Deleting any **unnecessary information**

Important Notice:

Property ownership can change due to recent sales. As a result, the owner information obtained using this tool may not always reflect the most current records. When submitting mailing labels with an application, it is the **applicant’s responsibility** to ensure that all labels are accurate and complete.

For assistance with verifying current ownership information, please contact the **Mobile County Probate Court** or the **Mobile County Revenue Commission**.

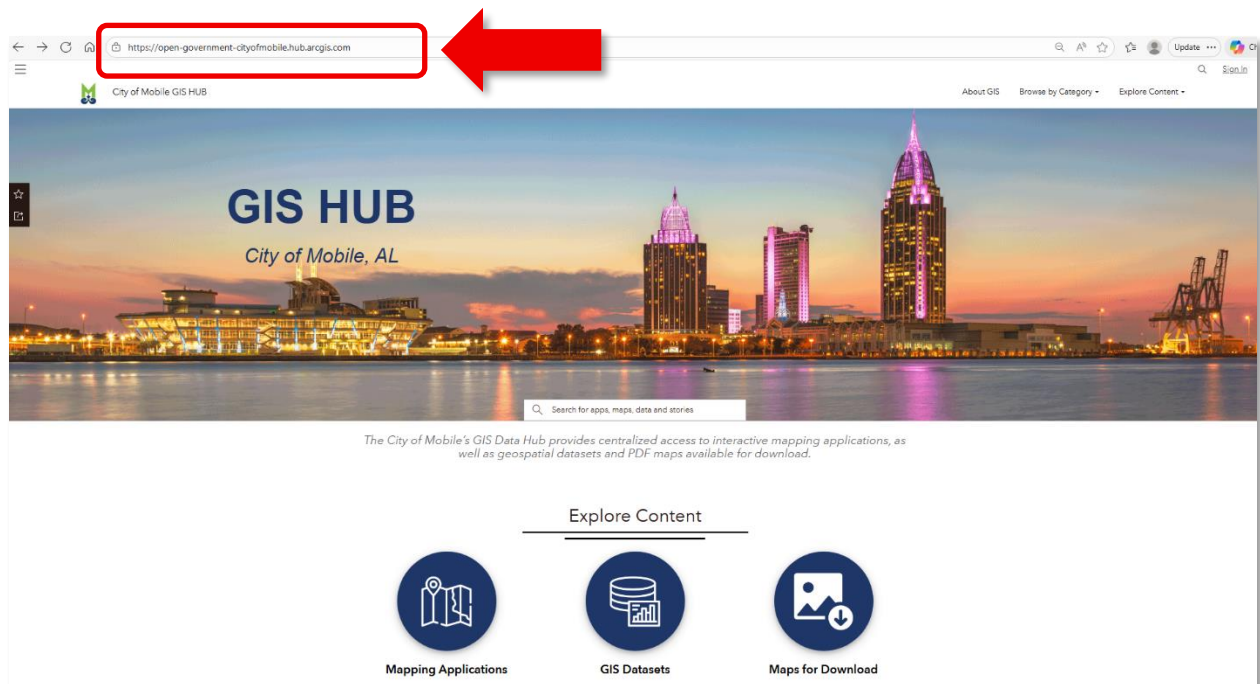


Figure 1

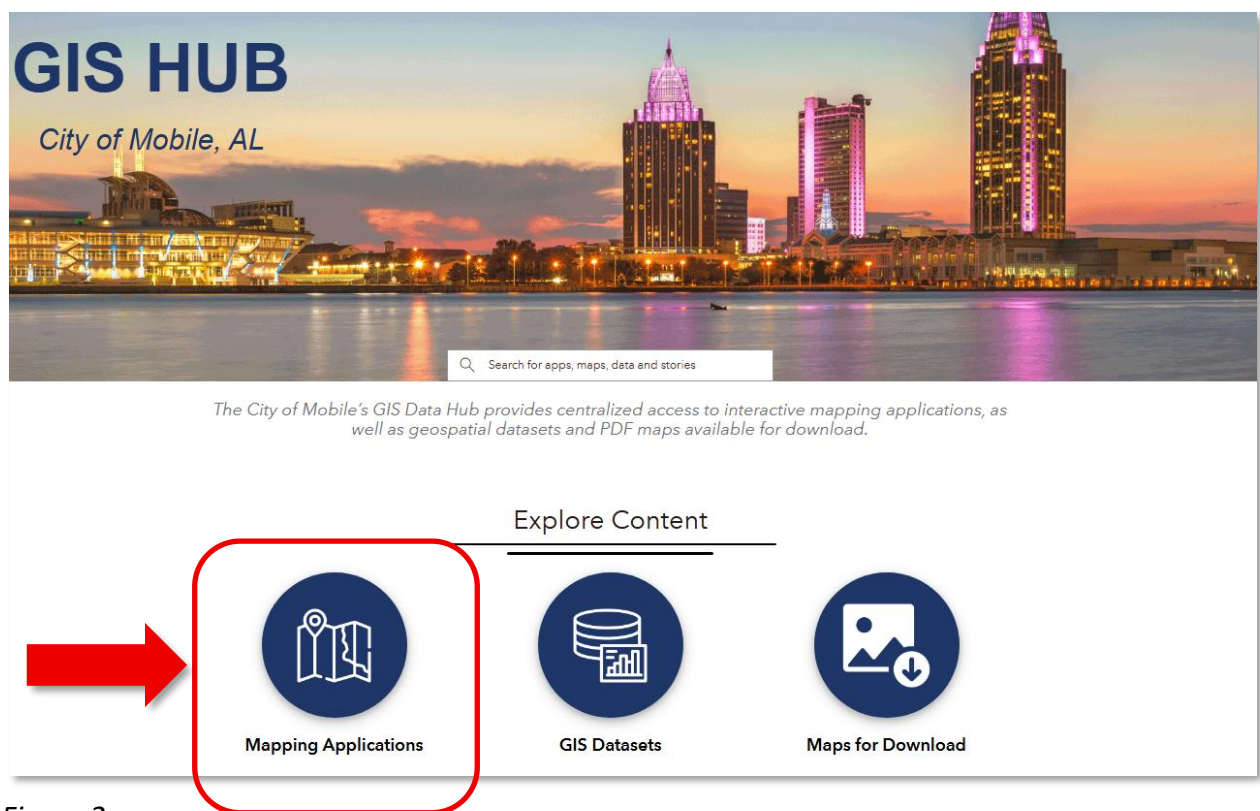


Figure 2

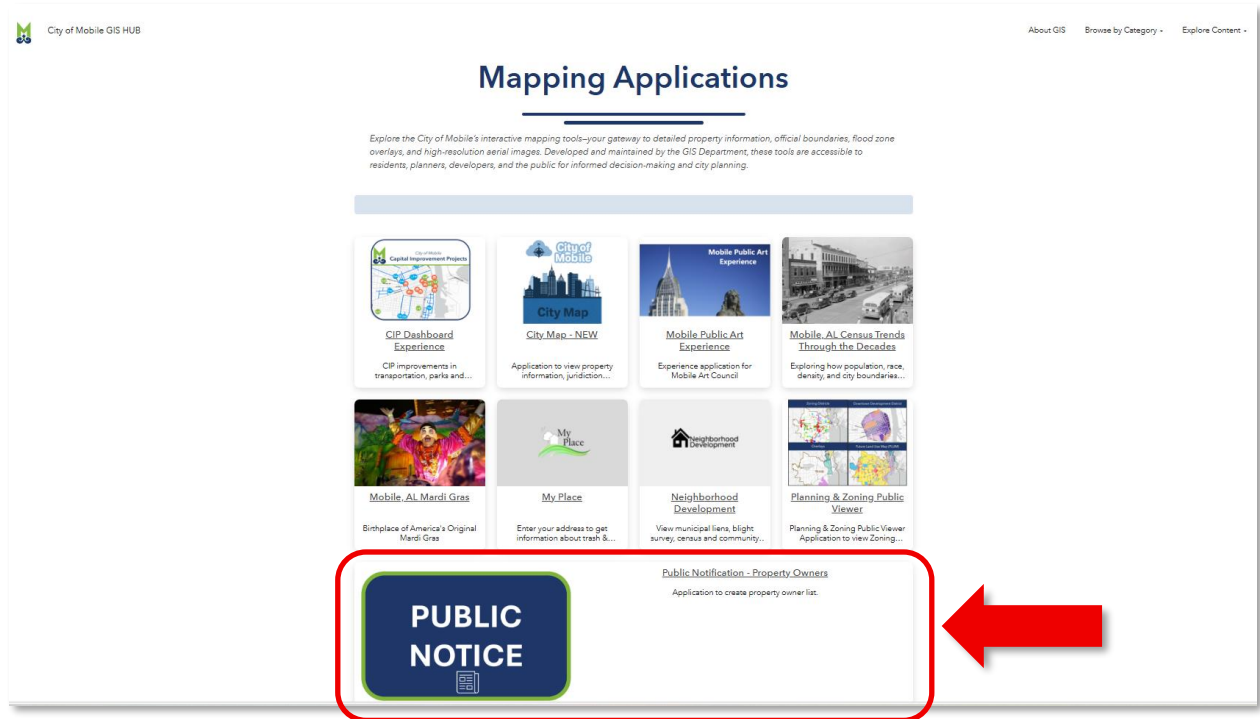


Figure 3

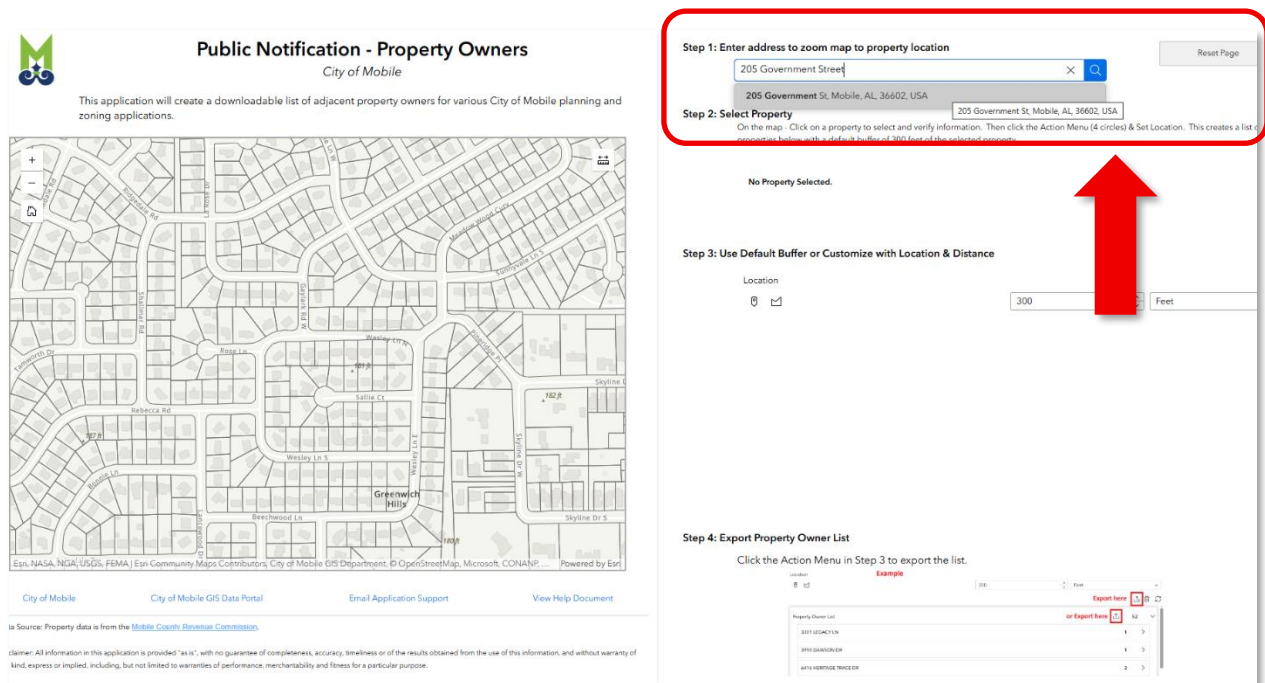


Figure 4

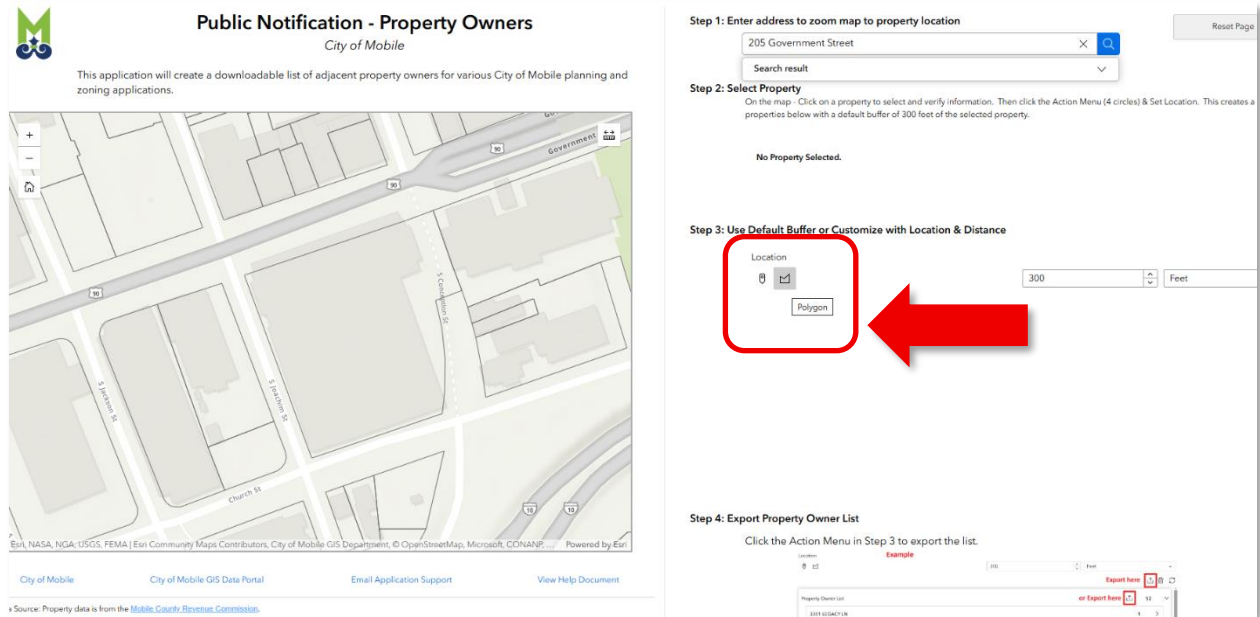


Figure 5

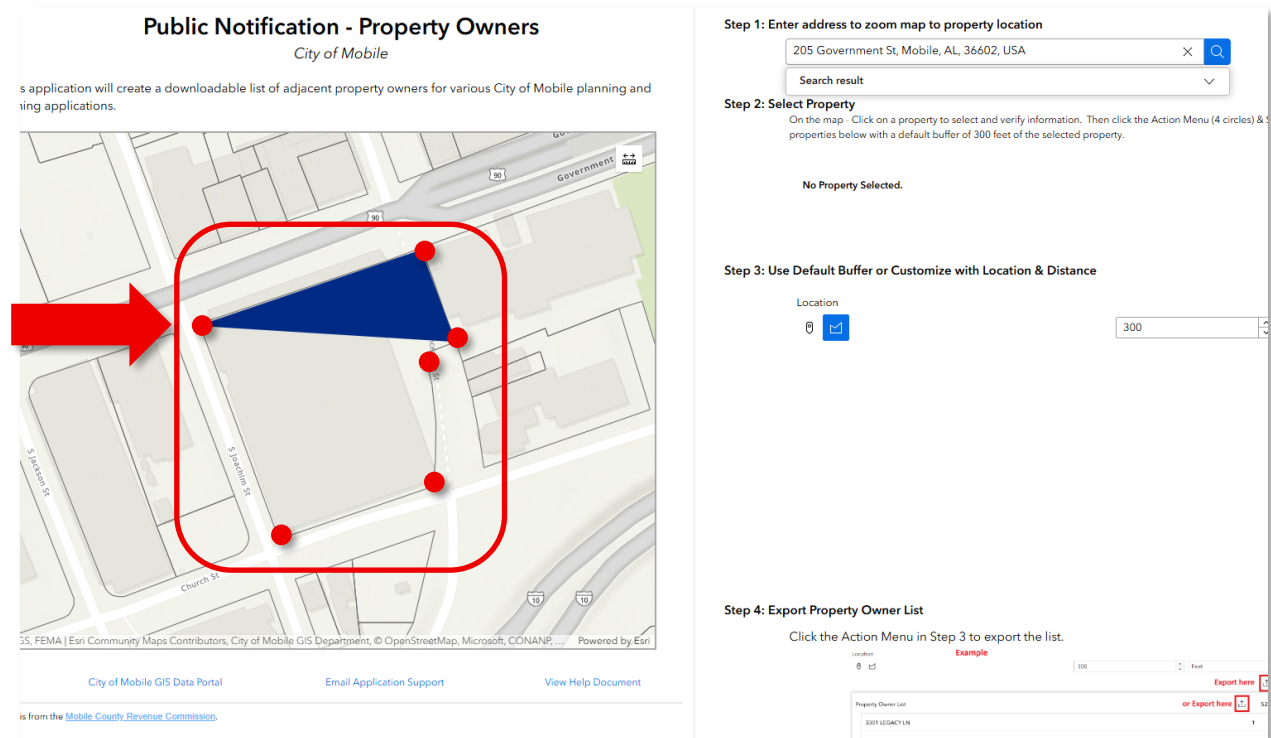


Figure 6

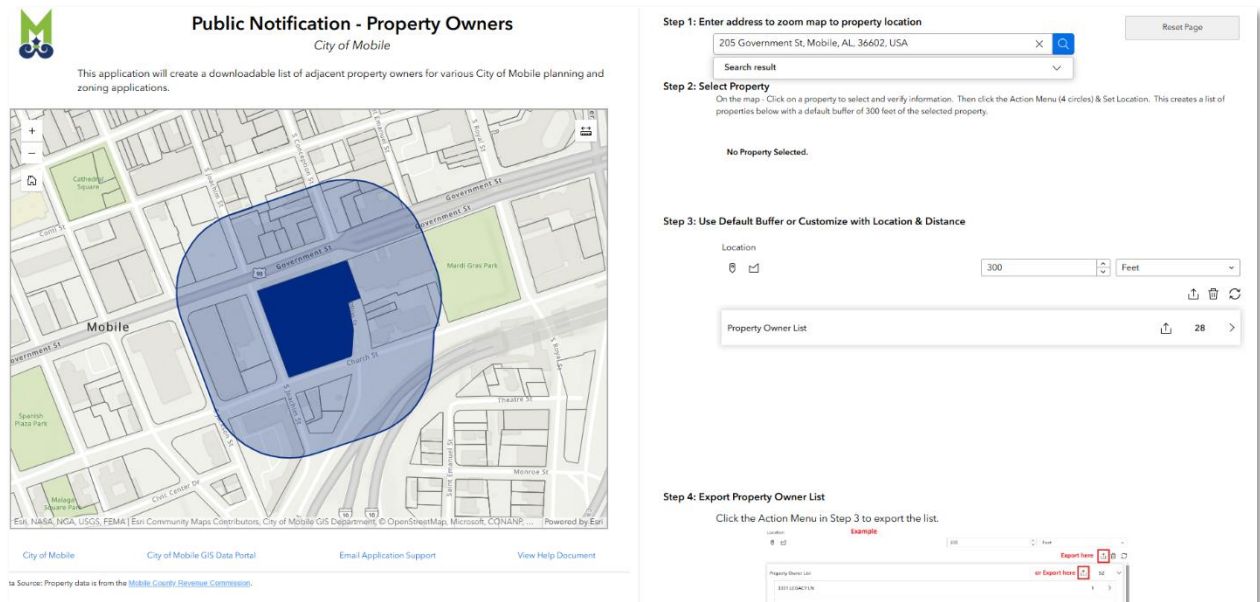


Figure 7

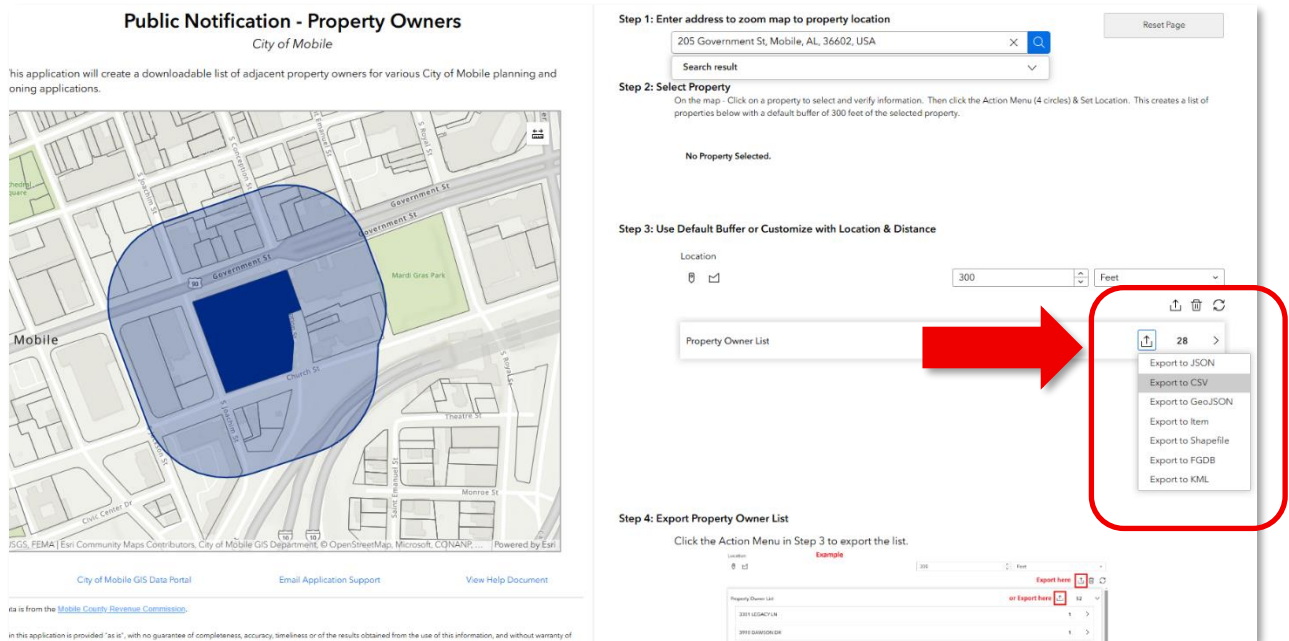


Figure 8

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):
