

## ATHENS-CLARKE COUNTY PLANNING DEPARTMENT

**NNI NEIGHBORHOOD REGISTRATION**

SUBMITTAL REQUIREMENTS: Application (1 copy), Map of Neighborhood Boundaries (1 copy), Documentation of Neighborhood Group or Petition from Owners/Residents (1 copy)

**NEIGHBORHOOD  
ORGANIZATION:** \_\_\_\_\_

*For Staff Use:*

**PLAN #:** NNI - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

**ORGANIZATION INFO**

Mailing Address: \_\_\_\_\_

**CONTACT PERSON**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Commission District(s) & Commissioner(s):** \_\_\_\_\_

**OPTIONAL INFORMATION**

**Website:** \_\_\_\_\_

**Newsletter or Other**

**Publication:** \_\_\_\_\_

**Regularly Scheduled**

**Meetings:**

**(date, time, and location)**

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

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

1. Map of neighborhood boundaries
2. Documentation indicating your neighborhood group's organizational structure and/or legal status (i.e. by-laws, articles of incorporation, etc.)

*OR 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.

**FOR STAFF USE ONLY:**

<b>Date Received by Planning Department</b>			
<b>Endorsed by Commissioner?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>DATE:</b>
<b>Approved by Mayor &amp; Commission?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>DATE:</b>



## Neighborhood Notification Initiative Neighborhood Registration

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

A directory of Neighborhood Organizations and Contact Persons will be maintained by the Athens-Clarke County Planning Department in order to aid communication between neighborhoods and those effecting changes in the community. Applicants requesting a zoningaction within an identified neighborhood boundary will be given neighborhood contact information to encourage the early exchange of information related to the proposal. The Planning Department will likewise notify the neighborhood's Contact Person with the applicant's contact information.

Zoning actions included within the neighborhood notification process include the *Plans Review* of commercial, institutional, and multi-family projects and subdivisions of land creating five or more lots. They also include proposals for variances reviewed by the Hearings Board, for re- zonings, planned developments, and special uses reviewed by the Planning Commission, for Certificates of Appropriateness reviewed by the Historic Preservation Commission and Demolition Reviews for structures 50 years or older.

### ***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. A map demonstrating the boundaries of your neighborhood group should also be included. If your neighborhood group is not already established, you should also provide a petition signed by at least 20% of the residents and/or property owners within the proposed neighborhood boundaries.

Planning Staff will provide your area's Commissioner with the materials that you submit. With their endorsement, the Mayor and Commission will vote on the official registration and mapped boundaries of your neighborhood organization.

Once mapped, residents and other interested parties may sign up to receive e-mail notification of proposed zoning actions within a given neighborhood's boundaries.

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

Contact Neighborhood Planner at the Athens-Clarke County Planning Department (706.613.3515) for any questions or comments regarding the registration of your neighborhoodgroup or the neighborhood notification process.