



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 zoning action 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, and for Certificates of Appropriateness reviewed by the Historic Preservation 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. 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 Commissioners (regular district and super district) 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 Lara Mathes (laramathes@co.clarke.ga.us) at the Athens-Clarke County Planning Department (706.613.3515) for any questions or comments regarding the registration of your neighborhood group or the neighborhood notification process.

PLANNING DEPARTMENT

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





Neighborhood Organization Registration Form

Required Information

Organization Name: _____

Mailing Address: _____

Telephone: _____

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

Commission Districts: _____

Contact Person: _____

Mailing Address: _____

Telephone: _____

E-mail*: _____

**All Contact Persons must indicate a valid e-mail address at which to receive neighborhood notifications.*

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:

2. 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:

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