



NEIGHBORHOOD MEETING CHECKLIST



Project Information

Project Name: _____

Site Address: _____

APPLICATION SUBMITTAL REQUIREMENTS

REQUIRED APPLICATION FORMS:

- [Universal Application Form](#)
- [Indemnification Form](#)
- [Disclosure Form](#)
- [Copyright Release Form](#)
- [Electronic Signature Disclosure Form](#)
- [Property Owner Consent Form](#) (in lieu of property owner signing Universal Application)
- Neighborhood Meeting Checklist (Page 1 of this Form)

REQUIRED PROJECT INFORMATION:

Indicate below each of the required documents or plan set components that have been prepared and submitted for this application. **See instructions on the following page for those requirements.**

PROJECT DOCUMENTS:

- Project Description
- Neighborhood Context Map

PROJECT PLAN SET COMPONENTS:

- Existing and Proposed Elevations
- Floor Plan Sheet (non-residential projects only)
- Site Plan Sheet

REQUIRED FEES:

Use the City's online [Fee Schedule](#) to determine your project's required Application Fee(s).

INSTRUCTIONS FOR APPLICATION REQUIREMENTS

ALL Required Project Information must comply with the City's [Universal Digital File Standards](#).

PROJECT DOCUMENTS – All documents must reflect the [document requirements](#). Use [the document requirements](#) to determine if you should include that document.

PROJECT PLAN SET COMPONENTS – All plans/sheets must reflect the [plan sheet requirements](#). Use the [plan sheet requirements](#) to determine if you should include that plan set component.

NEIGHBORHOOD MEETING INFORMATION & PROCESS

A Neighborhood Meeting (Meeting) is required for discretionary projects that require a public hearing and may affect a residential neighborhood. This Meeting provides the opportunity for early input by affected neighbors. While neighborhood consensus or agreement is the goal, it is not a required outcome. A Meeting may be required for a development proposal that would not otherwise require a Meeting if there is significant controversy or if interest has been expressed by the neighborhood regarding the proposal.

A project planner will be assigned to the application following submittal. The project planner will contact you to determine a date and time for the Meeting. The Meeting will be noticed by mail to all property owners and tenants within 600 feet of the project site (completed by the City), and a sign will be required on the project site (completed by the applicant).