

# NEIGHBORHOOD MEETING INFORMATION

## **Purpose:**

The purpose of the Neighborhood Meeting is to inform the surrounding property owners of the nature of the proposed land use and/or development features, answer questions, respond to concerns, and solicit comments.

## **Meeting Date:**

The neighborhood meeting must be held prior to the 1<sup>st</sup> scheduled public meeting date. It is recommended to hold the meeting at least 10 days prior to the 1<sup>st</sup> scheduled public meeting date, however, it is **not** a requirement.

## **Meeting Time & Location:**

The meeting must be held no earlier than 6:00 pm Monday through Friday, and must be held in a location generally accessible to residents within close proximity of the request. The meeting space must be able to comfortably accommodate everyone that receives an invitation.

## **Meeting Notice Mailing requirements:**

1. The applicant must contact all adjacent property owners via first class mailing (see sample letter).
2. The mailing must include all the persons, firms, or corporations owning property within 100 feet and immediately adjacent to the subject property. Where the subject property immediately adjoins a public or private right-of-way, landscape or riparian buffer, commonly-owned private area, public property, or homeowners' association property, then letters of notification shall be sent to adjoining property owners as if they directly abut the subject property.
3. The notice must be mailed at least ten (10) calendar days but not more than twenty-five (25) days prior to the date of the Neighborhood Meeting.

## **Information required to be provided at the Neighborhood Meeting:**

At a minimum, the following materials must be present and discussed at a Neighborhood Meeting:

1. A copy of the project application.
2. A schedule of all upcoming public meetings for the application.
3. A map at a scale that is appropriate to the project and shows neighboring properties and roads.
4. A map, drawing, or other depiction of the proposed land use change or development proposal.

## **Information provided to Planning Department:**

Alert the Planning Department once the date, location, and time of the Neighborhood Meeting are determined.

Deliver the following items to the Planning Department at least ten (10) calendar days prior to the 1<sup>st</sup> scheduled public meeting in electronic or hard copy format:

- Adjacent Property Owner's List (aka "mailing list") *Should be submitted with original application packet*
- Copy of the letter mailed *Should be submitted with original application packet*
- Attendance Roster (aka "sign-in sheet") *Submit no later than 10 days prior to 1<sup>st</sup> public meeting date*
- Neighborhood Meeting Summary Form with minutes (see below) *Submit no later than 10 days prior to the 1<sup>st</sup> public meeting date*



# SAMPLE NEIGHBORHOOD MEETING LETTER

(PLACE ON AGENT'S OR OWNER'S LETTERHEAD)

<Date>

Dear Clayton Area Property Owner:

The purpose of this letter is to notify you of an application filed with the Town of Clayton for a land use change or development proposal involving property adjacent to, or in close proximity to, property shown in your ownership by Johnston County tax records. Per Town of Clayton regulations, a Neighborhood Meeting will be held to provide information to area residents about the proposal. A representative of the applicant will be present to explain their application, answer questions, and solicit comments.

Meeting Date: \_\_\_\_\_ Meeting Time: \_\_\_\_\_

Meeting Location: \_\_\_\_\_

Type of Application: \_\_\_\_\_

Project/proposal property address: \_\_\_\_\_

Description of project/proposal: \_\_\_\_\_

Upcoming public meetings for this application (Planning Board and/or Town Council): \_\_\_\_\_

At a minimum, the following will be available for your inspection at the Neighborhood Meeting:

1. A copy of the project application.
2. A schedule of all upcoming public meetings for the application.
3. A map at a scale that is appropriate to the project and shows neighboring properties and roads.
4. A map, drawing, or other depiction of the proposed land use change or development proposal.

A map is enclosed with this letter showing the location of the property that is subject to this application for land use change and/or development proposal.

If you have any questions prior to or after this meeting, you may contact us at <Insert phone number of applicant>. You may also contact the Town of Clayton Planning Department at 919-553-5002.

Sincerely,

<Applicant>

Cc: Town of Clayton Planning Department

# NEIGHBORHOOD MEETING ATTENDANCE ROSTER

**Project:** \_\_\_\_\_

**Application:** \_\_\_\_\_

**Location/Date:** \_\_\_\_\_

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