



OFFICE OF COMMUNITY DEVELOPMENT
Diana Wheeler | *Community Development Director*

COMMUNITY INFORMATION MEETING CERTIFICATION

A Community Information Meeting means the following:

A meeting arranged by the applicant and held prior to submittal of the public hearing application which invites the surrounding community to an informational meeting. The purpose of this is to provide an overview of your request and allows for you to answer any questions the neighboring residents and/or businesses may have.

This is your meeting, and an opportunity for free discussion with neighbors without city involvement, but the city will provide you a list of the mailing addresses of land owners within a 500' radius of your subject property. This allows for the same adjacent owners to be notified of your community meeting who will then later be notified by the city of your subsequent public hearing process.

This meeting should be held in a place and time convenient to nearby property owners. Reasonable notice (no less than one week) should be given by mail of the meeting's date and time. Completion of the Community Information Meeting Certification form should follow the meeting and is required to be submitted with the public hearing application.

The meeting must be held no more than 45 days prior to the submittal date of the complete application for a public hearing. A postmarked United States Postal Service Certificate of Mailing form must also be submitted with this form as evidence of mailing of meeting notices.

TO BE COMPLETED BY APPLICANT:

Date & time meeting held _____

Location of meeting _____

Summary of meeting _____

Applicant's signature _____

(See back for meeting sign-in sheet)

