



Neighborhood Contact – Certification Statement

The Neighborhood Contact requirement provides a way to learn more about a proposed development before a land use review or building permit is submitted. The applicant must provide documentation with the land use review or building permit application to document that Neighborhood Contact requirements are met. There are three different Neighborhood Contact processes, each requiring slightly different documentation. These requirements are listed below. This form can also be used to satisfy the requirements to submit a signed statement certifying certain requirements related to timelines and note distribution were met.

To complete this form:

1. Check the box that corresponds to the Neighborhood Contact process required.
2. Sign the bottom of this form to verify that timeline and note distribution requirements were met.
3. Submit the listed documentation requirements with the land use review or building permit application to verify other Neighborhood Contact requirements were met.

Neighborhood Contact 1

- A copy of the initial notification email or letter sent to the neighborhood association, district neighborhood coalition, and business association;
- A list of email or postal addresses to which the initial notification email or letter was sent;
- Photograph(s) of the sign(s) installed at the proposed development sites that legibly shows the sign’s text;
- A signed statement certifying that:
 - The initial notification email or letter was sent at least 35 days, but not more than 1 year, before applying for the land use review or building permit;
 - The required sign(s) was posted at least 35 days, but not more than 1 year, before applying for the land use review or building permit;

Neighborhood Contact 2

- A copy of the initial notification email or letter sent to the neighborhood association(s), district neighborhood coalition(s), and business association(s) and school district;
- A list of email or postal addresses to which the initial notification email or letter was sent;
- A copy of the attendance log that includes attendees’ name and address or email address;
- Photograph(s) of the sign(s) installed at the proposed development sites that legibly shows the sign’s text;
- A signed statement certifying that:
 - The initial notification email or letter was sent at least 35 days, but not more than 1 year, before applying for the land use review or building permit;
 - The required sign(s) was posted at least 35 days, but not more than 1 year, before applying for the land use review or building permit;
 - The required meeting was held at least 14 days before applying for the land use review or building permit and at least 14 days after sending the initial notification email or letter and posting the required sign(s); and
 - Notes from the public meeting were emailed or mailed to the neighborhood association, district neighborhood coalition, business association, school district and any meeting attendees who provided an email or postal address, prior to applying for the land use review or building permit.

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Neighborhood Contact 3

- A copy of the initial notification email or letter sent to the neighborhood association(s), district neighborhood coalition(s), and school district;
- A list of email or postal addresses to which the initial notification email or letter was sent;
- A copy of the attendance log that includes attendees' name and address or email address;
- Photograph(s) of the sign(s) installed at the proposed development sites that legibly shows the sign's text;
- A signed statement certifying that:
 - The initial notification email or letter was sent at least 35 days, but not more than 1 year, before applying for the land use review or building permit;
 - The required sign(s) was posted at least 35 days, but not more than 1 year, before applying for the land use review or building permit;
 - The required meeting request was sent;
 - The neighborhood association either did not reply or declined the request, or that the neighborhood association meeting took place; and
 - Notes from the public meeting were emailed or mailed to the neighborhood association, district neighborhood coalition, business association, school district and any meeting attendees who provided an email or postal address, prior to applying for the land use review or building permit.

By signing this form, I acknowledge the Neighborhood Contact requirements for the marked option above have been met.

Applicant Signature: _____ Date: _____

Printed Name: _____

Additional Applicant Signature: _____ Date: _____

Printed Name: _____