

The following materials will be in a packet which the Department of Planning and Economic Development will provide to applicants/developers to assist them meet the requirements of the ordinance. It includes:

1. Notice: New Mandatory Requirements For Neighborhood Meeting Mailings
2. Form: Request for Mailing List for Neighborhood Meeting
3. Sample Letter to Neighboring Property Owners and Neighborhood Associations
4. The Department of Planning and Economic Development's letter titled, "Welcome to a Neighborhood Review Meeting."
5. Form: AFFIDAVIT OF MAILING
6. Sample sign - not to scale
7. Form: AFFIDAVIT OF POSTING NOTICE
8. Guidelines for a Successful Neighborhood Meeting
9. Form: NEIGHBORHOOD MEETING ATTENDANCE ROSTER
10. Form: AFFIDAVIT OF MAILING MEETING MINUTES TO THE NEIGHBORHOOD REPRESENTATIVE(S)

NEW MANDATORY REQUIREMENTS FOR NEIGHBORHOOD MEETING MAILINGS

NOTE: The following listed materials are MANDATORY notice items to be mailed:

1. Letter To Neighborhood (see attached sample).
2. Official Tax Map or G.I.S. Map, featuring the subject property.
3. The 2-page letter titled, "Welcome To A Neighborhood Review Meeting," with the Summary of City of Tuscaloosa Land Use Application Procedures flow chart (*this must be created).
4. Please remember that the mailing list shall be obtained from City of Tuscaloosa Planning Department staff. Mailing lists generated by title companies or other agencies are unacceptable.
5. Please remember that your application must be submitted within 180 days from the day that you hold your neighborhood meeting.

City of Tuscaloosa

Department of Planning and Economic Development
2201 University Boulevard
Tuscaloosa, AL 35401
Ph. (205) 205-248-5080 Fax: 205-349-0135

Request For a Mailing List For a
Neighborhood Meeting

Counter Date Stamp

Mailing list requests may be mailed, faxed or delivered to the City of Tuscaloosa at the address/fax # in the upper left hand corner of this form. ** TO ENDURE ACCURACY, A PHOTO COPY (8½" X 11") OF THE SUBJECT PARCEL(S) MOST CURRENT TAX MAP(S) MUST ACCOMPANY THIS REQUEST.**

SUBJECT PARCEL MAP AND TAX LOT NUMBER(S):

PROPOSAL: (check the applicable description(s))

- Single-Family Residential
- Small Multi-Family Residential (12 units and under)
- Medium Multi-Family Residential (13-60 units)
- Larger Multi-Family Residential (61 units and greater)
- Small Commercial (5,000 sq. ft. and less)
- Medium Commercial (Between 5,001 sq. ft. and 10,000 sq. ft.)
- Large Commercial (10,001 sq. ft. and greater)
- Small Industrial (5,000 sq. ft. and less)
- Medium Industrial (Between 5,001 sq. ft. and 10,000 sq. ft.)
- Large Industrial (10,001 sq. ft. and greater)

THE LIST AND A MAP OF THE MAILING AREA WILL BE MAILED TO THE APPLICANT BELOW.

NAME/COMPANY: _____ Phone #: _____

FULL MAILING ADDRESS: _____
Street & Suite # or P.O. Box City State Zip

Contact xxxxx xxxxxxx, Assistant Planner in the Department of Planning and Economic Development at (205) xxx-xxxx with questions.

(Sample Letter to Neighboring Property Owners and Neighborhood Associations)

Date _____

Name
Address
City/State/Zip

RE: NEIGHBORHOOD REVIEW MEETING
PROPOSED DEVELOPMENT _____

Dear (Resident/Neighborhood Association Representative):

(I/my company name) (am/is) (the owner/representing the owner) of the property located at (address if available or general description of location/cross street and tax map and lot) more specifically shown by the attached map. (I/we) (am/are) considering a proposal to (describe proposal, i.e. special use, subdivision, acreage, number of lots/units, housing types, etc.). Prior to applying to the City of Tuscaloosa's Department of Planning and Economic Development (I/we) would like to take the opportunity to discuss the proposal in more detail with you.

The purpose of this meeting is to provide a forum for the applicant and surrounding property owners/residents to review the proposal and to identify issues so that such issues may be considered before the formal application is turned in to the City. This meeting gives you the opportunity to share with (me/us) any special information you know about the property involved. (I/we) will attempt to answer questions which may be relevant to meeting development standards consistent with the City of Tuscaloosa's Code and respective Community Plan.

Pursuant to the City of Tuscaloosa's Ordinance No. XXXX, you are invited to attend a meeting on:

(Date) (Time)
(Location)
(Address)

(Time shall be an evening meeting starting between 6 pm and 8 pm/weekday or between 9 am - 5 pm/weekend; not held on a legal holiday; located somewhere accessible to the public and as close as possible to the involved neighborhood.)

Please note this meeting will be an informational meeting on preliminary development plans. These plans may be altered prior to submission of the application to the City. Depending upon the type of land use action required, you may receive official notice from the City of Tuscaloosa for you to either participate with written comments and/or an opportunity to attend a public hearing.

(I/we) look forward to more specifically discussing the proposal with you. Please feel free to call (me/us) at (phone number) or fax (me/us) at (fax number) if you have questions.

Sincerely,

(Name)

Attachments

- G.I.S. or Tax Map
- Letter titled, "Welcome To A Neighborhood Review Meeting"

Welcome To A Neighborhood Review Meeting

We citizens of the City of Tuscaloosa have an individual and a collective responsibility to assure that our neighborhoods are developed in a manner that is consistent with Tuscaloosa's Land Use Plan and specific area plans. Before submitting a land-use development application to the City of Tuscaloosa for review, the applicant must meet with neighbors who live near the proposed development as required by Tuscaloosa Municipal Ordinance No. XXXX. This meeting has been scheduled by, and will be conducted by, the applicant. The applicant is sometimes the property owner but can be the property owner's representative such as the architectural or engineering firm, builder or developer.

It must be recognized that the applicant has a right to develop or change the property involved in accordance with the Tuscaloosa Municipal Code, the Tuscaloosa Land Use Plan, the specific area plan and any conditions placed upon an approved development application. A copy of the Tuscaloosa Land Use Plan, the specific area plan for your community or the development application may be obtained from the City of Tuscaloosa's Department of Planning and Economic Development. The fee for the Tuscaloosa Land Use Plan or specific area plan is \$X to cover expenses. The complete plans are on the City's website, <http://www.ci.tuscaloosa.al.us/index.asp?NID=742>

MEETING PURPOSE: To provide a forum for the applicant, surrounding neighbors, and interested members of the neighborhood association to review the proposed application and to consider issues/concerns before the development application is submitted to the City. This meeting also gives everyone the opportunity to share with the applicant any special information about the property involved and to express all concerns about the proposed development. The applicant is required to take notes during this meeting to provide a record of comments and their answers to be turned into the City as part of the development application. The meeting may be recorded. The notes will include meeting date/time, names/addresses of attendees and verbal/written comments received.

MEETING GOAL: To inform and encourage citizen involvement early in the development process so that the resultant development application may be more responsive to neighborhood concerns. If the development is built, the result should ideally be a better neighborhood for everyone. At least, the meeting should allow real problems and issues to be addressed in the actual development application.

WHAT NEXT? Neighbors and others requesting notification will have opportunities, after a development application has been submitted, to express their ideas and concerns either during a public comment period or a public hearing. You will be notified of public input/review time periods if you live within the distances of the proposed project that are set forth in the table at the end of this publication or if you signed-in at this meeting. You may obtain information on the progress of the submitted application by asking the City of Tuscaloosa Department of Planning and Economic Development to be included on the notification list (Voice: 205-xxx-xxxx, Fax: 205-xxx-xxxx, Email: xxxxxx@ci.tuscaloosa.al.us, Website: www.ci.tuscaloosa.al.us/xxxxxxx). The development application submitted to the City may ultimately be different than the one presented at this meeting. You may review the actual application (including detailed drawings and descriptions) at the office of the Department of Planning and Economic Development. If you have serious concerns, it is necessary for you to be involved at each stage of the development since changes are a natural part of the development process.

If you wish to receive a copy of the City’s recommendation and staff report for the application and/or the notice of decision for the application, you will need to become a party of record to the application. To become a party of record, you must submit a written request during the public comment period for the application.

You are strongly discouraged from writing or calling the Department of Planning and Economic Development immediately after this meeting because the City will be unaware of this proposal until the development application has been filed, at which time a case file number and staff person will be assigned. Once the application is deemed complete, notices will be sent to neighboring properties and applicable neighborhood associations. Send in your comments after you receive notice from the City and include the case file number. The Planning Staff Report, written prior to the final approval, will respond to all written comments received during the comment period.

*Insert here: flow chart of Land Use
Application procedures and time frames*

APPLICANT PLEASE NOTE:
This is to be submitted as part of your Land Development application.

NEIGHBORHOOD MEETING
AFFIDAVIT OF MAILING

STATE OF ALABAMA §
 §
County of Tuscaloosa §

I, _____, being duly sworn, depose and say that on the _____ day of _____, 20____ I caused to have mailed to each of the persons on the attached list a notice of a meeting to discuss a proposed development at _____, a copy of which notice so mailed is attached hereto and made a part hereof.

I further state that said notices were enclosed in envelopes plainly addressed to said persons and were deposited on the date indicated above in the United States Post Office with postage prepaid thereon.

Signature

Subscribed and sworn to, or affirmed, before me this _____ day of _____, 20____ .

Notary Public for the State of Alabama
County of Tuscaloosa
My Commission expires: _____

3' min.

MEETING NOTICE

[NOTE: MINIMUM 2" LETTERS ARE REQUIRED ON THE ENTIRE SIGN]

PROPOSAL: _____

MEETING DATE: _____

TIME: _____

PLACE: _____

CONTACT PERSON: _____

PHONE NUMBER: _____

SAMPLE ONLY.

NOT TO SCALE.

2' min.

APPLICANT PLEASE NOTE:
This is to be submitted as part of your Land Development application.

NEIGHBORHOOD MEETING AFFIDAVIT OF POSTING NOTICE

STATE OF ALABAMA §
 §
County of Tuscaloosa §

Name of Applicant _____

Subject Property: Tax Lot(s) _____ Tax Map(s) _____

Address or General Location: _____

I, _____, do swear or affirm that I am (represent) the party initiating interest in a proposed affecting the land located at _____ and that pursuant to City of Tuscaloosa Ordinance No. XXXX, did on the _____ day of _____, 20____ personally post the notice indicating that the site may be proposed for a _____ application.

The sign was posted at _____.
(State location of sign on property)

This _____ day of _____, 20_____.

Signature

Subscribed and sworn to, or affirmed, before me this _____ day of _____, 20_____.

Notary Public for the State of Alabama
County of Tuscaloosa
My Commission expires: _____

Guidelines for a Successful Neighborhood Meeting

Preparation:

- Choose a facility that will be large enough to accommodate you audience and offer a comfortable setting conducive to their participation.
- Provide an attendance roster (name & address) near the entrance of the facility and encourage neighbors to print clearly.
- Bring handout maps so participants can follow as you point to a large wall map (90% of verbal messages are misinterpreted and only 10% retained)
- Arrange seating in semi-circles with an aisle and position yourself close to the participants.
- Bring a ChartPak (easel & display materials) and someone to act as recorder to note community concerns. Recording comments before the group validates the issues and provides a written record to refine into meeting notes, which you need to send in with the attendance roster.
- You may consider the need to hire a trained facilitator to ensure an effective meeting for all involved.
- Refreshments may be provided.

The Meeting

- You are encouraged to introduce the neighborhood organization volunteer, if present, and allow him/her to make introductory comments. Take time to introduce yourself and other representatives from your project. Also, take time for the neighbors to introduce themselves before you begin the meeting.
- Prepare an agenda and post it where all can see it. By discussing the time frames for presentations and questions, neighbors are likely to support the agenda and can be asked to help keep all on track.
- Establish ground rules and get agreement on them.
- Give your presentation in the language of the participants (no jargon/acronyms).
- Be prepared to explain why some requirements exist. You are not expected to be an expert on the Municipal Code, but can inform neighbors that all libraries have copies of the Code in the Reference Section.
- Remind participants to sign the attendance roster.
- Inform participants of the processes and how to participate when your application goes forward. (See “Summary of Procedures” in this packet.) The neighborhood organization representative will receive a complete copy of the application from the City.
- Thank the neighbors and be open to receive additional questions/ideas (give them your card).

Adapted from Guidelines for a Successful Neighborhood Meeting by Linda Gray, OSU Extension Agent

APPLICANT PLEASE NOTE:
This is to be submitted as part of your Land Development application.

NEIGHBORHOOD MEETING

AFFIDAVIT OF MAILING MEETING MINUTES
TO THE NEIGHBORHOOD REPRESENTATIVE(S)

STATE OF ALABAMA §
 §
County of Tuscaloosa §

I, _____, being duly sworn, depose and say that on the _____ day of _____, 20____ I caused to have mailed to _____ who is (are) representative(s) of _____ neighborhood organization(s) the minutes of the neighborhood meeting held on the _____ day of _____, 20____, to discuss a proposed development at _____, a copy of the minutes so mailed is attached hereto and made a part hereof.

I further state that said minutes were enclosed in envelopes plainly addressed to said persons and were deposited on the date indicated above in the United States Post Office with postage prepaid thereon.

Signature

Subscribed and sworn to, or affirmed, before me this _____ day of _____, 20____.

Notary Public for the State of Alabama
County of Tuscaloosa
My Commission expires: _____