

NEIGHBORHOOD MEETING



PURPOSE

The purpose of holding Neighborhood Meetings is to allow the surrounding neighbors of a proposed project to learn and understand what the proposed project will entail. This information would be directly from the project applicant. This would allow neighbors the opportunity to talk directly with the project applicant.

POLICY

A neighborhood meeting shall be held after a submittal of an application for a project, and before the Director considers the application complete.

Meetings are required for **ALL** proposed projects located within 600 feet of residential development.

PROCEDURE

The applicant for the proposed project is required to:

1. Create a meeting location
2. Prepare a notice for the meeting (the city has a template that can be used)
3. Facilitate and attend the meeting

REQUIREMENTS

During the Neighborhood Meeting, the **Applicant** shall;

1. Explain the purpose of the proposed project
2. Provide graphics showing the existing conditions of the area, as well as the surrounding areas
3. Provide a **Site Plan** that illustrates all proposed structures, roadways, parking areas, landscaping, and boundaries of that given parcel
4. Provide building design information as well as square footage of proposed building/ structure

ADDITIONALLY

The notification of all property owners located within the 600 foot boundary of the proposed project shall be done by City Staff in accordance with City Code 19.58.020B. If the project **DOES NOT** present any issues of sufficient concern to require a Neighborhood Meeting, an exemption may be allowed by the Director. If this occurs, the Directors decision will be put into writing and included in the City's project file.

For further information, Please contact the City of Novato, Department of Community Development Planning Division at:

**922 Machin Avenue, Novato, CA 94945
(415) 899-8989
www.novato.org**