



NEIGHBORHOOD CERTIFICATION (ACC 8-7A-3)

GENERAL INFORMATION:

You must conduct a neighborhood meeting prior to application for conditional use, expansion or extension of a nonconforming use, subdivision, variance, and/or zoning ordinance map amendment. All registered Neighborhood Associations and property owners within the required buffer area (300'/1000'/2640') need to be invited to your meeting. See ACC 8-7A-5C (1), (2) & (3) for uses and districts requiring the 1000' and 2640' notification.

According to Ada County Code, the neighborhood meeting must be held either:

- On a weekend between the hours of 10 a.m. and 7 p.m.,
- Or a weekday between 6 p.m. and 8p.m.

**Meetings cannot be conducted on holidays, holiday weekends, or the day before or after a holiday or holiday weekend.*

The meeting must be held at one of the following locations:

- The Subject Property;
- The nearest available public meeting place (Examples: fire stations, libraries, community center, etc.)
- An office space within a 1-mile radius of the subject property

The meeting cannot take place more than **six (6) months** prior to the acceptance of the application and the application will not be accepted before the neighborhood meeting is conducted.

***Contacting and/or meeting individually with residents will NOT fulfill Neighborhood Meeting requirements.**

Description of the Proposed Project: _____

Date & Time of Neighborhood Meeting: _____

Location of Neighborhood Meeting: _____

SITE INFORMATION:

SITE ADDRESS: _____ CITY: _____

SECTION: _____ TOWNSHIP: _____ RANGE: _____

SUBDIVISION NAME: _____ LOT(S): _____ BLOCK(S): _____

TAX PARCEL NUMBER(s): _____ CURRENT ZONING DISTRICT: _____

APPLICANT (Please Print):

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

I certify that a neighborhood meeting was conducted at the time and location noted on this form and in accord with Section 8-7A-3 of the Ada county Code:

Signature (Applicant)

Date

OFFICE USE ONLY

PROJECT #:		RECIEVED BY:	
DATE:		DATE STAMPED:	<input type="checkbox"/>