

## **Neighborhood Meeting Request to Applicable Associations**

For those types of applications where TABLE 6-1-1 of the Integrated Development Ordinance requires a meeting with a neighborhood, the applicant shall offer at least 1 meeting to all Recognized and Non-recognized Neighborhood Associations whose boundaries include or are adjacent to the subject project site before filing the application. In such cases, project applications will not be accepted until a neighborhood meeting has been held, or the requirements for a reasonable attempt have been met (see the Integrated Development Ordinance (IDO) Subsection 14-16-6-4 (C)(3)).

Each required Neighborhood Meeting Notice shall include (per IDO Subsection 14-16-6-(K)(6)):

1. The address of the property listed in the application;
2. The name of the property owner;
3. The name of the applicant;
4. Applicant mailing address;
5. Applicant telephone number and/or email address;
6. A short summary of the approval being requested;
7. Website where additional information about the project can be obtained, if applicable.

## **Neighborhood Meeting Notice Checklist**

The following information must be included for **each** application packet submitted to the City of Albuquerque Planning Department.

- A copy of ONC's "Neighborhood Meeting Notice Email" outlining any applicable associations;
- Proof that the meeting occurred, including:
  - A sign-in sheet of attendance; meeting location, date, and time; summary of discussion, including concerns raised, areas of agreement and disagreement, and next steps identified, if any.
  - Identification of any design accommodations that may have been made as a result of the meeting.
- If the concerns raised at the meeting have not been accommodated, the applicant must identify the site or project constraints that limit the ability to address those concerns.
- See Subsection 14-16-6-4(C) of the IDO for more details regarding Neighborhood Meetings via the following weblink: <https://abc-zone.com/>.