



**GEM COUNTY NEIGHBORHOOD MEETING FORM**

**Applicant/Contact Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Property Owner Information (if different than Applicant):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

**Site Information:**

**Township:** \_\_\_\_\_ **Range:** \_\_\_\_\_ **Section:** \_\_\_\_\_ **¼ Section:** \_\_\_\_\_

**Assessor Parcel #:** \_\_\_\_\_

**Total Acres:** \_\_\_\_\_ **Current Zoning:** \_\_\_\_\_

**Address (if different from mailing address):** \_\_\_\_\_



**NEIGHBORHOOD MEETING CHECKLIST**  
*(Use this checklist for subdivisions of 10 or more lots)*

**Submit this completed form with Standard Subdivision application.**

√	Subdivision Ordinance Reference	REQUIREMENT	Complete (Date)	Comments
	<b>3-4</b>	<b>A Applicant provides notice of neighborhood meeting to all property owners within 300' of exterior boundary of proposed subdivision.</b>		
		<b>B Neighborhood Meeting Requirements:</b>		
		<b>1. Property owners must be mailed or hand-delivered notice at least 10 days prior to meeting with designated time and place of meeting.</b>		
		<b>2. Meeting may not be held more than 90 days or less than 5 days prior to submittal of application.</b>		
		<b>3. Meeting shall be conducted by applicant in public place. Applicant shall be present with concept plan for review, comments and questions.</b>		
		<b>4. Meeting shall not be held on Holidays or on weekdays between the hours of 7:30a.m. and 5:30p.m., unless by written consent of 51% or more of notified property owners is filed with GCDS prior to neighborhood meeting.</b>		
		<b>5. Applicant is required to demonstrate compliance in accordance with this ordinance by filing a copy of meeting sign up sheet with GCDS prior to neighborhood meeting.</b>		

**To be completed after Neighborhood Meeting and filed with application:**

1.) Date of meeting: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Time: \_\_\_\_\_

2.) Place of meeting: \_\_\_\_\_

3.) Unresolved issues (if applicable): \_\_\_\_\_

\_\_\_\_\_

4.) Attach list of meeting attendees

**Owner/Representative Signature:** \_\_\_\_\_