NEIGHBORHOOD MEETING FORM
(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
	3-4	A	Applicant provides notice of neighborhood meeting to all property owners within 300' of exterior boundary of proposed subdivision.		
		B	Neighborhood Meeting Requirements:		
			1. Property owners must be mailed or hand-delivered notice at least 10 days prior to meeting with designated time and place of meeting.		
			2. Meeting may not be held more than 90 days or less than 5 days prior to submittal of application.		
			3. Meeting shall be conducted by applicant in public place. Applicant shall be present with concept plan for review, comments and questions.		
			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 GCDSD prior to neighborhood meeting.		
			5. Applicant is required to demonstrate compliance in accordance with this ordinance by filing a copy of meeting sign up sheet with GCDSD prior to neighborhood meeting.		

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:_____