



Approval of a Neighborhood Meeting Letter and Location

Planning

City-County Planning Department

101 City Hall Plaza, Durham, NC 27707 | landuse@durhamnc.gov | 919-560-4137

(A pre-submittal conference must be held prior to making this request)

Applicant Information	
Name:	Request Date:
Phone:	Email:

Instructions
<p>WHEN TO USE THIS FORM: All applicants shall hold a neighborhood meeting, per UDO paragraphs 3.2.3 and 3.4.4 prior to submitting an application, but after a pre-application conference, for the following development proposals: <i>Comprehensive Plan</i> amendment; zoning map change that requires a traffic impact analysis; conservation subdivision, and other applications as specified in the UDO. For more information, contact LandUse@DurhamNC.gov.</p>
<p>DEADLINES:</p> <ul style="list-style-type: none"> • 10 days prior to the neighborhood meeting is the deadline for mailing the letters to property owners. • 7 days before you intend to mail out letters – submit this form to request approval of your neighborhood meeting letter and location of the meeting. • Tuesday of the week you will mail out the letter - once approved by Land Use staff, send your final letter and meeting materials and a screen shot of the map showing the parcels to notify to LandUse@DurhamNC.gov by the close of business. <p>Planning staff will include the meeting information in the weekly notice that is sent via the Planning Public Notification Service so that all registered neighborhood organizations and individuals receive notice.</p>
<p>SUBMITTING THIS FORM: Submit this form to LandUse@DurhamNC.gov. Be sure to attach the letter, and a context map showing the property(ies) and surrounding streets and a north arrow.</p>
<p>DISCLAIMER: Address information for notice letters obtained from Durham Maps is based on correct tax records. Be sure you save a screen shot of the parcels you selected for notice purposes.</p>

Project Information		
Reason for Meeting: <input type="checkbox"/> Future Land Use Map Amendment <input type="checkbox"/> Traffic Impact Analysis <input type="checkbox"/> Conservation Subdivision <input type="checkbox"/> Other		
Project Name:		
List the 6-digit Property Identification Number(s) (PIDs) here (attach a separate sheet if needed):		
Project Address or General Location:		
Designation	Existing	Proposed (N/A for Conservation Subdivisions)
Development Tier		
Future Land Use		
Zoning District		
Zoning Overlay		

Meeting Information	
Meeting Location:	
Neighborhood Meeting Date:	Time:
When do you plan to mail the notice letters?	
Staff Use Only:	
Case Number:	Date Received: