

NEIGHBORHOOD MEETING INFORMATION

Purpose:

The purpose of the neighborhood meeting is to inform landowners and occupants of nearby lands about a development application that is going to be reviewed under this by the Town of Clayton and to provide the applicant an opportunity to hear comments and concerns about the proposed development from landowners and occupants of nearby lands. It is not the intent of these standards to unreasonably delay or prevent an applicant from filing their development application.

Meeting Date:

The meeting shall take place prior to the application being initially filed with the Town. Nothing shall limit the Town Council from requiring one or more neighborhood meetings be conducted prior to the application being decided.

Meeting Time & Location:

The neighborhood meeting shall take place in a location open to the general public that is as close as possible to the site where development is proposed. In the event no suitable location open to the general public is available, the meeting may take place at a Town-owned or -operated site, subject to any Town requirements for its use. Additionally, the applicant may hold a Virtual neighborhood meeting conducted in a manner consistent with the Town's policies for virtual meetings.

Meeting Notice Mailing requirements:

1. The applicant shall provide notification of the neighborhood meeting via first class mail to all landowners within 300 linear feet of the parcel(s) where the development is proposed.
2. Mailed notice shall be provided no less than ten days prior to the date of the neighborhood meeting.
3. Landowners are advised that any required public notice of a subsequent development application will be provided in accordance with Section 2.4.8, Public Notice, which may be less than 300 feet from the parcel where development is proposed.
4. Multiple meetings may take place, but advance notification for each meeting shall be provided in accordance with subsection 2.4.4 of the Neighborhood Meeting section of the UDO.

Information required to be provided at the Neighborhood Meeting Invitation:

1. The purpose of the meeting;
2. A description of the proposed development;
3. The time, date, and location of the meeting;
4. Telephone and email contact information for the applicant or applicant's representative; and
5. Any additional information that would promote understanding of the development proposal

Information required to be provided at Neighborhood Meeting:

1. A copy of the project application.
2. A schedule of all upcoming public meetings for the application.
3. A map at a scale that is appropriate to the project and shows neighboring properties and roads.
4. A map, drawing, or other depiction of the proposed land use change or development proposal.

Information provided to the Planning Department:

Alert the Planning Department once the date, location, and time of the Neighborhood Meeting are determined.

Deliver the following items to the Planning Department at the time of application submittal in electronic copy format: Planning-EngineeringSubmittals@TownofClaytonNc.org

- A list of all parties and mailing addresses who were mailed a meeting notice;*
- Written proof of mailing was provided in accordance with Section 2.4.4C.3, Notification;*
- A copy of the meeting notice;*
- A sign-in sheet of meeting attendees; and*
- A list of the items discussed, including any questions posed by attendees and the answers provided*

**Submitted with completed application at the time of submittal.*

SAMPLE NEIGHBORHOOD MEETING LETTER

(PLACE ON AGENT’S OR OWNER’S LETTERHEAD)

<Date>

Dear Clayton Area Property Owner:

The purpose of this letter is to notify you of an application filed with the Town of Clayton for a land use change or development proposal involving property adjacent to, or in close proximity to, property shown in your ownership by Johnston County tax records. Per Town of Clayton regulations, a Neighborhood Meeting will be held to provide information to area residents about the proposal. A representative of the applicant will be present to explain their application, answer questions, and solicit comments.

Meeting Date:	Meeting Time:
Meeting Location:	
Type of Application:	
Project/proposal:	
Property address:	
Description of Project/Proposal:	
Upcoming public meetings for this application (Planning Board and/or Town Council):	

At a minimum, the following will be available for your inspection at the Neighborhood Meeting:

1. A copy of the project application.
2. A schedule of all upcoming public meetings for the application.
3. A map at a scale that is appropriate to the project and shows neighboring properties and roads.
4. A map, drawing, or other depiction of the proposed land use change or development proposal.

A map is enclosed with this letter showing the location of the property that is subject to this application for land use change and/or development proposal. If you have any questions prior to or after this meeting, you may contact us at **<Insert phone number of applicant>**. You may also contact the Town of Clayton Planning Department at 919-553-5002.

Sincerely,

<Applicant>

Cc: Town of Clayton Planning Department

NEIGHBORHOOD MEETING ATTENDANCE ROSTER

Project: _____

Application: _____

Location/Date: _____

	NAME	ADDRESS
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