

NEIGHBORHOOD MEETING INFORMATION

Purpose:

The purpose of the Neighborhood Meeting is to inform the surrounding property owners of the nature of the proposed land use and/or development features, answer questions, respond to concerns, and solicit comments.

Meeting Date:

The meeting must be held at least ten (10) calendar days prior to the 1st Public Hearing Meeting.

Meeting Time and Location:

The meeting must be held no earlier than 6:00pm Monday through Friday, and must be held in a location generally accessible to residents within close proximity of the request. The meeting space must be able to comfortably accommodate everyone that receives and invitation.

Meeting Notice Mailing requirements:

1. The applicant must contact all adjacent property owners via first class mailing (see sample letter).
2. The mailing must include all the persons, firms, or corporations owning property within 150 feet and immediately adjacent to the subject property. Where the subject property immediately adjoins a public or private right-of-way, landscape or riparian buffer, commonly-owned private area, public property, or homeowners' association property, then letters of notification shall be sent to adjoining property owners as if they directly abut the subject property.
3. The notice must be mailed at least ten (10) calendar days but not more than twenty-five (25) days prior to the date of the Neighborhood Meeting.

Information to be included on the Neighborhood Meeting notice:

1. Parcel ID number
2. Address of subject property
3. A map indicating the development property
4. A description of the request action (Special Use Permit, Rezoning, etc.)
5. The time, date, and place of the neighborhood meeting
6. A phone number to contact the applicant

Information required to be provided at the Neighborhood Meeting:

At a minimum, the following materials must be present and discussed at a 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 show neighboring properties and roads.
4. A map, drawing, or other depiction of the proposed land use change or development proposal.

Information provided to 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 least ten (10) calendar days prior to the 1st Public Hearing Meeting in electronic or hard copy format:

- Adjacent Property Owner's List (aka "mailing list") *Should be submitted with original application packet*
- Copy of the letter mailed. *Should be submitted with original application packet*
- Copy of mailing receipt from USPS. *Should be submitted with original application packet*
- Attendance Roster (aka "sign-in-sheet") *Submit no later than 10 days prior to 1st Public Hearing Meeting date.*
- Neighborhood Meeting Summary Form with minutes (see below) *Submit no later than ten (10) days prior to the 1st Public Hearing date*

Instructions on using the Johnston County GIS System

A list of the adjacent property owners can be created by going to the Johnston County GIS. website (<http://www.johnstonnc.com/gis2>).

- Click on Mapclick Online Mapping at top left
- At the portion of the page that says “MapClick 4” click on External Users.
- In the “Disclaimer” box, hit the OK button at the bottom of the box.
- Click OK at the bottom of the “What’s New in MapClick” box.

You are now at the Johnston County GIS website. Click on the **Locate** tab (2nd from the left)

- On the left-hand side of the map, click on the drop-down box to “Address”
- Enter the street number and street name to find your property.
- When your property comes on the screen click on the “Select” tab above the map.
- Change the Buffer Distance to 150 and then click on the property

The map will show the adjoining properties and, to the left of the map will be a list of names with addresses of the adjacent property owners.

- The map and list of adjacent property owners can be printed by clicking on the **Map and Results** button above the list of property owners.

This map should be submitted with your application along with the mailing list and a copy of the letter that was mailed to the adjacent property owners.

SAMPLE NEIGHBORHOOD MEETING LETTER
(PLACE ON AGENT'S OR OWNER'S LETTERHEAD)

<Owner or Agent Name>

<Street Address>

<Town, State, Zip Code>

<Date>

Dear Benson Area Property Owner:

The purpose of this letter is to notify you of an application filed with the Town of Benson 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 Benson 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: _____

Board of Commissioners: _____

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

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

A map is enclosed with this letter to identify the location of the property that is subject to this application for land use change and/or development proposal.

If you should have any questions or comments before or after the meeting, please contact us at **<number>**. You may also contact the Town of Benson Planning and Zoning Department at (919) 894-3553.

Sincerely,

<Applicant>

<Title>

Cc: Town of Benson Planning and Zoning Department

NEIGHBORHOOD MEETING ATTENDANCE ROSTER

Project Name: _____

Applicant Name: _____

Location/Date: _____

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