



FOR OFFICE USE ONLY	
SUBMITTAL DATE: _____	INITIAL: _____

RECOGNIZED NEIGHBORHOOD ASSOCIATION APPLICATION

APPLICATION IS NOT VALID WITHOUT COMPLETION OF ALL PAGES AND SIGNATURES

MINIMUM SUBMITTAL REQUIREMENTS:

- Type of Application (check one): New Renewal (see page 2 for renewal information)
- Application provided by City of Amarillo completed in full. This application must be used and may not be adjusted or altered. Please attach additional pages as necessary.
- A roster for the board of directors including officer positions; the schedule for electing directors and officers; and board of directors' composition (resident, property owner, business owner, non-profit/edu/institutional, and at-large).
- A copy of the organization's articles of incorporation and/or bylaws.
- Proof that the Internal Revenue Service currently recognizes the organization as an active 501 (c)(3) non-profit.
- Agenda and minutes of the required annual general membership meeting.
- Communication pieces illustrating meeting notices and member outreach.
- A copy of a current work plan or strategic plan demonstrating active engagement in activities that improve the quality of life in the respective neighborhood.
- Current boundary map.

Applicant/ Primary Contact

Official organization name: _____

Other names (DBA, etc): _____

Organization phone number: (____) _____ Website: _____

Other social media sites: _____

Organization mailing address: _____

Primary contact name: _____

Primary contact telephone: (____) _____ Email: _____

Primary contact mailing address: _____

Membership and Outreach

The organization maintains an open membership policy (check one): Yes No

Number of members the organization represents : _____

Number of members in the organization who pay dues (if any): _____

Date, time and place of board meetings: _____

Date, time and place of community meetings: _____

Date, time and place of annual membership meeting: _____

Methods used to communicate with the organization (check all that apply): social media email mailers

other _____

Other community events hosted by organization: _____

Recognition Process

- A new and/or previously Recognized Neighborhood Association may file with the Planning Department on a year-round basis. Applications are required to be submitted through the Development Services Application Process by either emailing Development@Amarillo.gov or delivering in person to the Development Services Customer Service Coordinator at the Simms Building, 808 S. Buchanan, 2nd Floor, Suite 230.
- There is no application fee.
- If the information filed by the neighborhood association is incomplete, Planning staff will notify the neighborhood contact within 14 days. If no revisions are submitted, the filing will be considered incomplete, and the neighborhood association will not be Recognized. Neighborhoods may reapply in the same calendar year.
- For complete submittals staff will, within 30 days, take one of the following actions:
 1. Provide a recommendation to the Neighborhood Planning Oversight Committee for Recognition. The Committee will approve the recommendation and direct staff to extend official notice of Recognition, list the organization on the City’s website, and prepare a resolution for City Council approval.
 2. Deny Recognition by providing written notice of the denial, which will include the reason for denial. Neighborhood associations may re-apply for recognition the following year.

Ongoing Responsibilities

Recognized Neighborhood Associations commit to the following responsibilities:

- Organize and undertake activities, projects, or programs which foster a sense of community and improve livability within the neighborhood;
- Work in collaboration with City staff and other partners to mutually further the goals of adopted neighborhood plans;
- Comply with their adopted bylaws or rules and regulations;
- Establish and utilize an orderly and democratic process for making representative decisions;
- Provide board meeting agendas and approved meeting minutes on a monthly basis to the Planning Department; and,
- Follow an established Projects in Motion submittal process in the Planning Department for those projects where City coordination is requested regardless of funding source. Project submittals must have neighborhood association board approval.
- Recognized Neighborhood Associations may also establish and follow a clear method for reporting to the City actions which accurately reflect the Recognized Neighborhood Association’s position on a matter that is the subject of a pending City agenda item and identify whether the decision was reached by the board, a survey of the general membership, or by a vote at a general membership meeting, and the vote for and against the position.

Renewals

In addition to the ongoing responsibilities, Recognized Neighborhood Associations shall file the following renewal materials by March 31st each year to maintain their status:

- Number of members for the previous year;
- The name, email, mailing address, and telephone number of the primary contact;
- A roster for the board of directors including current officers;
- Date, time, and location of board and general membership meetings;
- Agenda and minutes of the required annual general membership meeting;
- Current bylaws or rules and regulation, if such bylaws or rules and regulation have been amended in the prior year;
- Proof that the IRS currently recognizes the organization’s status as an active 501 (c)(3); and,
- A copy of a current work plan or strategic plan demonstrating active engagement in activities that improve the quality of life in the respective neighborhood.

CERTIFICATION

The Primary Contact agrees their name and email will be posted on the City of Amarillo’s website and complete contact information including phone number will be provided to any City official, staff person, or citizen requesting to contact the neighborhood organization. The directors agree that names, officer positions, and composition (resident, property owner, etc.) will be posted on the City’s website. I hereby certify that the above information and any attached documents are true and correct to the best of my knowledge.

Applicant’s Printed Name and Title: _____

Applicant’s Signature: _____ Date: _____