



**APPLICATION FOR FORMAL RECOGNITION
OF NEIGHBORHOOD ORGANIZATIONS**

1. Name of Neighborhood Organization

2. Type of Organization (**please check one**)

Neighborhood Association____ Homeowner Association____

Other (specify):_____

3. Neighborhood Boundaries. Please include all street names and block numbers for partial streets. (Additional pages and/or map may be attached)

4. Estimated number of households in neighborhood: _____

5. **Please list below the names, addresses, phone numbers and email addresses of officers for your Neighborhood Organization.** (*If officers' titles are different than those listed, please indicate below.)

Name: _____ Title: President

Address: _____

Phone Number: _____ Email: _____

Name: _____ Title: Vice President

Address: _____

Phone Number: _____ Email: _____

Name: _____ Title: Treasure

Address: _____

Phone Number: _____ Email: _____

Name: _____ Title: Secretary

Address: _____

Phone Number: _____ Email: _____

Other Board members (attached separate sheet if necessary)

Name: _____ Title: _____

Address: _____

Phone Number: _____ Email: _____

5. What is your association's meeting schedule? Please provide the date, time, for future meetings.

6. Location of meeting: _____

7. When is the election of officers held?

8. If your organization has a website, please list it so that we can link to the City's Neighborhood Program page.

9. Is membership to your organization open to anyone who lives or owns property in the neighborhood regardless of race, creed, color, sex, age, national origin or physical and mental disability? _____ Yes _____ No

Please attach the following:

1. Paragraph about history/character of the neighborhood
2. List of neighborhood goals
3. Map of neighborhood boundaries
4. Copy of By-Laws/Constitution /Principles of Operation

Applicant's Name (please print)

Applicant's Title

Applicant's Signature

Date of Application

PLEASE RETURN FORM AND DIRECT QUESTIONS TO:

Cherie Jzar, AICP
Community Outreach Coordinator
City Manager's Office
35 Cabarrus Ave West
Concord, NC 28025-0308
Phone: 704.920.5298
Email: jjzar@concordnc.gov

What is a “Recognized Neighborhood”?

A “recognized neighborhood” is a formally organized neighborhood association who has been officially recognized by the City Council. These neighborhood organizations have committed to collaborate with City staff to identify solutions to community issues, share information, give feedback on public improvement projects, and participate in City sponsored programs and events.

How can your neighborhood organization become recognized?

Complete a neighborhood association application for formal recognition that asks for:

- Name of your Neighborhood Organization
- Neighborhood Boundaries
- Permanent Email Address for your Organization
- Names, telephone numbers, addresses, and email of the officers
- Meeting information -- Where and how often your neighborhood group meet?
- Copy of your neighborhood organization's by-laws

Once staff verifies that the neighborhood organization meets the criteria for recognition, the recognition request will be forwarded to City Council for consideration.

Why should your neighborhood apply for formal recognition?

Benefits of being formally recognized by City Council include:

- Formalized contact between your neighborhood and the City of Concord
- Working through the process is a way to get to know your neighbors
- Communication with the City familiarizes residents with local governing processes
- Access to resources which will help to strengthen and empower your neighborhood
- Participate with other organizations to improve the quality of life in Concord.

Visit the program's [webpage](#) for a full list of programs and services available to formally recognized neighborhood organizations.

Where do you get a Neighborhood Recognition application?

Contact the City of Concord's Community Outreach Coordinator via phone (704) 920.5298 or email at jzarc@concordnc.gov or download the form from the program's website at <http://www.concordnc.gov/neighborhoods>.