



DEPARTMENT OF NEIGHBORHOODS

CIVIC ASSOCIATION REGISTRATION FORM

PO Box 1562, Houston, Texas 77251-1562 | Voice: 832-393-5962 | FAX 832-393-5977 | civicclub@houstontx.gov

PURPOSE: New development within the City of Houston must comply with rules spelled out in Chapter 42 of the City's Code of Ordinances. Whenever a variance or special exception is requested, property owners within 250 feet and properly registered civic associations are notified so that they are aware of the opportunity to speak to the Planning Commission before a decision to grant or deny the variance is made. **To register your civic association for notification of variance requests, return this completed form to the City of Houston Department of Neighborhoods at the above mailing address or fax number.**
Please submit a new form whenever the contact information changes.

1. **CIVIC ASSOCIATION NAME:** _____

Contact Person: _____

Address: _____ Apt/Suite #: _____

City: _____, TX Zip Code: _____ Telephone: _____

2. **GENERAL INFORMATION:**

Email Address: _____ Fax #: _____

Website: _____ Next Election Date: _____

Meeting Date & Time: _____ Monthly Bi-Monthly Quarterly Other: _____

Meeting Locaton: _____

Officer Names and Positions: _____
(Other than Registrant) _____

3. **DOCUMENTATION ATTACHED:**

501(C)3 By-laws Meeting Minutes Other _____

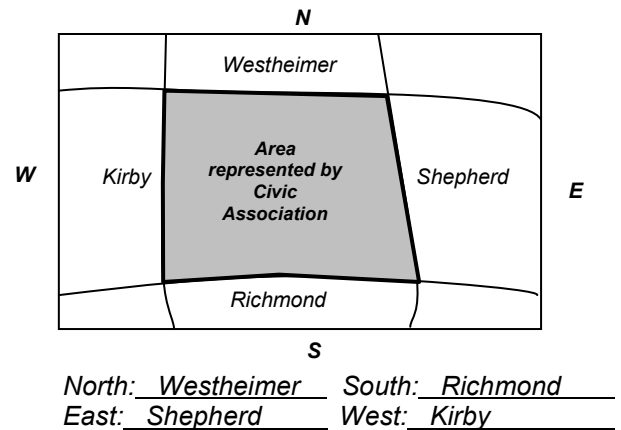
4. **LOCATION:** Subdivision Name: _____

Key Map: (Example: 493L) _____ Council District #: _____

Super Neighborhood #: _____ SN Name: _____

IDENTIFY YOUR BOUNDARIES

EXAMPLE



Additional space if needed: _____

North: _____ South: _____

East: _____ West: _____

5. **AUTHORIZED SIGNATURE:**

SIGNATURE

POSITION

DATE