



CIVIC ASSOCIATION NOTIFICATION REGISTRATION FORM

Write Us @ PO Box 1562, Houston, Texas 77251-1562
Fax Us @ (832) 393-6661

Telephone Us @ (832) 393-6563
Email Us @ Annette.Mitchell@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 Planning & Development Department 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:
Regular Meeting Date: Monthly Bi-Monthly Quarterly Other:
Officer Names and Positions:
(Other than Registrant)

3. DOCUMENTATION ATTACHED:

501(C)3 By-laws Meeting Minutes Other

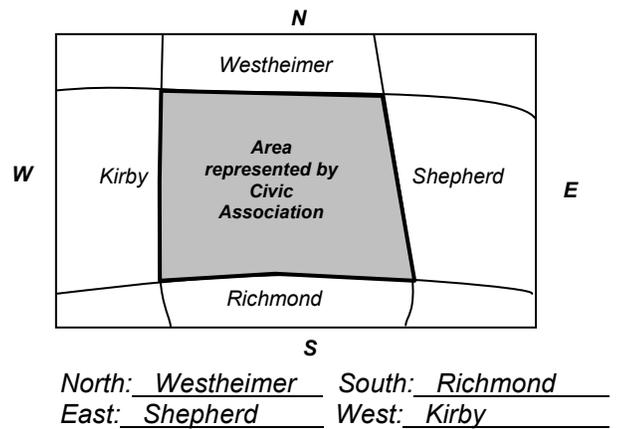
4. LOCATION: Subdivision Name:

Key Map: (Example: 493L) Council District #:
Super Neighborhood #: SN Name:

IDENTIFY YOUR BOUNDARIES

Large empty box for identifying boundaries.

EXAMPLE



Additional space if needed:

North: South:
East: West:

5. AUTHORIZED SIGNATURE:

SIGNATURE POSITION DATE