



## City of Santa Fe Neighborhood Association Registration Information & Requirements

A neighborhood association is a group of residents, business representatives or other interested citizens that devote time and energy to improve and enhance a well-defined geographic area in which they and others live or work. The neighborhood association meeting, like the earlier town meetings, is a place to meet neighbors, exchange ideas, prioritize projects, propose solutions, and implement plans for the neighborhood.

Most neighborhood associations are concerned with issues that affect the quality of life in the community. These can range from zoning regulations to traffic improvements as well as events that strengthen neighborhoods. Sponsoring neighborhood festivals, block parties, crime prevention activities, and upgrading neighborhood parks, are examples of important projects for neighborhood associations.

Interested persons may contact the City of Santa Fe Land Use Department to discuss forming a neighborhood association, setting boundaries, and to obtain technical information that may be useful in neighborhood-based initiatives.

In order to be officially designated and recognized by the City, the following criteria should be followed to establish an inclusive and representative neighborhood association:

- Establish reasonable neighborhood association boundaries. Neighborhood associations should not encompass more than 1 square mile and not less than 4 blocks.
- No new neighborhood association shall be recognized which has within its proposed boundaries a currently recognized and established neighborhood association.
- The association shall make membership open to all persons residing within its boundaries and to all persons and legal entities owning property or having a place of business within its boundaries.
- The association shall hold at least one meeting per year, ensuring a reasonable attempt to notify in writing every household and place of business within the association's boundaries. Adequate notice shall be made by mail, delivered handbills, or prominent signs.
- No election shall be held at an association meeting unless the meeting is so advertised.

Homeowner, subdivision, condominium associations and similar groups are urged to join or form their own neighborhood association.

### **Required Submittals:**

1. Map showing the geographic boundaries of the neighborhood association
2. Registration / Contact Update Form
3. Copy of current bylaws