



Affidavit of Neighborhood Meeting

Pursuant to Ketchum Municipal Code §16.07.020.B.2, a neighborhood meeting is required for Conditional Use Permits, Planned Unit Development Conditional Use Permits, Preapplication Design Review applications where the Preapplication Design Review is required, and Design Review applications that require a public hearing. The purpose of the neighborhood meeting is to provide an opportunity to inform the residents and landowners of the surrounding neighborhood(s) of the details of a proposed development and application, how the applicant intends to meet the standards of the Ketchum Municipal Code, and to receive public comment and encourage dialogue early in the review process. Pursuant to Ketchum Municipal Code §16.07.020.B.3.c, the applicant shall submit a written affidavit of the neighborhood meeting, on a form provided by the City, with the application submittal.

Instructions

1. Property owner shall complete the attached affidavit.
2. Property owner shall attach a copy of the neighborhood meeting sign-in sheet to the affidavit.
3. Property Owner shall sign before a notary public and have the affidavit notarized.
4. Property Owner shall return original notarized affidavit to the City of Ketchum Planning & Building Department.

Affidavit of Neighborhood Meeting

Property Information

Property Owner:
Property Address:
Legal Description:
Parcel Number: RPK

Neighborhood Meeting Information

Location:
Time:
Date:
Project Name:

Please initial and fill below:

I have thoroughly read and fully understand Ketchum Municipal Code Title 16, Section 16.07.020.B "Neighborhood Meeting".

I acknowledge that a neighborhood meeting was held in accordance with the requirements of Ketchum Municipal Code Title 16, Section 16.07.020.B.3.

I acknowledge that the attached neighborhood meeting sign-in sheet is a true and accurate list of the neighborhood meeting attendees.

I acknowledge that notice of the neighborhood meeting was provided to surrounding property owners within the required notification radius and timeframe as required for public hearings.

Number of Properties Notified

Date of Notification

I acknowledge that the neighborhood meeting presented the proposed project and attendees were given an opportunity to ask questions and provide comments regarding the proposed project.

I acknowledge that holding a neighborhood meeting does not imply approval or support of the proposed project by attendees, staff, or the reviewing authority.

I acknowledge that the project may be revised following the neighborhood meeting and during the formal review process.

I acknowledge that the neighborhood meeting is a procedural requirement and does not replace the public hearing or formal public notice process associated with the application.

Property Owner Signature

Date

STATE OF _____, County of _____

On this _____ day of _____, _____, before me, the undersigned, a Notary Public in and for said State, personally appeared _____, known or identified to me to be the person whose name is subscribed to the within instrument.

WITNESS my hand and seal the day and year in this certificate first above written.

_____ Residing at: _____

Notary Public for _____ (State) Commission Expires: _____