

CIVIC ASSOCIATION NOTIFICATION REGISTRATION FORM

City of Houston

Planning and Development Department

Write Us @ PO Box 1562, Houston, Texas 77251-1562
Fax Us @ (713) 837- 7923

Telephone Us @ (713) 837-7971
Email Us at CivicUpdate@cityofhouston.net

PURPOSE:

New development within the city of Houston must comply with certain rules spelled out in Chapter 42 of the City's Code of Ordinances unless a variance (special exception to the rules) is obtained from the Planning Commission. Whenever a variance or special exception is requested, property owners within 250 feet and properly registered civic associations must be 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 properly register your civic association for notification of variance requests, completely fill out this form and send it to the City of Houston Planning & Development Department at the above mailing address or fax number. Remember to submit a new form whenever the contact name, address or other information changes.**

1. **CIVIC ASSOCIATION NAME:** _____

2. **CIVIC ASSOCIATION REGISTRATION ADDRESS:** Contact Person: _____

Street Address (or P.O. Box): _____ Apt/Suite #: _____

City: _____, TEXAS Zip Code: _____ Telephone: _____

3. **GENERAL INFORMATION:**

Civic Association Email Address: _____ Fax #: _____

Website: _____ Next Officer Election Date: _____

Regular Meeting Date: _____ None Monthly Quarterly Other: _____

Names and Positions of Officers: _____
 (Other than Registrant) _____

4. **DOCUMENTATION ATTACHED:**

501(c)3 By-laws Other _____
 (Example: meeting minutes)

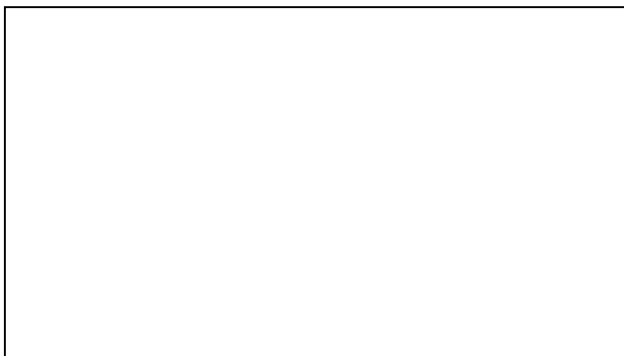
5. **LOCATION:** Subdivision Name: _____

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

Super Neighborhood #: _____ Super Neighborhood Name: _____

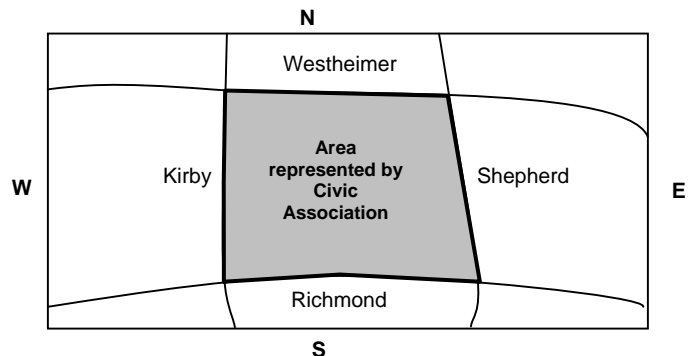
Boundary: Use street names to identify area within boundary:

LOCATION



North: _____ South: _____
 East: _____ West: _____

LOCATION EXAMPLE



North: Westheimer South: Richmond
 East: Shepherd West: Kirby

6. **AUTHORIZED SIGNATURE:**

SIGNATURE **POSITION** **DATE**