

NEIGHBORHOOD ASSOCIATION REGISTRATION PACKET

What is Neighborhood Association Registration?

Neighborhood association registration was adopted by the Edwardsville City Council in June 2016. The Public Works – Planning Division administers and provides registration for any organized neighborhood association.

The purpose of registering neighborhood associations is to:

- Assist Edwardsville residents in identifying and establishing their neighborhood boundaries
- Encourage residents to take an active role in organizing their neighborhoods
- Prioritize neighborhood needs to ensure the best use of City resources through small neighborhood based grant projects
- Encourage communication and understanding among neighbors by providing assistance to registered neighborhood associations.

Services Provided to Registered Neighborhood Associations

Once your neighborhood association is registered with the city, it is eligible to receive the following services:

- Notice to neighborhood association representative(s) about general city information (e.g. city trash/ recycling/large item pick up services, snow plowing, neighborhood safety and emergency management) and proposed land use changes (e.g. rezonings, subdivisions and/or Planned Unit Developments) in or within 250 feet of the neighborhood association boundary.
- Depending on availability, use of City facilities for the purpose of conducting recognized neighborhood association meetings. These meetings are to be open to the general public and for the purposes of promoting civic engagement and communication on matters affecting the livability and character of city neighborhoods.
- Assistance with the application and coordination of Edwardsville Neighborhood “ENERGI” neighborhood grant projects.

How Do I Register My Neighborhood?

Registering your neighborhood is designed to be a quick and easy process.

Step 1: Group Boundaries

The registering neighborhood association should first determine its boundaries through a process that invites the participation of those who rent or own property, operate a business and/or are employed in the area. Neighborhoods are encouraged to use the following guidelines when establishing neighborhood association boundaries:

- Neighborhood boundaries can include schools, churches, parks, apartments, businesses, and other features identified as part of the neighborhood.
- While they can extend beyond the boundaries of a named subdivision, neighborhood association boundaries should be inclusive of areas that would reasonably be associated with that subdivision. For example, a subdivision with a single entrance onto a major street should include the entirety of that subdivision, and not exclude portions of it.
- Similarly, neighborhood association areas should look for logical boundary lines such as major streets, natural features such as creeks and streams, etc so as to better insure common goals and interests among those within its boundaries.
- It is recommended that neighborhood association boundaries not exceed the boundaries of Council Ward.

Step 2: Registration

Once neighborhood association boundaries have been determined, you are ready to officially register your neighborhood with the City of Edwardsville. To do so, complete the registration forms on the next two pages.

NEIGHBORHOOD ASSOCIATION REGISTRATION FORM

City of Edwardsville, Public Works – Planning Division -
200 E Park Street, Edwardsville, IL 62025

Please call 618-692-7535 if you have any questions or would like assistance in completing the form.

Name of your Neighborhood Association _____

Primary Neighborhood Association Contact

Name Email

Address Zip Phone

Alternate Neighborhood Association Contact (Required)

Name Email

Address Zip Phone

Year Association Organized _____

Current Officers in Neighborhood Association:

President _____ Vice-President _____

Secretary _____ Treasurer _____

Membership and Contact Information

Please carefully read and fill out the following information and the Group Member Registration Form. Include extra sheets if necessary.

1. *Geographic Boundaries of the Neighborhood Association* (Please provide a map if necessary)

North _____ South _____

West _____ East _____

2. *Identify major cross intersections* _____

3. *Ward / Alderman* _____

4. *Properties within Neighborhood Association Boundaries*

Single Family Households _____

Multi-Family Households _____

Commercial Properties _____

Vacant Lots _____

5. Other Neighborhood Association Participants: (Please include churches, schools, recreation centers, etc.)

6. A. Has neighborhood association established a list of By-Laws?

6. B. If not, would assistance be needed in drafting By-Laws?

6A. Yes No

6B. Yes No

7. List the most critical issues/concerns facing your neighborhood:

8. SIGNATURE* _____ DATE: _____

*By signing this application you affirm that you are duly authorized to speak/apply and act as contact on behalf of the applicant neighborhood association and affirm that you have read the attached (above referenced) registration guidelines.

