SSC RPC Springfield-Sangamon County Regional Planning Commission

Current August 2012

SPRINGFIELD- SANGAMON COUNTY REGIONAL PLANNING COMMISSION

Neighborhood Association Registration Packet

Registering your neighborhood association.

Neighborhood associations in Springfield and Sangamon County are encouraged to register with the Springfield-Sangamon County Regional Planning Commission (SSCRPC).

This registration is voluntary, but is used to inform neighborhood associations of relevant events and activities, let state and federal agencies know about the presence of neighborhood associations in areas where a state or federal project might be planned, and for other planning purposes.

Registration can be done by answering the questions on the following pages of this packet and sending it to the SSCRPC along with the other required information or documentation.

Certain information and documents ARE required to be considered a registered neighborhood association. No organization can be registered absent:

- Some organizational documentation showing evidence of formal establishment: e.g., bylaws, incorporation documentation, statement in covenant, or similar.
- Identification of boundaries. The SSCRPC will work to determine if the boundaries submitted overlap any existing registered neighborhood associations.
- Identification of currently serving officers, along with their current contact information.

If a submitting neighborhood association has any questions concerning what might be needed for registration, they should feel free to contact the SSCRPC for help. The Planning Commission wishes to have contact information for every active neighborhood association, therefore its staff is very please to assist you with any questions you might have.

Contact information for the SSCRPC is provided on the back page of this packet.

What commitment must the association make to be registered?

Since registration is voluntary, the association only needs to make three simple commitments.

The first is to provide the information listed on the next two pages. The SSCRPC cannot register an association without the information requested.

The second is to help the Planning Commission keep the information up-to-date. This means that if officers change or contact information changes, these changes need to be passed along to the SSCRPC.

If changes are made in boundaries, or significant changes are made in core documents such as bylaws, this information should be passed along to the Commission as well.

Finally, and since one of the purposes of registration is to better involve neighborhoods in the planning process, the SSCRPC would ask that if your association is contacted for information or input that would be helpful in planning, that the association be responsive to the request.

Please provide us with the following information about your neighborhood association. Items that must be answered are indicated with an asterisk (*).

1. The Basic Information

1.1. Please provide the official name/title of your neighborhood association.*

1.2. In what year was your association established?* _____

1.3. Please provide us with the boundaries of your association using street names.* You may also submit a map showing the boundaries if that would be more convenient.

2. Establishment Information

2.1. Some neighborhood associations are established by covenants within the deeds of properties located in the association's area while others are through the voluntary membership of neighbors. Is your association established by deed covenant, or is it voluntary? Please check the applicable box.

☐ **Ours is established by covenant** ☐ **Ours is a voluntary association**

2.2. Does your association operate under established bylaws?* ☐ **Yes, we have bylaws** ☐ **No, we do not have bylaws.**

If you answered "Yes" to this question, please attach your bylaws to this packet for submission with it.

2.3. Is your association formally incorporated as a not-for-profit or other type of organization, or simply informally organized?*

☐ **Ours is formally incorporated** ☐ **Ours is not incorporated** ☐ **Do not know.**

2.4. Who is eligible to be a member of your neighborhood association?*

2.5. Does membership in your association require the payment of dues?* ☐ **Yes** ☐ **No**

2.6. Approximately how many members does your association have? _____

2.7. How often does your association meet?

2.8. Does your association have a website? ☐ **Yes** ☐ **No. If you answered Yes, please provide your web address:**

FEEL FREE TO ATTACH ANY OTHER ORGANIZATIONAL DOCUMENTS YOU WISH TO SHARE WITH US THAT WOULD HELP US TO KNOW MORE ABOUT YOUR NEIGHBORHOOD AND YOUR ASSOCIATION.

3. Association Leadership

3.1. In the space below, or as an attachment to this packet, please provide us with the names and titles of your neighborhood association's officers, including the association's president or other executive officer, and any board members.* Please also provide contact information for the association's officers.

4. Contact Information

Finally, we would like to have a point-of-contact for your association.* This may or may not be one of the officers, but someone who would be available to pass information to and from the association.

Name of Association Contact: _____

Home Address: _____

Phone Number: _____

Email Address (if any): _____

Please also provide below the name, phone number and/or email address of the person completing this form for the association:

RETURN THIS COMPLETED PACKET AND ANY ATTACHMENTS TO THE SSCRPC AT THE ADDRESS ON THE NEXT PAGE.

SSC RPC Springfield-Sangamon County Regional Planning Commission

SSCRPC
Sangamon County Complex
200 South 9th Street, Room 212
Springfield, Illinois 62701-1629

Phone: 217-535-3110
Fax: 217-535-3111
E-mail: sscrpc@co.sangamon.il.us

SSCRPC
Advising + Planning + Evaluating + Leading

For More Information Visit Us On The Web
www.sscrpc.com

The Springfield-Sangamon County Regional Planning Commission (SSCRPC) serves as the joint planning body for Sangamon County and the City of Springfield, as well as the Metropolitan Planning Organization for transportation planning in the region.

The Commission has 17 members, including representatives from the Sangamon County Board, Springfield City Council, special units of government, and six appointed citizens from the city and county. The Executive Director is appointed by the Executive Board of the Commission and confirmed by the Sangamon County Board.

The Commission works with other public and semi-public agencies throughout the area to promote orderly growth and redevelopment, and assists other Sangamon County communities with their planning needs. Through its professional staff, the SSCRPC provides overall planning services related to land use, housing, recreation, transportation, the environment, and economic growth and development. It also conducts a number of special research and analytical projects each year at the request of its participating agencies. It also houses the Sangamon County Department of Zoning which oversees the zoning code and liquor licensing for the County.

The Commission prepares area-wide planning documents and assists the County, cities, and villages, as well as special districts, with planning activities. The staff reviews all proposed subdivisions and makes recommendations on all Springfield and Sangamon County zoning and variance requests. The agency serves as the county's Plat Officer, Floodplain Administrator, and local A-95 review clearinghouse to process and review all federally funded applications for the county. The agency also maintains existing base maps, census tract maps, and, upon request, township, zoning and special district maps. As part of its research and analytic work, it also collects, maintains and disseminates data and other information pertaining to the City of Springfield and the County.