



**HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT
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RESPONSIBILITIES OF REGISTERED NEIGHBORHOOD ASSOCIATIONS

One of the purposes of being a registered neighborhood association is to assist the City of Tucson and its departments in notifying citizens of impending events, projects, developments, etc. In order to do that effectively, the registered neighborhood association needs to provide updated information to HCDD. This includes:

- Current copy of the neighborhood bylaws (must be updated every time there is a change in bylaws including boundary changes)
- Current Officer Release Form (must be updated every time there is a change in officers or contact information)
- Annual/Election Meeting minutes

Registered neighborhood associations that propose changes to bylaws, merging of associations, splitting of associations, dissolution of associations, or revision of boundaries should use the HCDD created mailing list to ensure that all within the neighborhood are notified.

Neighborhood Associations that wish to receive mailing assistance from HCDD need to follow the mailing guidelines in order that citizens receive notices in a timely manner. A neighborhood association has the option to print, mail or hand deliver notices on its own.

Neighborhoods may seek HCDD's assistance in obtaining meeting space at area schools. In order to ensure timely scheduling with school districts, neighborhoods should contact HCDD no later than 5 weeks in advance of a meeting. Also, please notify HCDD in the event of cancellation. School districts may charge fees for weekend or summer use and these fees are the responsibility of the neighborhood association.