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### **How to Register to become a Neighborhood Association**

Although there are many steps to become a registered neighborhood association, these are not complicated and Office of Integrated Planning (OIP) staff is available to assist along the way.

1. Talk with your neighbors informally to decide if there are others interested in working together on shared goals. These goals are often defined as better communication with neighbors, beautification of the area, applying for grants, reduction of crime, etc.
2. Request an application packet from OIP.
3. Neighborhood Associations include the renters and businesses in your area as well as home owners. According to the policy established by Mayor and Council in 1992, a neighborhood association cannot consist of property owners alone as does a Home Owners Association.
4. You will need to define the boundaries and consider a name for your proposed association. Talk with OIP staff to check that your proposed boundaries do not overlap an existing neighborhood association and that the name you have chosen is not already in use.
5. Complete the Neighborhood Association Application form.
6. Work with OIP staff to schedule your first meeting. OIP can provide suggestions for a meeting location, create a mailing list of all the addresses in your neighborhood, and have staff available to answer your neighbors' questions.
7. If there is interest from your neighbors to proceed, usually interim leadership is selected and those individuals can develop bylaws (sample bylaws are in this packet), and set up future meetings.
8. At future meetings, the residents vote on the bylaws and officers are elected. Once officers are elected, those individuals and the residents are responsible for governance of the association.