

## **NEW NEIGHBORHOOD GROUP REGISTRATION PACKET**

### What is Neighborhood Registration?

Neighborhood Registration was adopted by the City Council in August 1998. The Neighborhood Services Department Coordination Division (NSD-C) administers the neighborhood group program and provides registration for any organized neighborhood groups.

The purpose of registering neighborhoods is to:

- Assist Champaign 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 projects
- Encourage communication and understanding among neighbors by providing technical and financial assistance to registered neighborhood groups.

### Services Provided to Registered Neighborhood Associations/Groups

Once your neighborhood is registered with the Neighborhood Services Department, it is eligible to receive the following services:

- Developing a mailing list
- Scheduling the appropriate City staff to attend and respond to neighborhood concerns and problem solving
- Preparation of a meeting flier
- Mailing or distribution of meeting notices (one mass mailing annually)
- Providing packet and registration information materials
- Assistance with the coordination of neighborhood community service projects
- Organization and leadership training
- Resources for group functioning and maintaining resident involvement

### How Do I Register My Neighborhood?

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

#### Step 1: Group Boundaries

It is the responsibility of the registering neighborhood to determine neighborhood boundaries through a process that invites the participation of those residing and/or employed in the area. Neighborhoods are encouraged to use the following guidelines when establishing group boundaries:

- The optimal size of a neighborhood group ranges from a minimum of 10 to 20 homes up to a maximum of 30 to 50 homes. NSD-C recommends that boundaries not exceed a City identified planning area or Council District. Groups must consist of a minimum of 10 homes in order to apply for Neighborhood Small Grant Funds; however, this may change depending on the configuration of the neighborhood.
- Neighborhood boundaries can include schools, churches, parks, apartments, businesses, and all other features identified as part of the neighborhood.
- Neighborhoods are encouraged not to cross major arterial streets (such as Prospect Ave, University Ave, etc.) or other natural or man-made barriers when defining boundaries.
- In the event boundaries “overlap” between two or more neighborhoods, the respective boundaries will be acknowledged, provided those residing within the overlap area identify the neighborhood association to which they wish to belong. Disputes related to overlapping neighborhood boundaries are the responsibility of residents in those areas to resolve. Neither neighborhood can be registered until an agreement is reached.

#### Step 2: Registration

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

## NEIGHBORHOOD GROUP REGISTRATION FORM

This form must be filled out completely and returned to:  
City of Champaign, Neighborhood Services Department  
Neighborhood Coordination Division  
102 N Neil Street, Champaign, IL 61820.

Please call 403-7070 if you have any questions or would like assistance in completing the form.

Name of your Neighborhood Association/Group \_\_\_\_\_

Year Association/Group Organized \_\_\_\_\_

Geographic Boundaries of the Association/ Group

North \_\_\_\_\_ South \_\_\_\_\_

West \_\_\_\_\_ East \_\_\_\_\_

### Membership and Contact Information

Please fill out the following information and the Group Member Registration Form on the reverse side. Include extra sheets if necessary.

#### *Primary Association/Group Contact*

---

Name	Email	
------	-------	--

---

Address	Zip	Phone
---------	-----	-------

#### *Alternate Association/Group Contact (Required)*

---

Name	Email	
------	-------	--

---

Address	Zip	Phone
---------	-----	-------

### Properties within Association Boundaries

# Single Family Households _____		# Multi-Family Households _____	
----------------------------------	--	---------------------------------	--

# Commercial Properties _____		# Vacant Lots _____	
-------------------------------	--	---------------------	--

Other Neighborhood Participants: \_\_\_\_\_  
(Please include churches, schools, recreation centers, etc.)

List the most critical issues/concerns facing your neighborhood:

---

---

---

---

If your neighborhood plans on organizing mainly around security and safety issues, consider becoming a Neighborhood Watch Group. Please check the box below and the Neighborhood Services Department will send you information specific to the Neighborhood Watch program.

Yes, my neighborhood is interested in organizing as a Neighborhood Watch group.

=====  
Office Use Only:

Planning Area \_\_\_\_\_ Subdivision Name \_\_\_\_\_ Date Received \_\_\_/\_\_\_/\_\_\_

Total Number of Households \_\_\_\_\_ Date Entered \_\_\_/\_\_\_/\_\_\_ Staff \_\_\_\_\_



