



**CITY OF SAN ANTONIO**  
**Planning & Development Services Department**  
Neighborhood Planning & Urban Design  
PO Box 839966, San Antonio, TX 78283-3966  
Phone: 207-7873 Fax Number: 207-7897

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**NEIGHBORHOOD ASSOCIATION**  
**REGISTRATION LETTER**

*October 2008*

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Dear Neighborhood Leader:

Registration of Neighborhood Associations is a community service offered by the City of San Antonio. Registered neighborhoods are included in a listing created by the Planning & Development Services Department that is available both in hard copy and through our web site at: <http://www.sanantonio.gov/planning>.

**Why Register Your Neighborhood Association?**

Registering your Neighborhood Association will:

- ✓ Provide the contact information needed for the Case Managers to send a notice about a pending zoning or plan amendment case to any registered neighborhood association whose boundaries fall within 200 feet of the subject property;
- ✓ Help guide and unify your community efforts to improve your neighborhood;
- ✓ Facilitate participation with the Police Department's SAFFE/COP programs;
- ✓ Help develop working relationships with the City of San Antonio; and
- ✓ Improve communication with other public agencies, the private sector, and nonprofits

**What Do I Need to Know?**

The Planning & Development Services Department encourages neighborhood associations' membership to include renters, homeowners from all sections of the neighborhood, property owners, large and small businesses, churches, and community groups. A variety of members help build partnerships and a self-reliant organization.

Neighborhood association boundaries identify the specific geographic area where community members want to focus their efforts. Schools, churches, businesses and other neighborhood groups should be included within the neighborhood boundaries. Generally, a neighborhood association area includes a population of 2,500 persons or greater, or one square mile. You can work with planning staff to determine appropriate neighborhood boundaries.

**How Do I Register My Neighborhood Association?**

- A) *If you represent an established Neighborhood Association:* Discuss neighborhood registration with association members and complete the attached form. The information you provide will help us keep current with your activities.
- B) *If you are interested in forming a Neighborhood Association:* Conduct a neighborhood meeting(s). Explain the benefits of forming an association by holding a public neighborhood meeting for homeowners, renters, commercial property owners, large and small businesses, churches, and community organizations. Try to enlist everyone to become a member of your association.

**How to Organize a "First" Neighborhood Meeting:**

- Inform as many people as possible and keep track of your efforts to reach all types of individuals (not just residents) including phone calls, mailings, flyers, etc.
- Make sure everyone signs-in by providing an "attendance sign-in sheet."
- Discuss (a) why your neighbors want to form or register your neighborhood association and (b) the area of your neighborhood association. Begin identifying (c) the area's issues, (d) the strengths of your community, and (e) which items are most important to you. (A "goal setting" session by the Planning & Development Services Department may be helpful to your group. Call 207-7873 for more information.)
- In the neighborhood meeting, approve or designate a subcommittee to develop your by-laws, help with the election of officers, identify neighborhood boundaries, identify neighborhood goals and priorities, and collect attendance sheets.

***\*\*\*The Planning & Development Services Department can advise you on all of the above items.\*\*\****