

Neighborhood / Stakeholder Engagement Petition – Guidelines

The petitions are used to document and demonstrate that an applicant has sufficiently engaged their neighborhood and stakeholders regarding the project proposal which will be submitted with a final application for grant funding. Applicants are strongly encouraged to work with City staff to understand the petition process. It is recommended that you do not begin this process until after your Letter of Intent has been reviewed by City staff.

Petition Circulation Instructions

Petitions may be circulated only within the neighborhood(s) affected by the application. Signatures should be obtained only from **stakeholders** who may include: residents, homeowners, business owners, employees working in the area, facility users, non-profits, and other persons or groups regularly involved in the neighborhood.

All persons signing a petition must be at least 18 years of age.

As an applicant you are required to demonstrate that your neighborhood stakeholders support the project through the petitioning process. As each neighborhood and each project is unique, some projects may require higher levels of petitioning than others. Your City staff representative will work with you and other City departments to determine what level of petitioning is appropriate for your project.

The City representative assisting with your project may provide an alternative petitioning expectation for your project dependent on neighborhood specifics such as size or density and/or project type or scope – if applicable; these criteria will be provided with the feedback to your Letter of Intent. *Other City departments may have separate or additional requirements dependent upon your project idea or implementation site(s).*

For ANY proposal, you must demonstrate that a good-faith effort was made to petition ALL residences and businesses adjacent to or abutting project site(s) or the perimeter of project site(s), 75% of ALL residences and businesses adjacent to or abutting project site(s) or the perimeter of project site(s) must indicate support for the project through the petition process.

In addition, 1 signature (from an individual with a primary residence within 1/8 mile of the project site(s)) must be obtained in support of the project for every \$500 in funding requested for the project or the project must receive support from more than ½ of the households within 1/8 of a mile, whichever is fewer.

In addition, if you are modifying shared or communal spaces you are required to petition current users to determine their support on a minimum of two different days at two different reasonable times.

Individuals may only sign once in support or opposition of a project.

Petition Summary

Upon completion of the petition process, the applicant should tabulate the petition results, noting the total number of signatures obtained, the total number of signatures in support of the proposal, and the total number of signatures in opposition to the proposal.

The applicant should also be prepared to provide information regarding any statements made to the petition circulator(s) by the signatories about their reasons for being for or against the project.

Map

It is suggested that a map of the designated neighborhood or area be included with each petition packet to assist the circulator and signatories in determining where and whether each signatory holds a stake in the neighborhood (i.e., where they live, work, own property, or recreate)

A map must be included with your final petition showing which residences and business have been petitioned, which support the project, and which do not support the project.

Please note

Following is a list of the most common reasons for rejecting individual signatures:

- Signatory is not a stakeholder.
- Information is insufficient or illegible.

To achieve sufficient engagement, it is likely that the applicant (or other volunteers) will need to go 'door-to-door'. Petitions **must be** included with your final application.

Petition Summary

NEIGHBORHOOD / STAKEHOLDER ENGAGEMENT PETITION Summary

Total number of signatures recorded: _____

Total number of signatories who indicated they support the project: _____

Total number of signatories who indicated they did not support the project: _____

Percentage in favor of the project: _____

Total number of signatories with primary residences within 1/8 mile: _____

Total number of signatories with primary residences within 1 mile: _____

Percentage Breakdown (can exceed 100%) by stakeholder type:

Homeowner: ____ Resident: ____ Facility User: ____ Business Owner: ____ Local Employee: ____ Other: ____

Project Opposition Summary		Please list each reason the project was opposed, and the approximate number of people who opposed the project for the same or similar reasons.
1.	Reason for opposing project:	
	Number of people opposing for similar reasons: _____	
2.	Reason for opposing project:	
	Number of people opposing for similar reasons: _____	
3.	Reason for opposing project:	
	Number of people opposing for similar reasons: _____	
4.	Reason for opposing project:	
	Number of people opposing for similar reasons: _____	

Include additional sheets if necessary to fully explain any item on this page.



VIBRANT NEIGHBORHOODS GRANT

NEIGHBORHOOD / STAKEHOLDER ENGAGEMENT PETITION

Project name: _____ When is the project expected to occur: _____

Basic description of the project and where it will occur (may include attachments for reference):

Closures or changes to existing facilities which may impact neighbors or stakeholders:

Neighborhood(s) or sites affected: _____

Sign this petition **only** if:

1. You have not signed any other petition related to this project.
2. You are an area stakeholder who would potentially benefit or be impacted by projects discussed. (examples: homeowner, resident, business owner, park user, work in the area, etc.)

Petition Circulator Name and Contact Information: _____

What makes you a stakeholder? (are you a neighbor, park user, etc.?)

1.	Signature and Date:	Other: _____ <input type="checkbox"/> Homeowner <input type="checkbox"/> Resident <input type="checkbox"/> Facility User <input type="checkbox"/> Business Owner <input type="checkbox"/> Local Employee	Is your primary residence or business within 1/8 mile of project site(s)? YES NO Provide your primary residential address: _____	Did organizers seek your input when developing ideas? YES NO Please indicate if you support the project: YES NO
	Printed Name and contact number or email:			
2.	Signature and Date:	Other: _____ <input type="checkbox"/> Homeowner <input type="checkbox"/> Resident <input type="checkbox"/> Facility User <input type="checkbox"/> Business Owner <input type="checkbox"/> Local Employee	Is your primary residence within 1/8 mile of project site(s)? YES NO Provide your primary residential address: _____	Did organizers seek your input when developing ideas? YES NO Please indicate if you support the project: YES NO
	Printed Name and contact number or email:			
3.	Signature and Date:	Other: _____ <input type="checkbox"/> Homeowner <input type="checkbox"/> Resident <input type="checkbox"/> Facility User <input type="checkbox"/> Business Owner <input type="checkbox"/> Local Employee	Is your primary residence or business within 1/8 mile of project site(s)? YES NO Provide your primary residential address: _____	Did organizers seek your input when developing ideas? YES NO Please indicate if you support the project: YES NO
	Printed Name and contact number or email:			

4.	Signature and Date:	Other: _____ Is your primary residence or business within 1/8 mile of project site(s)? YES NO	Did organizers seek your input when developing ideas? YES NO
	Printed Name and contact number or email:	<input type="checkbox"/> Homeowner <input type="checkbox"/> Resident <input type="checkbox"/> Facility User <input type="checkbox"/> Business Owner <input type="checkbox"/> Local Employee Provide your primary residential address: _____	Please indicate if you support the project: YES NO
5.	Signature and Date:	Other: _____ Is your primary residence or business within 1/8 mile of project site(s)? YES NO	Did organizers seek your input when developing ideas? YES NO
	Printed Name and contact number or email:	<input type="checkbox"/> Homeowner <input type="checkbox"/> Resident <input type="checkbox"/> Facility User <input type="checkbox"/> Business Owner <input type="checkbox"/> Local Employee Provide your primary residential address: _____	Please indicate if you support the project: YES NO
6.	Signature and Date:	Other: _____ Is your primary residence or business within 1/8 mile of project site(s)? YES NO	Did organizers seek your input when developing ideas? YES NO
	Printed Name and contact number or email:	<input type="checkbox"/> Homeowner <input type="checkbox"/> Resident <input type="checkbox"/> Facility User <input type="checkbox"/> Business Owner <input type="checkbox"/> Local Employee Provide your primary residential address: _____	Please indicate if you support the project: YES NO
7.	Signature and Date:	Other: _____ Is your primary residence or business within 1/8 mile of project site(s)? YES NO	Did organizers seek your input when developing ideas? YES NO
	Printed Name and contact number or email:	<input type="checkbox"/> Homeowner <input type="checkbox"/> Resident <input type="checkbox"/> Facility User <input type="checkbox"/> Business Owner <input type="checkbox"/> Local Employee Provide your primary residential address: _____	Please indicate if you support the project: YES NO
8.	Signature and Date:	Other: _____ Is your primary residence or business within 1/8 mile of project site(s)? YES NO	Did organizers seek your input when developing ideas? YES NO
	Printed Name and contact number or email:	<input type="checkbox"/> Homeowner <input type="checkbox"/> Resident <input type="checkbox"/> Facility User <input type="checkbox"/> Business Owner <input type="checkbox"/> Local Employee Provide your primary residential address: _____	Please indicate if you support the project: YES NO
9.	Signature and Date:	Other: _____ Is your primary residence or business within 1/8 mile of project site(s)? YES NO	Did organizers seek your input when developing ideas? YES NO
	Printed Name and contact number or email:	<input type="checkbox"/> Homeowner <input type="checkbox"/> Resident <input type="checkbox"/> Facility User <input type="checkbox"/> Business Owner <input type="checkbox"/> Local Employee Provide your primary residential address: _____	Please indicate if you support the project: YES NO

Petition Circulator Name and Contact Information: _____