



Policy on Neighbor Notification

The North End/Waterfront Residents' Association (NEWRA) has promulgated the following policy to allow residents of the neighborhood who are potentially most affected by proposed zoning, licensing or construction actions maximum opportunity for timely review and input. Impacts of the proposed action include long term and/or construction related noise, dust, shadow, light and view restrictions, sanitary/trash conditions, and effects on traffic, pedestrian safety and parking.

1. For the purposes of this policy, "neighbor" shall mean occupants (both tenants and owner-occupants), as well as absentee-owners, property management companies and boards of trustees of:
 - a. Contiguous properties;
 - b. Properties across a street or alley from the proposed action and properties contiguous to those properties;
 - c. Any other properties determined by NEWRA to be potentially affected by the proposed action;

Where the proposed action pertains only the interior changes to a residential building or the units therein, notification need be made only to contiguous properties.

2. The applicant shall notify neighbors in writing via certified mail or first class mail (USPS Certificate of Mailing must be provided) in advance of the meeting. Notification by leafletting is not acceptable. Personal contact with impacted neighbors is encouraged. Written notification must include the following:
 - a. An explanation of the proposed action;
 - b. Information on how the neighbor can contact the applicant;
 - c. Notice that the matter shall be taken up by NEWRA for discussion and/or vote at the Zoning Licensing and Construction Committee (ZLC) meeting and the NEWRA Membership meeting at which the neighbor may present his/her views;
 - d. The date, time and locations of the above NEWRA meetings;
 - e. Contact information for the designated NEWRA representative that the neighbor can contact with questions or concerns regarding the proposed action.

The written notification must be distributed 14 calendar days prior to the ZLC meeting at which time the application will be presented.

Prior to NEWRA action on the request, the applicant must provide to NEWRA:

- a. A copy of the written notice (or notices) given to neighbors, and
- b. A list of the neighbors who have been notified and the method of delivery. At a minimum, the list shall provide a street address and unit number for each neighbor. Where applicable, explain why an address does not include a unit number.