



**DENVER**  
THE MILE HIGH CITY

**Community Planning and Development  
Office of the Manager**

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### **Mandatory Annual Re-registration**

All existing Registered Neighborhood Organizations are required by ordinance to re-register each year during the December/January re-registration period.

Groups that do not re-register by January 31st will be removed from the list of Registered Neighborhoods in February as required by ordinance.

The City and County of Denver registers neighborhood organizations each year to enable them to receive notification of zoning map amendments, zoning variance applications, liquor and cabaret license applications and various other informational items. In order to re-registration, you must agree to the following:

I fully understand and will comply with the regulations of the Neighborhood Registration Ordinance (Revised Municipal code, Section 12-91) that state:

- Our organization will be open to any owner of any real property or resident located within the neighborhood boundaries of the proposed organization.
- Our organization will be a general purpose group formed for the purpose of collectively addressing issues and interests common the area.
- Our organization will assign a contact person who can be notified by phone, e-mail and mail of upcoming events affecting our neighborhood.
- Our organization will hold a meeting at which all members may vote at least once in each calendar year and at least 12 members must be in attendance at the annual meeting. All meetings shall be open to the public.

Signature of officer agreeing to above requirements: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Contact Person (Please Print) \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Print Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Office Phone: \_\_\_\_\_

Continued On Reverse



If you wish to designate a secondary email contact address to ensure your group receives email notices when your primary contact is out of town or otherwise not available, please indicate below.

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Please tell us about your organization.

It represents how many people?: \_\_\_\_\_

Does your organization publish a newsletter? \_\_\_\_\_

If so, how often do you circulate a newsletter? \_\_\_\_\_

What is the time and place of the meetings? \_\_\_\_\_

What is your schedule for electing officers? \_\_\_\_\_

If you have articles of incorporation and/or bylaws, who is the person in your organization that has a copy of the most recent version?

\_\_\_\_\_

If you have a Board of Directors:

Who is President? \_\_\_\_\_

What is the President's email address? \_\_\_\_\_

President's phone number: \_\_\_\_\_

Please complete and mail this form by January 31, 2010 to  
Julius Zsako  
Community Planning and Development  
Dept 205  
201 W. Colfax Avenue  
Denver, Colorado 80202

Questions? Please call Julius Zsako at 720-865-2969