



GUIDE TO GAIN COMMUNITY FEEDBACK

**Applicants applying for:
Grow in Your Neighborhood
Create in Your Neighborhood**

Before your project can be approved, you must notify nearby residents, gather feedback, and submit a summary of the community input to the Louisville Landbank.



1. Provide Notice to Community within a two block radius (Options Below)



Mail or Deliver Letters

Send a letter explaining your project with your contact info and feedback deadline.



Post a Sign on Property

Place a visible sign for 10 days showing project info and contact details.



Post Online

Announce your project in the neighborhood's Facebook or Nextdoor groups.



Meet or Go Door-to-Door

Present your idea to nearby neighbors and gather their comments as to your project.

2. Gather Feedback for your proposal.

Feedback can be documented through emails, notes, comment cards, electronic questionnaires, or summaries of conversations.

- **Who did you hear from & their connection**
- **General level of support or concerns**
- **How neighbors believe the project will impact the area**
- **Any interest in participating, volunteering, or receiving updates**

Allow at least 7 days for residents to respond. Be respectful, open, and document every response.

3. Incorporate Feedback into Proposal.

4. Submit Your Results

Create a **Community Engagement Summary** and submit for final approval.

Your summary should include:

- **How and when notice was given**
- **Number of Residents notified**
- **Summary of Feedback received**
- **Proof of notices (photos, screenshots, letters, notes)**



TIPS FOR SUCCESS

- **Keep your message clear and friendly**
- **Focus on how your project benefits the neighborhood**
- **Listen and document all input - positive or negative**
- **Good communication builds community support!**

CONTACT US

Need Help or Have Questions?
Louisville Jefferson County Landbank Authority, Inc.
444 S. 5th St., 5th Floor
Louisville, KY 40202



www.louisvilleky.gov/vacant



Vapstat@louisvilleky.gov



(502)574-4200

THIS COULD BE YOU!!

