

COMPREHENSIVE PLAN FIVE-YEAR UPDATE: SUBMISSION REQUIREMENTS

Municipality _____

Date of submission to State _____

The following material must be included:

1. A signed copy of this form.
2. One electronic copy and three paper copies of the complete municipally approved Comprehensive Plan Update. **NOTE:** *The Update must incorporate all amendments adopted since the previously approved Plan.*
3. A copy of the approved minutes of the Planning Board/Commission adoption of the Update.
4. A copy of the approved minutes of the City/Town Council's adoption of the Update.
5. A copy of Comprehensive Plan Five-Year Update Summary sheets for each of the Elements of the Plan. (forms CP-3 thru CP-9)
6. A copy of Comprehensive Plan Five-Year Update Summary sheet reporting changes to the Plan's Goals and Policies (form CP-10)
7. A copy of Comprehensive Plan Five-Year Update Summary sheet reporting changes to the Plan's Implementation Program (form CP-11)

Certification of Public Participation Process

I hereby certify that the City/Town of _____ has complied with Section 45-22.2-8 (B) of the Comprehensive Planning and Land Use Regulation Act that requires 1) the solicitation of public input into the formulation of the Comprehensive Plan Update and, 2) that prior to the adoption of the Plan, the Planning Board (or Committee or Commission) and the City/Town Council conducted public hearings.

This community actively solicited public input into the formulation of this Comprehensive Plan Update by means of (check all that apply)

- citizens advisory committee
- public meetings and workshops
- public survey
- meetings with civic or other organizations

This community has conducted ____ public hearings prior to the adoption of the Plan.

Printed Name of Authorized Municipal Official: _____

Title: _____

Signature: _____

Date: _____