

COMPREHENSIVE PLAN REVIEW 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 Plan update must incorporate all amendments adopted since the previously approved Plan.*
3. A copy of the minutes of the Planning Board/Commission adoption of the Plan.
4. A copy of the minutes of the City/Town Council's adoption of the Plan.

In addition to the above, in accordance with Handbook 16: *Handbook on the Local Comprehensive Plan*, Part VII: "Local Maintenance of the Comprehensive Plan", the Division of Planning reserves the right to request a copy of Comprehensive Plan Five-Year Update Summary sheets for each of the Elements of the Plan including Goals and Policies and Implementation Program (forms CP-3 thru CP-11).

Certification of Public Participation Process

I hereby certify that the City/Town of _____ has complied with Section 45-22.2-8 of the Comprehensive Planning and Land Use Regulation Act that requires 1) the solicitation of public input into the formulation of a Comprehensive Plan or Amendment and, 2) that prior to the adoption of the Plan or Amendment, 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 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: _____