

SUBMITTAL CHECKLIST: PETITION FOR MUNICIPAL PLAN CONFORMANCE	
GENERAL SUBMISSION ITEMS	(√) or N/A
1. Cover Letter. Identifies portion of municipality for which Plan Conformance required, municipal point of contact.	√
2. Submittal Checklist. This completed Plan Conformance Checklist.	√
3. Preservation Area Resolution. Certified governing body resolution submitting the proposed planning program revisions and petitioning the Highlands Council for Plan Conformance.	√
4. Planning Area Resolution. For Planning Area lands, copy of adopted ordinance petitioning the Highlands Council for a determination of conformance with the Regional Master Plan (may also include Preservation Area).	N/A
5. Record of Public Involvement. A summary of public involvement in the development of materials for the Petition for Plan Conformance.	√
6. 2009 Plan Conformance Grant Program Documents. Materials from the results of Modules 3 through 6 of the 2009 Plan Conformance Grant Program as detailed in Appendix E, plus proposed substantive revisions, updates or supplements required for Plan Conformance.	√
7. List of Current Municipal Planning and Regulatory Documents. A list of existing municipal planning and regulatory documents with the dates of most recent adoption.	√
8. Municipal Self-Assessment Report. Report discussing: a) progress made toward achieving Plan Conformance as of the date of petition; b) steps remaining to achieve Full Plan Conformance; and c) general plan and anticipated timeframe for completion (including Appendix A, Self-Assessment Report Status of Checklist Items).	√
9. Implementation Plan and Schedule. Proposed Highlands Implementation Plan and Schedule charting outstanding items on timeline and specifically indicating the completion and implementation dates for each (including Appendix A Implementation Plan and Schedule).	√
10. RMP Updates (Optional). If applicable, updates to RMP maps, charts, and technical data along with verifiable documentation in support. If none are requested, indicate “N/A,” not applicable.	N/A
11. Map Adjustments (Optional). If applicable, requests for changes in Land Use Capability Zone Map designations along with information, justification, and evidence in support of same. If none are requested, indicate “N/A,” not applicable.	N/A
12. Additional Supporting Materials (Optional). Materials in support of Plan Conformance.	N/A