

**SUBMITTAL CHECKLIST: PETITION FOR MUNICIPAL PLAN CONFORMANCE**

| <b>GENERAL SUBMISSION ITEMS</b>  |   | <b>(√) or N/A</b> |
|--|---|-------------------|
| <b>1. Cover Letter.</b>  | Identifies portion of municipality for which Plan Conformance required, municipal point of contact.   |                   |
| <b>2. Submittal Checklist.</b>   | This completed Plan Conformance Checklist.  |                   |
| <b>3. Preservation Area Resolution.</b>                                | Certified governing body resolution submitting the proposed planning program revisions and petitioning the Highlands Council for Plan Conformance.  |                   |
| <b>4. Planning Area Resolution.</b>                                    | 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).   |                   |
| <b>5. Record of Public Involvement.</b>                                | A summary of public involvement in the development of materials for the Petition for Plan Conformance.  |                   |
| <b>6. 2009 Plan Conformance Grant Program Documents.</b>               | 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.  |                   |
| <b>7. List of Current Municipal Planning and Regulatory Documents.</b> | A list of existing municipal planning and regulatory documents with the dates of most recent adoption.  |                   |
| <b>8. Municipal Self-Assessment Report.</b>                            | 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). |                   |
| <b>9. Implementation Plan and Schedule.</b>                            | 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).  |                   |
| <b>10. RMP Updates (Optional).</b>                                     | 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.   |                   |
| <b>11. Map Adjustments (Optional).</b>                                 | 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.   |                   |
| <b>12. Additional Supporting Materials (Optional).</b>                 | Materials in support of Plan Conformance.   |                   |

shading indicates no entry necessary

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|---|---|---|--|------|--|--|
|   |   |   | BASIC  | FULL |  |  |
| <b>1. Municipal Build-Out Report (Modules 1 and 2)</b>  |   |   |  |      |  |  |
| a. Land Use Capability Analysis   | N/A   | N/A   | √  |      | Provided by Highlands Council            | Completed  |
| b. Limiting Factor Analysis   | N/A   | N/A   | √  |      | Provided by Highlands Council            | Completed  |
| c. Build-Out Analysis   | N/A   | N/A   | √  |      | Provided by Highlands Council            | Completed  |
| <b>2. Housing Element and Fair Share Plan (Module 3)</b>  |   |   |  |      |  |  |
| a. Summary of Housing Obligations (incl. Prior Round Obligation and Growth Share Projection)  |   |   |  |      |  |  |
| b. Summary and Consistency Review of proposed Prior Round Sites   |   |   |  |      |  |  |
| c. Housing Partnership Program narrative (incl. participation in RAHDPP where applicable)   |   |   |  |      |  |  |
| <b>3. Highlands Environmental Resource Inventory (Module 4)</b> Please indicate if Highlands Model is/will be incorporated into an existing ERI/NRI |   |   |  |      |  |  |
| <b>4. Highlands Element of Municipal Master Plan (Module 5)</b>   |   |   |  |      |  |  |
| a. Statement of Policies, Goals and Objectives  |   |   |  |      |  |  |
| b. Land Use Plan Element  |   |   |  |      |  |  |
| i. Land Use Inventory (up-to-date/requires updates)   |   |   |  |      |  |  |
| c. Housing Plan Element   |   |   |  |      |  |  |
| d. Conservation Plan Element  |   |   |  |      |  |  |
| i. Forest Resources   |   |   |  |      |  |  |
| ii. Highlands Open Waters and Riparian Areas  |   |   |  |      |  |  |
| iii. Steep Slopes   |   |   |  |      |  |  |
| iv. Critical Habitat  |   |   |  |      |  |  |
| v. Carbonate Rock   |   |   |  |      |  |  |
| vi. Lake Management   |   |   |  |      |  |  |
| vii. Water Resources Availability   |   |   |  |      |  |  |
| viii. Prime Ground Water Recharge Areas   |   |   |  |      |  |  |
| ix. Water Quality   |   |   |  |      |  |  |
| x. Wellhead Protection  |   |   |  |      |  |  |
| xi. Low Impact Development  |   |   |  |      |  |  |
| e. Utility Services Plan Element  |   |   |  |      |  |  |
| f. Circulation Plan Element   |   |   |  |      |  |  |
| g. Land Preservation and Land Stewardship Plan Element  |   |   |  |      |  |  |
| i. Up-to-Date Open Space Inventory and Map  |   |   |  |      |  |  |

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|--|---|---|--|------|--|--|
|  |   |   | BASIC  | FULL |  |  |
| h. Agriculture Retention/Farmland Preservation Plan Element (if applicable)  |   |   |  |      |  |  |
| i. Up-to-Date Preserved Farmland Inventory & Map   |   |   |  |      |  |  |
| i. Community Facilities Plan Element   |   |   |  |      |  |  |
| j. Sustainable Economic Development Plan Element   |   |   |  |      |  |  |
| k. Historic Preservation Plan Element (if applicable)  |   |   |  |      |  |  |
| l. Development Transfer Plan Element (if applicable)   |   |   |  |      |  |  |
| m. Relationship of Master Plan to State/Regional/Local Plans   |   |   |  |      |  |  |
| <b>5. Highlands Land Use Ordinance (Module 6)</b>  |   |   |  |      |  |  |
| a. Applicability   |   |   |  |      |  |  |
| b. Definitions   |   |   |  |      |  |  |
| c. Establishment of Highlands Area Districts   |   |   |  |      |  |  |
| d. Highlands Area Zone District Regulations  |   |   |  |      |  |  |
| i. Applicability   |   |   |  |      |  |  |
| ii. Use Regulations  |   |   |  |      |  |  |
| iii. Density and Intensity of Development  |   |   |  |      |  |  |
| e. Highlands Area Resource Regulations   |   |   |  |      |  |  |
| i. Forest Resources  |   |   |  |      |  |  |
| ii. Highlands Open Waters and Riparian Resources   |   |   |  |      |  |  |
| iii. Steep Slopes  |   |   |  |      |  |  |
| iv. Critical Habitat   |   |   |  |      |  |  |
| v. Carbonate Rock  |   |   |  |      |  |  |
| vi. Lake Management Area   |   |   |  |      |  |  |
| vii. Water Conservation and Deficit Mitigation   |   |   |  |      |  |  |
| viii. Prime Ground Water Recharge Areas  |   |   |  |      |  |  |
| ix. Wellhead Protection  |   |   |  |      |  |  |
| x. Agricultural Resources  |   |   |  |      |  |  |
| xi. Historic, Cultural, and Archaeological Resources   |   |   |  |      |  |  |
| xii. Scenic Resources  |   |   |  |      |  |  |
| f. Highlands Area General Regulations  |   |   |  |      |  |  |
| i. Low Impact Development  |   |   |  |      |  |  |
| ii. Conservation Restrictions  |   |   |  |      |  |  |
| iii. Stormwater Management   |   |   |  |      |  |  |
| iv. Special Environmental Zone   |   |   |  |      |  |  |
| v. Septic System Design and Maintenance  |   |   |  |      |  |  |
| vi. Public Water Systems   |   |   |  |      |  |  |

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|--|---|---|--|------|--|--|
|  |   |   | BASIC  | FULL |  |  |
| <b>SUBMISSION ITEM</b>   |   |   |  |      |  |  |
| vii. Wastewater Collection and Treatment Systems   |   |   |  |      |  |  |
| g. Planned Development Regulations   |   |   |  |      |  |  |
| h. Application Review Procedures and Requirements  |   |   |  |      |  |  |
| i. Appeals, Waiver, Exceptions   |   |   |  |      |  |  |
| j. Enforcement, Violations, Penalties  |   |   |  |      |  |  |
| <b>6. Redevelopment and/or Rehabilitation Plans (Adopted or Proposed)</b>  |   |   |  |      |  |  |
| <b>7. Management Plans and Ordinances (Not Required for Basic Plan Conformance)</b>  |   |   |  |      |  |  |
| a. Water Use and Conservation Management Plan  |   |   |  |      |  |  |
| b. Habitat Conservation and Management Plan  |   |   |  |      |  |  |
| c. Stream Corridor Protection/Restoration Plan (optional)  |   |   |  |      |  |  |
| d. Wastewater Management Plan (County WMP may be used)   |   |   |  |      |  |  |
| e. Septic System Management/Maintenance Plan   |   |   |  |      |  |  |
| f. Lake Restoration Management Plan (if applicable)  |   |   |  |      |  |  |
| g. Scenic Resource Management Plan (optional)  |   |   |  |      |  |  |
| h. Municipal Stormwater Management Plan  |   |   |  |      |  |  |
| i. Regional Stormwater Management Plan (if applicable)   |   |   |  |      |  |  |
| j. Potential Contaminant Source Ordinance (if applicable)  |   |   |  |      |  |  |
| k. Septic System Management Ordinance (if applicable)  |   |   |  |      |  |  |
| <b>8. Discretionary Items, List (Optional)</b>   |   |   |  |      |  |  |
| a.   |   |   |  |      |  |  |

shading indicates no entry necessary

| DRAFT MUNICIPAL IMPLEMENTATION PLAN AND SCHEDULE FOR FULL PLAN CONFORMANCE BY TASK   | Applicable? (√) or N/A | Approximate Budget (for future use) | Anticipated Completion Date | Responsible Entity | Status and Comments |
|--|------------------------|-------------------------------------|-----------------------------|--------------------|---------------------|
| <b>1. Housing Element &amp; Fair Share Plan (Module 3)</b>   |                        |                                     |                             |                    |                     |
| a. Summary of Fair Share Plan  | √                      |                                     | March 1, 2010               |                    |                     |
| b. Draft Housing Element   | √                      |                                     | March 1, 2010               |                    |                     |
| c. Highlands RMP Adjusted Growth Projection (incl. calculations)   | √                      |                                     | March 1, 2010               |                    |                     |
| d. Review and narrative of sites and/or mechanisms to meet prior round and projected growth share obligation   | √                      |                                     | March 1, 2010               |                    |                     |
| e. Municipally approved and adopted Housing Element and Fair Share Plan (incl. COAH submittals)  | √                      |                                     | June 8, 2010                |                    |                     |
| f. Completed copies of the Growth Share Calculations   | √                      |                                     | June 8, 2010                |                    |                     |
| g. Module 3 Appendix C submittal (if applicable under draft RAHDPP guidelines)   | √                      |                                     | June 8, 2010                |                    |                     |
| <b>2. Highlands Environmental Resource Inventory (Module 4) – Adopted</b>  | √                      |                                     |                             |                    |                     |
| <b>3. Environmental Resource Inventory – Integrated</b>  | √                      |                                     |                             |                    |                     |
| <b>4. Highlands Element of Municipal Master Plan (Module 5) – Adopted</b>  | √                      |                                     |                             |                    |                     |
| <b>5. Municipal Master Plan Elements</b> (if applicable - specific elements may not be necessary if already exist and adopting Highlands Element model to supplement existing master plan) |                        |                                     |                             |                    |                     |
| a. Land Use Plan Element   |                        |                                     |                             |                    |                     |
| b. Conservation Plan Element   |                        |                                     |                             |                    |                     |
| c. Circulation Plan Element  |                        |                                     |                             |                    |                     |
| d. Land Preservation and Land Stewardship Plan Element – including updated preserved land inventory and map  |                        |                                     |                             |                    |                     |
| e. Agriculture Retention/Farmland Preservation Plan Element – including updated preserved farmland inventory and map   |                        |                                     |                             |                    |                     |
| f. Community Facilities Plan Element   |                        |                                     |                             |                    |                     |
| g. Sustainable Economic Development Plan Element   |                        |                                     |                             |                    |                     |
| h. Historic Preservation Plan Element  |                        |                                     |                             |                    |                     |
| i. Development Transfer Plan Element (incl. receiving zones, optional)   |                        |                                     |                             |                    |                     |
| <b>6. Highlands Land Use Ordinances (Module 6) – Adopted</b>   | √                      |                                     |                             |                    |                     |
| <b>7. Board of Health Ordinances</b>   |                        |                                     |                             |                    |                     |
| a. Septic System Maintenance   |                        |                                     |                             |                    |                     |
| b. Potential Contaminant Source Management   |                        |                                     |                             |                    |                     |
| <b>8. Implementing Ordinances for Management Plans and Programs</b>  |                        |                                     |                             |                    |                     |
| a. Water Use and Conservation Management Plan Ordinance  | √                      |                                     |                             |                    |                     |
| b. Habitat Conservation and Management Plan Ordinance  | √                      |                                     |                             |                    |                     |

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|--|-------------------------------|--|------------------------------------|---------------------------|----------------------------|
| c. Septic System Management/Maintenance Plan Ordinance   | √                             |  |                                    |                           |                            |
| d. Lake Restoration Management Plan Ordinance (if applicable)  |                               |  |                                    |                           |                            |
| e. Tree Clearing Ordinance   | √                             |  |                                    |                           |                            |
| f. Right to Farm Ordinance (if applicable)   |                               |  |                                    |                           |                            |
| g. Transfer of Developments Right Ordinance (if applicable)  |                               |  |                                    |                           |                            |
| h. Other Ordinance Provisions (specify)  |                               |  |                                    |                           |                            |
| <b>9. Zoning Map and Schedule of Requirements – Adopted</b>  | √                             |  |                                    |                           |                            |
| <b>10. Official Map – (Adopted - if exists)</b>  |                               |  |                                    |                           |                            |
| <b>11. Septic System Yield Allocation (if applicable)</b>  |                               |  |                                    |                           |                            |
| <b>12. Cluster Development for Agricultural Resource Areas</b>   |                               |  |                                    |                           |                            |
| a. Grant Application for Cluster Development Program   |                               |  |                                    |                           |                            |
| b. Municipal Cluster Development Plan  |                               |  |                                    |                           |                            |
| c. Municipal Cluster Development Ordinance and Design Guidelines   |                               |  |                                    |                           |                            |
| <b>13. Redevelopment and Brownfields Opportunities (optional)</b>  |                               |  |                                    |                           |                            |
| a. Highlands Redevelopment Area Petition   |                               |  |                                    |                           |                            |
| <b>14. Resource Management Plans and Programs</b>  |                               |  |                                    |                           |                            |
| a. Water Use and Conservation Management Plan  | √                             |  |                                    |                           |                            |
| b. Habitat Conservation and Management Plan  |                               |  |                                    |                           |                            |
| c. Stream Corridor Protection/Restoration Plan (optional)  |                               |  |                                    |                           |                            |
| d. Wastewater Management Plan (County WMP may be used)   | √                             |  |                                    |                           |                            |
| e. Septic System Management/Maintenance Plan   |                               |  |                                    |                           |                            |
| f. Lake Restoration Management Plan (if applicable)  |                               |  |                                    |                           |                            |
| g. Scenic Resource Management Plan (optional)  |                               |  |                                    |                           |                            |
| h. Municipal Stormwater Management Plan  | √                             |  |                                    |                           |                            |
| i. Regional Stormwater Management Plan (if applicable)   |                               |  |                                    |                           |                            |
| j. Land Preservation and Land Stewardship Program (funding, stewardship, and monitoring for open space and agricultural resources)                                 |                               |  |                                    |                           |                            |
| <b>15. RMP Updates (optional)</b>  |                               |  |                                    |                           |                            |
| a.   |                               |  |                                    |                           |                            |
| <b>16. Map Adjustments (optional)</b>  |                               |  |                                    |                           |                            |
| a.   |                               |  |                                    |                           |                            |
| <b>17. Municipal Planning and Regulatory Documents and Supporting Materials (based on the list of existing documents and petition submittals, list separately)</b> |                               |  |                                    |                           |                            |
| a.   |                               |  |                                    |                           |                            |
| <b>18. Discretionary Documents or Requests (financial and technical assistance requests from the municipality)</b>   |                               |  |                                    |                           |                            |
| a.   |                               |  |                                    |                           |                            |

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| 19. Submission of Plan Conformance Grant Application  |                        |                                     |                             |                    |                     |
| 20. Submission of Revised Petition (to be determined by the Highlands Council and the municipality) |                        |                                     |                             |                    |                     |
| 21. Final Consistency Review and Recommendations Report (to be determined by the Highlands Council) |                        |                                     |                             |                    |                     |