

**SUBMITTAL CHECKLIST: PETITION FOR MUNICIPAL PLAN CONFORMANCE**  
**GENERAL SUBMISSION ITEMS**

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).
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.
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.
12. **Additional Supporting Materials (Optional).** Materials in support of Plan Conformance.

(√) or N/A
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N/A
N/A
N/A