

**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>X</b>
<b>2. Submittal Checklist.</b> This completed Plan Conformance Checklist.		<b>X</b>
<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>X</b>
<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>N/A</b>
<b>5. Record of Public Involvement.</b> A summary of public involvement in the development of materials for the Petition for Plan Conformance.		<b>X</b>
<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>X</b>
<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>X</b>
<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>X</b>
<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>X</b>
<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>N/A</b>
<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>N/A</b>
<b>12. Additional Supporting Materials (Optional).</b> Materials in support of Plan Conformance.		<b>N/A</b>