

Checklist for Municipal Plan Adoption

Planning Commission Stage

- | DATE | ACTION |
|-------------------------|---|
| 1. <u> ✓ </u> | Prepare Plan. Throughout process, solicit citizen participation. §4384(a) |
| 2. <u> ✓ </u> | Adopt Planning Commission resolution approving Plan for public hearing, posting, publishing, and mailing. |
| 3. <u> ✓ </u> | Prepare notice of public hearing. §§4384(d), 4447 |
| 4. <u> ✓ </u> | <p>Deliver at least 30 days before the public hearing, with proof of receipt, or send by certified mail, return receipt requested, copies of the proposed Plan to the following</p> <ul style="list-style-type: none"> • Chairpersons of abutting municipal planning commissions (where there is no P.C. to municipal clerk) ➤ • Executive Director of Regional Planning Commission ➤ • <u>The Department of Housing and Community Development (electronic submissions requested)</u> • Community organizations or interest groups that have requested notice in writing <p>and document in records that this was done: §4384(e)</p> |
| 5. <u> ✓ </u> | <p>At least 15 days before the public hearing, publish copy of date, place and purpose of hearing, along with full text of proposed Plan, or summary of text, in newspaper of general publication in municipality affected. §4444(a)(1)</p> <p>A summary of text must include the following:</p> <ul style="list-style-type: none"> • A statement of purpose • The geographic areas affected • A table of contents or a list of section headings • A description of a place within the municipality where the full text may be examined. §4444(b) <p>Published in: _____</p> |
| 6. <u> ✓ </u> | <p>At least 15 days before the public hearing, post copy of date, place and purpose of hearing, along with full text of proposed Plan, or summary of text, in three or more public places within the municipality (document in records that this was done). §§4444(a)(2), 4444(b)(1)</p> <p>Posted at: _____</p> |

DATE

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7. N/A (Optional) As an alternative to publishing and posting full text or summary of text, at least 15 days before the public hearing mail or deliver full text or summary, along with copies of notice of the hearing, to each voter and landowner within the municipality (document in records that this was done). **§4447(c)**

8. _____ Hold Planning Commission hearing. **§4384(d)**
Location: Coventry Municipal Building

9. _____ Prepare revisions (if any) to proposed Plan. **§4384(f)**

10. _____ Adopt Planning Commission resolution approving Plan for submission to Selectboard and filing with municipal clerk.

11. _____ Submit copy of Plan to Selectboard and document in records. **§4384(f)**

12. _____ Simultaneously with submission to Selectboard, file a copy of proposed Plan with the municipal clerk for public review (document in records). **§4384(f)**