

HOME RULE APPLICATION, PLAN AND AMENDMENT CHECKLIST

- _____ Class II legal advertisement of Public Hearing
 - Dates _____
 - _____ Notice of Public Hearing to Municipal Home Rule Board (MHRB) and Cabinet Secretary of every State department
 - _____ Plan available for public inspection 30 days prior to Public Hearing
 - _____ Hearing
 - Date _____
 - _____ Ordinance authorizing plan or amendment
 - 1st reading date _____
 - 2nd reading date _____
 - Date of adoption _____
 - _____ Required narrative presentation of each separate proposal (see Sample Form Application)
- ATTACHMENTS**
- _____ Affidavit of legal notice of Public Hearing
 - _____ Minutes of Public Hearing, including comments (if any)
 - _____ Certified copy of ordinance authorizing plan or amendment
 - _____ Fiscal statement demonstrating municipality's ability to manage costs or liabilities associated with proposals
 - _____ Affidavit that municipality owes no outstanding State fees
 - _____ Attorney opinion letter that application and plan or amendment complies with applicable State law
 - _____ Submit eight (8) originals and one (1) electronic copy of application plan or amendment to the MHRB