

Home Rule Plan & Amendment Template

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| SECTION I: APPLICANT INFORMATION | |
| Type of Submission: | <input type="checkbox"/> Initial Plan <input type="checkbox"/> Proposed Amendment |
| Name of Municipality: | |
| Certifying Official: | Title: |
| Contact Person: | Title: |
| Address: | |
| City, State, Zip: | |
| Telephone Number: | Fax Number: |
| E-Mail Address: | |
| Municipal Classification: | |
| <input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III <input type="checkbox"/> Class IV | |

SECTION II: NARRATIVE (proposed plan or plan amendment)

1. Identify the specific state laws, policies, acts, resolutions, rules, or regulations that prevent the municipality from carrying out specific duties in the most cost effective, efficient, and timely manner.
2. Describe the specific problem(s) created by above stated laws, policies, acts, resolutions, rules, or regulations.
3. Define each proposed solution to the above described problem(s), including all proposed changes to law, policies, acts, resolutions, rules, or regulations.
4. See State Tax Department website for instructions regarding municipal sales and use tax (Business, Sales and Use Tax):
<https://tax.wv.gov/Business/SalesAndUseTax/MunicipalSalesAndUseTax/Pages/MunicipalSalesAndUseTax.aspx>.

SECTION III: ATTACHMENTS

1. Completed Plan and Amendment Checklist.
2. Affidavit of legal advertisement providing notice of the public hearing.
3. Minutes of public hearing, including comments (if any).
4. Copy of adopted ordinance authorizing submission of plan or amendment to Municipal Home Rule Board.
5. Fiscal statement demonstrating municipality's ability to manage costs or liabilities associated with proposal (if proposal is revenue related).
6. Affidavit of authorized municipality representative that municipality owes no outstanding State fees.
7. Attorney opinion letter stating that application and plan or amendment complies with applicable State law.

NOTE: Submit eight originals and one electronic copy of initial plan or amendment to the Municipal Home Rule Board a minimum of 30 days before a Board meeting.