

**“Internal”
Municipal Home Rule Board (MHRB)
Application Review/Procedures Checklist**

Name of Applicant: _____

Check if
addressed

<input type="checkbox"/>	Uniform application submitted (no deadline).
Application completed in its entirety:	
<input type="checkbox"/>	General information completed.
<input type="checkbox"/>	Municipal classification noted.
<input type="checkbox"/>	Category of issues established.
Narrative includes:	
<input type="checkbox"/>	Specific state laws, policies, acts, resolutions, rules or regulations that are preventing the municipality to carry out duties in the most cost effective, efficient, and timely manner.
<input type="checkbox"/>	Specific problem(s) created by the laws, policies, acts, resolutions, rules or regulations.
<input type="checkbox"/>	Proposed solution(s) to the perceived problem(s), including all proposed changes to law, policies, acts, resolutions, rules or regulations. Categorize and include: <ul style="list-style-type: none"> • Proposed solution(s) in one of the four areas: 1.) Tax, 2.) Administrative, 3.) Organization, 4.) Personnel, or 5.) Other. • If revenue related, estimate(s) for proposed solution(s) and how the fiscal impact was determined.
Applicant demonstrated the effect changes will have on:	
<input type="checkbox"/>	The municipality.
<input type="checkbox"/>	The businesses, if applicable.
<input type="checkbox"/>	The public.
<input type="checkbox"/>	The economy.
<input type="checkbox"/>	Is there opposition? If so, by whom? (explanation attached)
<input type="checkbox"/>	Could proposed issues be addressed without Home Rule or via new legislation?

Check if
addressed

Affidavits included:	
<input type="checkbox"/>	Public hearing mandate verification.
<input type="checkbox"/>	Publication mandate verification.
<input type="checkbox"/>	Ordinance authorizing submission of plan.
<input type="checkbox"/>	Fiscal impact worksheets/formulas (if revenue related).
<input type="checkbox"/>	Feasibility study (if taxes are proposed).
<input type="checkbox"/>	Attorney Opinion (application complies with Home Rule statutory requirement).
<input type="checkbox"/>	State of West Virginia Fees Statement (none outstanding).
<input type="checkbox"/>	Verification that revenue enhancement, if any, is in compliance with W. Va. Code §8-11-4(2).
Plan does not include any changes to ordinances, acts, resolutions, rules, and regulations that are <u>contrary</u> to:	
<input type="checkbox"/>	Environmental laws.
<input type="checkbox"/>	Bidding on government construction and other contracts.
<input type="checkbox"/>	Freedom of Information Act.
<input type="checkbox"/>	Open meetings.
<input type="checkbox"/>	Wages for construction of public improvements (prevailing wage, etc.).
<input type="checkbox"/>	The provisions of W. Va. Code § 8-1-5a.
<input type="checkbox"/>	The written plan of the municipality.
Plan does not include any changes to ordinances, acts, resolutions, rules, and regulation or resolution <u>pertaining</u> to:	
<input type="checkbox"/>	Federal law, or crimes and punishment.
<input type="checkbox"/>	Chapters 60a, 61 and 62 of the Code of West Virginia or state crimes and punishment.
<input type="checkbox"/>	Pensions or retirement plans.
<input type="checkbox"/>	Annexation.

Plan does not include any changes to ordinances, acts, resolutions, rules, and regulation or resolution pertaining to: *group continued from previous page*

<input type="checkbox"/>	Taxation: except up to a one percent sales tax, if it eliminates or reduces its Business and Occupation (B&O) Tax.
<input type="checkbox"/>	Tax Increment Financing (TIF).
<input type="checkbox"/>	Extraction of natural resources.
<input type="checkbox"/>	Persons or property outside the municipal boundaries, subject to a municipality's powers under other sections of this chapter, other chapters, or court decisions.
<input type="checkbox"/>	Marriage and divorce laws.
<input type="checkbox"/>	An occupation tax, fee or assessment payable by a non-resident.
Comments received by:	
<input type="checkbox"/>	Municipal Home Rule Board.
<input type="checkbox"/>	Applicable state agency(s). List:
<input type="checkbox"/>	Special interest group(s). List:
<input type="checkbox"/>	Public citizenry.

SCORE 5-Excellent/4-Very Good 3-Good/2-Fair 1-Unsatisfactory	MEASUREABLE
PRESENTATION	
	Application has been thoroughly researched and sufficient data and detail provided in a concise manner.
	Comprehensive explanation of the problem(s).
	Comprehensive explanation of the solution(s).
	Comprehensive explanation of the expected outcome(s).
EFFICIENCY	
	Adequate capacity demonstrated to implement the written plan.
	Proposal(s) realistic/attainable.
	Measureable outcomes for proposal(s).
	Strong need demonstrated the proposal(s).
CREATIVITY	
	Novel, unique, and/or new approach(s) to resolving and/or overcoming problem(s).
	Solution(s) that can be replicated by other municipalities and/or has statewide potential.
	Future needs of the municipality have been considered.
OTHER	
	Regional economic impact.
	Meaningful public awareness fostered.
	Local support for proposal from the public.
	TOTAL