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