

LOCALEMERGENCYMANAGEMENTDOCUMENTTRANS~TTAL
FORM

TO:

DEM Regional Liaison Officer

DATE:

SUBJECT: Legal/Planning Documents for

(Name of Jurisdiction)

Attached are:

D Legal Documents

- Initial or updated city ordinance establishing a city emergency management program.
- Initial or updated commissioner's court order establishing a county emergency management program
- Initial or updated joint resolution establishing an inter-jurisdictional emergency management program.

D New Planning Documents

- New basic plan dated _____ and a completed planning standards checklist. (The basic plan must be signed and dated by the mayor for a city plan or the county judge for a county plan. For an inter-jurisdictional plan, the county judge and the mayors of those jurisdictions that are parties to the plan should sign it.)

- New Annex - dated _____ with a completed planning standards checklist. One or more officials in accordance with local practice must sign new annexes.

Revised Planning Documents [See DEM-IO, Chapter 3, section III.B.3.)b.I)].

- Revised basic plan dated _____ and a completed planning standards checklist (The basic plan must be signed and dated by the mayor for a city plan or the county judge for a county plan. For an inter-jurisdictional plan, the county judge and the mayors of those jurisdictions that are parties to the plan should sign it.)

- Revised Annex - dated _____ and a completed planning standards checklist. One or more officials in accordance with local practice must sign revised annexes.

Documents Updated By Changes [See DEM-IO, Chapter 3~ section III.B.3.b.)2)I)].

- Update to the basic plan dated _____ incorporating Change - that is dated _____ and an updated planning standards checklist.

- Update to Annex- dated _____ incorporating Change - that is dated _____ and an updated planning standards checklist.

Submitted By:

Signature:

Printed Name:

Title:

Phone Number: