



# Comprehensive Planning Grant Program

## Grant Closeout Form

*This form was updated June 2004*

Department of Administration  
Division of Intergovernmental Relations  
101 E. Wilson Street, 10<sup>th</sup> Floor  
Madison, WI 53702-0001  
(608) 267-3369

DOA website: <http://www.doa.state.wi.us>

# Comprehensive Planning Grant Program Grant Closeout Form

## Purpose

The purpose of this form is to determine whether the requirements of the Comprehensive Planning Grant Program contract between a local government and the Wisconsin Department of Administration have been satisfied. [It is not a certification or evaluation of the plan.](#) In order to receive the final grant payment, the local government(s)<sup>1</sup> must fill out this form and submit it to the Wisconsin Department of Administration Division of Intergovernmental Relations (DOA-DIR). The form must be submitted twice: once with the submission of the draft “recommended” comprehensive plan and a second time when the final “adopted” plan, adopted by ordinance, is submitted. When the final plan is submitted, this form must contain the signature of the local government(s) lead official(s). The official’s signature certifies that the information provided on the form is true.

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<sup>1</sup> In the case of multi-jurisdictional grant contracts, each participating municipality must fill out a form and submit it to DOA-DIR.

## Section 1: General Information

INSTRUCTIONS for Section 1: Local governments submitting either a draft comprehensive plan or final comprehensive plan should fill in the appropriate information below.

<b>1. Unit of Government</b>	
<b>2. Other Participating Units</b>	
<b>3. Contact Information</b>	<b>Contact person          Phone          E-mail</b>
<b>4. County(ies) located in</b>	
<b>5. Name of MPO (If Applicable)</b>	No MPO <i>Drop down menu: click on arrow to view drop down selections.</i>
<b>6. Award Year</b>	FY 2000 <i>Drop down menu: click on arrow to view drop down selections.</i>
<b>7. Contract Period</b>	30 Months <i>Drop down menu: click on arrow to view drop down selections.</i>
<b>8. Grant Award Amount</b>	\$
<b>9. Title of Plan</b>	
<b>10. Date DRAFT Plan Submitted to DOA</b>	
<b>11. Date FINAL Plan Submitted to DOA</b>	
<b>12. Local Official Signature<sup>2</sup></b>	<p>_____</p> <p>I certify that the information provided is true and correct to the best of my knowledge.</p>
<b>FOR OFFICE USE ONLY</b> <b>Date of Review:</b>	<b>FOR OFFICE USE ONLY</b> <b>Summary of Comments:</b>

<sup>2</sup> The local official signature is required at the time the final plan, adopted by ordinance, is submitted to DOA-DIR.

Reviewed by:	
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## Section 2: Contents of a Comprehensive Plan - 9 Elements

INSTRUCTIONS for Section 2:

This section is organized into 9 different tables – one for each of the comprehensive plan elements. Preceding each table are instructions on how to fill in the table. The statutory language for each of the comprehensive plan elements is different. This means that the tables for each element are also different, with different subject matter and requirements. Reading the instructions preceding each element table is therefore important. For more complete discussion, grantees are encouraged to review the guides that have been developed for the comprehensive plan elements. These guides are available on DOA’s web site.

For each of the element tables, you are asked to indicate the page number or numbers where the required information can be found in your comprehensive plan. Some elements do NOT require that every cell be filled in with a page number (the instructions preceding each element table indicate which cells must at a minimum be filled in). The example below shows how to minimally complete an element table in this section.

REQUIRED INFORMATION						COMMENTS
<b>1. A compilation of objectives, policies, goals, maps, and programs to guide future development of utilities and community facilities such as:</b>						
	Objectives	Policies	Goals	Maps	Programs	
Sanitary Sewer Service				Map 11, at pg. 40		
On-Site Wastewater Treatment Technology		Pg. 47				
Health Care Facilities			Pg. 30			
Storm Water Management					Pg. 45	
Police		Pg. 25				
Parks	Pg. 11					

The above example, and the instructions that precede each table, focus on what is *minimally* required. However, your community can fill out more than the minimum. For example, while only one goal, objective, map, policy, or program may be required for a particular subject area, you could list page numbers for all of the cells.

The statutes do not define the terms *goals*, *objectives*, *policies*, and *programs*. Some common understandings of these terms are:

**Goals** - broad and general expressions of a community’s aspirations, towards which planned effort is directed. Goals tend to be ends rather than means.

**Objectives** - more specific targets, derived from goals and necessary to achieve those goals. While still general in nature, objectives are more precise, concrete, and measurable than goals.

**Policies** - rules or courses of action necessary to achieve the goals and objectives they are derived from. They are precise and measurable.

**Programs** - a system of projects or services necessary to achieve plan goals, objectives, and policies.

These common definitions are not intended to limit local creativity and discretion, nor is the intention that your community be restricted to these definitions. Instead, they are provided to give guidance. Your community may decide to use different definitions, or even different terms. If your community does use different terms, however, then you will need to define them and show how they relate to the statutory terms used in the closeout form. For example, a term your community uses may be roughly similar to a 'policy'.

Finally, the mapping required by this closeout form need not be onerous. Separate maps need not be provided for every theme listed in this closeout form. For example, instead of separate maps for wetlands, floodplains, lakes, and rivers, these themes could be combined into a single map. It is also acceptable to reference maps from other elements. For instance, to satisfy a mapping requirement in the housing element, a map from your community's land use element that contains housing themes could be referenced.

## Section 2: Contents of a Comprehensive Plan - 9 Elements, cont.

### Issues and Opportunities Element:

1. Provide a statement or vision that discusses and defines your community's desired future.
2. Provide information for each of the categories listed. Forecasts should at least cover the 20 year planning period, recognizing that plans are required to be updated every 10 years. Population and demographic information is available from the DOA Demographic Service Center (<http://www.doa.state.wi.us/>) and from the U.S. Census Office ([www.census.gov](http://www.census.gov)).

<b>ISSUES AND OPPORTUNITIES ELEMENT [s. 66.1001 (2)(a), Stats.]</b>		
<b>REQUIRED INFORMATION</b>		<b>COMMENTS</b>
<b>1. A statement of overall objectives, policies, goals, and programs of the local governmental unit to guide the future development and redevelopment of the local governmental unit over a 20-year planning period.</b>		
<b>2. Background Information:</b>		
Population Forecasts		
Household Forecasts		
Employment Forecasts		
Demographic Trends		
Age Distribution		
Education Levels		
Income Levels		
Employment Characteristics		

## Section 2: Contents of a Comprehensive Plan - 9 Elements, cont.

### Housing Element:

1. Provide at least one objective, policy, goal, map, and program related to providing an adequate housing supply to meet existing and forecasted housing demand. Map ideas include mapping the value, size, and age of existing housing, and showing areas designated for future housing.
2. Provide information on each of the categories listed: housing age, structure, value, and occupancy. *Structure* can refer to the type of dwelling (multi-family, duplex, single-family, etc.) or to the condition of housing units (good, fair, poor, etc.).
3. Provide at least one policy and program for each of the housing goals listed. \_

<b>HOUSING ELEMENT [s. 66.1001 (2)(b), Stats.]</b>			
<b>REQUIRED INFORMATION</b>		<b>COMMENTS</b>	
<b>1. A compilation of objectives, policies, goals, maps, and programs of the local governmental unit to provide an adequate housing supply that meets existing and forecasted housing demand in the local governmental unit.</b>			
Objectives			
Policies			
Goals			
Maps			
Programs			
<b>2. Housing Stock Assessment Information:</b>			
Age Characteristics			
Structural Characteristics			
Value Characteristics			
Occupancy Characteristics			
<b>3. Identify policies and programs that:</b>	<b>Policies</b>	<b>Programs</b>	<b>Comments</b>
Promote development of housing for residents of the local governmental unit and provide a range of housing choices that meet the needs of persons of all income levels and of all ages groups and persons with special needs.			
Promote the availability of land for the development or redevelopment of low-income and moderate-income housing			
Maintain or rehabilitate the local governmental unit's existing housing stock.			

## Section 2: Contents of a Comprehensive Plan - 9 Elements, cont.

### Transportation Element:

1. Provide at least one objective, policy, goal, map, or program for each of the modes listed, and at least one objective, policy, goal, map and program at least somewhere in the section. For instance, you could have an objective for highways, a policy for transit, a program for transportation for the disabled, a goal for bicycles, and a map for railroads. Even though a particular mode may not exist in your community, your plan still needs to address where the mode is available. For example, if rail service is not available to residents in your community, your plan could identify where rail *is* available. Your transportation map or maps should include all of the modes that you address. However, it is not necessary to have separate maps for each mode. Instead, a map may contain multiple modes.
2. Provide a comparison of your community's transportation objectives, policies, goals, and programs with existing state and regional transportation plans. Do these plans' provisions affect your community? Are they consistent? If no state or regional plans apply, then explain this in the comments column. Examples of state transportation plans include *Translinks 2020* (1994), *Wisconsin Bicycle Transportation Plan 2020* (1998), and *Wisconsin State Highway Plan 2020* (2000). Examples of regional transportation plans include modal plans developed by regional planning commissions (RPCs) and land use and transportation plans developed by metropolitan planning organizations (MPOs).
3. Provide information about your community's roadways by function. *Functional classification* is a term that refers to grouping streets and highways into classes according to the type of service they provide. For example, *arterials* such as interstate highways provide a high degree of travel mobility and low access to local land uses, while local roads such as neighborhood streets provide good access to local land uses but poor travel mobility. A map showing the functional classification of your community's road network could be used to satisfy the mapping requirement above in (1.).
4. Provide information on how state, regional, and other transportation plans are incorporated into your comprehensive plan. These transportation plans include corridor plans, functional and jurisdictional plans and studies, urban area plans, rural area plans, airport master plans, and rail plans. *Incorporating* other transportation plans means:
  - identifying applicable plans of other communities and jurisdictions;
  - analyzing the goals, objectives, policies, and policies of other plans and how they compare or fit with your community's plan;
  - identifying goals, objectives, and policies of other plans that are complementary with your community's plan;
  - identifying goals, objectives, and policies of other plans that are inconsistent and conflict with your community's plan, and
  - describing how those inconsistencies and conflicts will be resolved. Resolution of conflicts is not required, but identification of them is required, along with a description of how to go about resolving them. This identification and description can occur in your comprehensive plan's intergovernmental cooperation element.

**TRANSPORTATION ELEMENT [s. 66.1001 (2)(c), Stats.]**

<b>REQUIRED INFORMATION</b>						<b>COMMENTS</b>
<b>1. A compilation of objectives, policies, goals, maps, and programs to guide the future development of the various modes of transportation including:</b>						
	Objectives	Policies	Goals	Maps	Programs	
Highways						
Transit						
Transportation facilities for disabled						
Bicycles						
Walking						
Railroads						
Air transportation						
Trucking						
Water transportation						
<b>2. Compare local governmental unit's objectives, policies, goals, and programs to state and regional transportation plans:</b>						
State transportation plans						<u>          </u>
Regional transportation plans						<u>          </u>
<b>3. Identify highways within the local governmental unit by function.</b>						
<b>4. Incorporate applicable state, regional, and other transportation plans including:</b>						
		State Plans	Regional Plans	Other Plans		
Transportation corridor plans						
County highway functional and jurisdictional studies,						
Urban area transportation plans						
Rural area transportation plans						
Airport master plans						
Rail plans						

## Section 2: Contents of a Comprehensive Plan - 9 Elements, cont.

### Utilities and Community Facilities Element:

1. Provide at least one objective, policy, goal, map, or program for each of the facilities listed and at least one objective, policy, goal, map and program at least somewhere in the section. For instance, you could have an objective for sanitary sewer service, a policy for storm water management, a goal for water supply, a program for recycling facilities, and a map for solid waste disposal facilities. Even though a particular facility or service may not exist in your community, you still need to address it. Your plan could simply state that the service or facility is not available but is available elsewhere. For example, if there are no health care facilities in your community, your plan could state as much and identify the nearest location where health facilities are available. In this instance, your community's policy or objective for health care facilities might be to continue relying on another community's facilities. Even where a service or facility is provided by a separate jurisdiction (such as a metropolitan sewerage district) or private entity, it must still be addressed. One of the important purposes of this element is to explain how your community functions, and relying on other jurisdictions or the private sector may be an important part of its functioning.
2. Provide information on existing utilities and community facilities, future needs, and a timetable for expansion, rehabilitation, and new facilities. Those facilities that are located in another jurisdiction may be beyond the control of your community, making it more difficult to make or shape decisions on the future of those facilities. If this is the case, your plan can state this and describe the role that your community can play.

## Utilities and Community Facilities Element [s. 66.1001 (2)(d), Stats.]

REQUIRED INFORMATION							COMMENTS	
<b>1. A compilation of objectives, policies, goals, maps, and programs to guide future development of utilities and community facilities such as:</b>								
	Objectives	Policies	Goals	Maps	Programs			
Sanitary Sewer Service								
Storm Water Management								
Water Supply								
Solid Waste Disposal								
On-site Wastewater Treatment Tech.								
Recycling Facilities								
Parks								
Telecommunications Facilities								
Power Plants/Transmission Lines								
Cemeteries								
Health Care Facilities								
Child Care Facilities								
Police								
Fire								
Rescue								
Libraries								
Schools								
Other Government Facilities								
<b>2. Describe the existing and future public utility and community facilities and assess the future needs for government services related to such utilities and facilities. Describe the approximate timetable that forecasts the need to expand or rehabilitate existing utilities and facilities or to create new utilities and facilities and assess future needs for government services in the local governmental unit that are related to such utilities and facilities.</b>							<b>Comment</b>	
	Existing			Future Needs	Timetable			
	Location	Use	Capacity		Expand	Rehab	New	
Sanitary Sewer Service								
Storm Water Mgmt.								
Water Supply								
Solid Waste Disposal								
On-site Wastewater Treatment Tech.								
Recycling Facilities								
Parks								
Telecom. Facilities								
Power Plants and Transmission Lines								
Cemeteries								
Health Care Facilities								
Child Care Facilities								
Police								
Fire								
Rescue								
Libraries								
Schools								
Other Govt. Facilities								

## Section 2: Contents of a Comprehensive Plan - 9 Elements, cont.

### **Agricultural, Natural, and Cultural Resources Element:**

1. Provide at least one objective, policy, goal, map, or program for each of the resources listed and at least one objective, policy, goal, map and program at least somewhere in the section. For instance, you could have a goal for wetlands, an objective for streams, a policy for parks, a map for forests, and a program for floodplains. If a resource does not apply to your community, use the Comments column in the table to explain this. However, most of the resources listed will apply. For example, even cities may have urban forestry and community agricultural programs.

<b>AGRICULTURAL, NATURAL, AND CULTURAL RESOURCES ELEMENT [s. 66.1001 (2)(e), Stats.]</b>						
<b>REQUIRED INFORMATION</b>						<b>COMMENTS</b>
<b>1. A compilation of objectives, policies, goals, maps, and programs for the conservation, and promotion of the effective management, of natural resources such as:</b>						
	Objectives	Policies	Goals	Maps	Programs	
Groundwater						
Forests						
Productive agricultural areas						
Environmentally sensitive areas						
Threatened or endangered species						
Stream corridors						
Surface water						
Floodplains						
Wetlands						
Wildlife habitat						
Metallic/non-metallic mineral resources						
Parks/open space						
Historical/cultural resources						
Community design						
Recreational resources						
Other natural resources						

## Section 2: Contents of a Comprehensive Plan - 9 Elements, cont.

### **Economic Development Element:**

1. Provide at least one objective, policy, goal, map, and program promoting the stabilization, retention or expansion of local economic opportunity.
2. Provide analysis of your community's labor force and economic base. Measures and data to analyze labor force and economic base can include:
  - employment status (by sex, age, race, occupation, and industry, etc.)
  - hours worked, weeks worked
  - commute time
  - employee turnover
  - wage and benefit data
  - education level.
  - employment by SIC industry
  - location quotient analysis (measure the impact of one or more industries on the local economy)
  - assessment of infrastructure
  - assessment of labor force
  - assessment of financial resources such as venture capital
  - assessment of quality of life.
3. Provide information on the places in your comprehensive plan where you assess the kinds of businesses and industries desired in your community, and your community's strengths and weaknesses for attracting/retaining these. Examples of strengths could be quality schools, and proximity to highways, rail lines, major cities, and natural resources. Examples of weaknesses could be lack of a trained labor force, lack of financial resources, crime, and lack of recreational and cultural opportunities. Rural communities should consider farming, forestry, fishing, and other natural resource-based enterprises to be relevant for this section.
4. Provide information on the places in your comprehensive plan where you designate an adequate number of sites for the businesses and industries that your community desires. This could be policies that ensure adequate sites or it could be a map that identifies specific or general locations. Numbers (3.) and (4.) should be coordinated so that the kinds of businesses and industries your community prefers have space to develop and operate.
5. Provide information on the places in your comprehensive plan where you evaluate and promote the use of contaminated sites for commercial or industrial uses. If your community has no contaminated sites, then use the Comments column to explain this.
6. Provide information on the economic development programs of other jurisdictions that apply to your community. For example, your community could identify programs of the state, federal government, county, or RPC that it currently takes advantage of, and also ones that it would like to benefit from in the future. If no programs apply to your community, then use the Comments column to explain this.

**ECONOMIC DEVELOPMENT ELEMENT [s. 66.1001 (2)(f), Stats.]**

<b>REQUIRED INFORMATION</b>		<b>COMMENTS</b>
<b>1. A compilation of objectives, policies, goals, maps, and programs to promote the stabilization, retention or expansion, of the economic base and quality employment opportunities in the local governmental unit.</b>		
Objectives		
Policies		
Goals		
Maps		
Programs		
<b>2. Analysis of:</b>		
Labor force		
Economic base		
<b>3. Assess the following:</b>		
Categories or types of new businesses and industries that are desired by the local governmental unit.		
The local governmental unit's strengths for attracting/retaining business and industry		
The local governmental unit's weaknesses for attracting/retaining business and industry		
<b>4. Designate adequate number of sites for such businesses and industries.</b>		
<b>5. Evaluate and promote the use of environmentally contaminated sites for commercial or industrial uses.</b>		
<b>6. Identify applicable county, regional, &amp; state economic development programs that apply to the local governmental unit.</b>		
County		
Regional		
State		

## Section 2: Contents of a Comprehensive Plan - 9 Elements, cont.

### **Intergovernmental Cooperation Element:**

1. Provide at least one objective, policy, goal, map, or program for joint planning and decision making with school districts and also with adjacent and other jurisdictions for siting and building public facilities and for sharing public services (provide at least one in each row). For instance, you could have an objective for joint planning with school districts and a goal for joint planning with adjacent and other local governments. The map required in this section can be met by referencing a map from another element. For example, you could reference a map of school districts from your utility and community facilities element.
2. Analyze the relationship between your community and each of the governmental units listed.
3. Incorporate plans or agreements to which your community is a party under sections 66.0301, 66.0307, or 66.0309 of the Wisconsin statutes. Section 66.0301 refers to general agreements, most often used for cooperating with services such as snowplowing, garbage collection, road maintenance, sharing equipment and staff, etc. Section 66.0307 refers to cooperative boundary agreements between municipalities to resolve boundary disputes. Section 66.0309 refers to plans developed by regional planning commissions (RPCs). If none of these apply to your community, then use the Comments column to explain this.
4. Provide information on existing or potential conflicts between your community and other jurisdictions. Successful resolution of conflicts is not required. Instead, existing and potential conflicts need to be identified and the processes described for attempting to resolve them.

**INTERGOVERNMENTAL COOPERATION ELEMENT [s. 66.1001 (2)(g), Stats.]**

<b>REQUIRED INFORMATION</b>						<b>COMMENTS</b>
<b>1. A compilation of objectives, policies, goals, maps, and programs for joint planning and decision making with other jurisdictions including:</b>						
	Objectives	Policies	Goals	Maps	Programs	
School districts for siting and building public facilities and sharing public services						
Adjacent and other local govts. for siting and building public facilities and sharing public services						
<b>2. Analyze the relationship of the local governmental unit to:</b>						
School districts						
Adjacent local governments						
Region						
State						
Other governmental units						
<b>3. Incorporate plans and agreements under sections 66.0301, 66.0307, and 66.0309 of the Wisconsin Statutes</b>						
<b>4. Identify existing/potential conflicts between the governmental unit and other governmental units.</b>						
Existing conflicts						
Potential conflicts						
Describe the process to resolve conflicts.						

## Section 2: Contents of a Comprehensive Plan - 9 Elements, cont.

### Land Use Element:

1. Provide an objective, policy, goal, map, and program to guide future development and redevelopment of public and private property.
2. Provide information on the amount, type, and intensity or net density for each of the land uses listed. If a particular land use does not apply to your community, then use the Comments column to explain this. 'Intensity' can refer to the percentage of acreage within each type of land use classification. It can also refer to the type of land use or to lot size. 'Net density' commonly refers to how many houses or structures there are per acre. Your plan should define your use of these terms.
3. Provide analysis of trends for each of the subject areas listed.
4. Provide 20-year projections in 5 year increments for each of the land use categories listed. This requirement can be addressed by using a table with the acreage. If a particular land use does not apply to your community, then use the Comments column to explain this.
5. Provide maps for each of the land uses and subject areas listed. This does not mean a separate map for each of the listed items. Instead, multiple items may be appropriately combined onto a single map, or maps from other elements may be referenced.

**LAND USE ELEMENT [s. 66.1001 (2)(h), Stats.]**

<b>REQUIRED INFORMATION</b>				<b>COMMENTS</b>
<b>1. A compilation of objectives, policies, goals, maps, and programs to guide the future development and redevelopment of public and private property.</b>				
Objectives				
Policies				
Goals				
Maps				
Programs				
<b>2. Listing of existing land uses such as:</b>	Amount	Type	Intensity or Net density	
Agriculture				
Residential				
Commercial				
Industrial				
Other public uses				
Other private uses				
<b>3. Analyze trends in:</b>				
Land supply				
Land demand				
Land prices				
Opportunities for redevelopment				
Existing/potential land use conflicts				
<b>4. 20-year projections, in 5-year increments for the following land uses:</b>				
Residential				
Agriculture				
Commercial				
Industrial				
<b>5. Maps:</b>				
Current land use				
Future land use				
Productive ag soils				
Natural limitations for building site development				
Floodplains				
Wetlands and other environmentally sensitive lands				
Boundaries of service areas of public utilities				
Boundaries of service areas of community facilities				
General location of future land uses by net density or other classifications				

## Section 2: Contents of a Comprehensive Plan - 9 Elements, cont.

### Implementation Element:

1. Provide at least one program or specific action for each of the listed ordinances and regulatory techniques. If a particular ordinance or regulatory technique does not apply to your community, then use the Comments column to explain this.
2. Provide information on where in your comprehensive plan you describe how each of the elements in the plan will be integrated and made consistent with each other.
3. Provide information on how progress in achieving all aspects of the comprehensive plan will be measured.
4. Provide information on the process for updating your community's comprehensive plan. A comprehensive plan is required to be updated no less than once every 10 years.

<b>IMPLEMENTATION ELEMENT [s. 66.1001 (2)(i), Wis. Stats.]</b>			
<b>REQUIRED INFORMATION</b>			<b>COMMENTS</b>
<b>1. A compilation of programs and specific actions to be completed in a stated sequence, including proposed changes to any:</b>			
	Programs	Specific Actions	
Applicable zoning ordinance			
Official maps			
Sign regulations			
Erosion/stormwater control ordinances			
Historic preservation ordinances			
Site plan regulations			
Design review ordinances			
Building codes			
Mechanical codes			
Housing codes			
Sanitary codes			
Subdivision ordinances			
<b>2. Describe how each of the elements of the comprehensive plan will be integrated and made consistent with each other.</b>			
<b>3. Mechanism to measure progress toward achieving all aspects of the comprehensive plan.</b>			
<b>4. Process for updating the comprehensive plan</b>			

### Section 3: Procedural Requirements (s. 66.1001(4), Wis. Stats.)

INSTRUCTIONS for Section 3: Please indicate in the check box whether a particular requirement has been completed. If a date is requested, please provide the required information. Please note that some check boxes may not be able to be answered until the final plan, which has been adopted by ordinance, is submitted.

<b>1. Public Participation Procedures</b> <b>[s.66.1001(4)(a), Stats.]</b>	<b>Completed</b>
Written Procedures Adopted by Local Government	<input type="checkbox"/>

<b>2. Plan Commission Procedures</b> <b>[s.66.1001(4)(b), Stats.]</b>	<b>Completed</b>	<b>Date</b>
Resolution Adopted for Recommended Plan	<input type="checkbox"/>	
Recommended Plan distributed to statutory list	<input type="checkbox"/>	

<b>3. Local Government Procedures</b> <b>[s.66.1001(4)(c-d), Stats.]</b>	<b>Completed</b>	<b>Date</b>
Class 1 Notice Published & Public Hearing Held	<input type="checkbox"/>	
Ordinance Enacted for Adopted Plan <sup>3</sup>	<input type="checkbox"/>	
Adopted Plan & Ordinance distributed to statutory list <sup>4</sup>	<input type="checkbox"/>	

<sup>3</sup> This box is required to be checked when the final plan, adopted by ordinance, is submitted.

<sup>4</sup> This box is required to be checked when the final plan, adopted by ordinance, is submitted.

## Section 4: Application (s.16.965, Wis. Stats./Ch. Adm. 48, Wis. Admin. Code) and Contractual Requirements

INSTRUCTIONS for Section 4: The following pages list the application and/or contractual requirements for your grant contract. Please indicate in the check box whether a particular requirement has been completed. Use the comment column or Section 5: General Comments to provide any additional comments. [Where requested, provide page numbers.](#)

<b>1. Coordination Efforts</b>	<b>Completed</b>	<b>Comments</b>
<b>Neighbors:</b>	<input type="checkbox"/>	
<b>County:</b>	<input type="checkbox"/>	
<b>RPC, if applicable:</b>	<input type="checkbox"/>	
<b>MPO, if applicable:</b>	<input type="checkbox"/>	
<b>School districts, utilities, etc.:</b>	<input type="checkbox"/>	
<b>State agencies:</b>	<input type="checkbox"/>	
<b>Multi-jurisdictional efforts:</b>	<input type="checkbox"/>	

<b>2. Local Comprehensive Planning Goals</b>	<b>Completed &amp; Page #s</b>	<b>Comments</b>
<b>1. Promotion of the redevelopment of lands with existing infrastructure and public services and the maintenance and rehabilitation of existing residential, commercial and industrial structures.</b>	<input type="checkbox"/> <hr style="width: 50%; margin: 5px auto;"/>	
<b>2. Encouragement of neighborhood designs that support a range of transportation choices.</b>	<input type="checkbox"/> <hr style="width: 50%; margin: 5px auto;"/>	
<b>3. Protection of natural areas, including wetlands, wildlife habitats, lakes, woodlands, open spaces and groundwater resources.</b>	<input type="checkbox"/> <hr style="width: 50%; margin: 5px auto;"/>	

<p><b>4. Protection of economically productive areas, including farmland and forests.</b></p>	<input type="checkbox"/> <hr/>	
<p><b>5. Encouragement of land-uses, densities and regulations that promote efficient development patterns and relatively low municipal, state governmental and utility costs.</b></p>	<input type="checkbox"/> <hr/>	
<p><b>6. Preservation of cultural, historic and archaeological sites.</b></p>	<input type="checkbox"/> <hr/>	
<p><b>7. Encouragement of coordination and cooperation among nearby units of government.</b></p>	<input type="checkbox"/> <hr/>	
<p><b>8. Building of community identity by revitalizing main streets and enforcing design standards.</b></p>	<input type="checkbox"/> <hr/>	
<p><b>9. Providing an adequate supply of affordable housing for individuals of all income levels throughout each community.</b></p>	<input type="checkbox"/> <hr/>	
<p><b>10. Providing adequate infrastructure and public services and an adequate supply of developable land to meet existing and future market demand for residential, commercial and industrial uses.</b></p>	<input type="checkbox"/> <hr/>	
<p><b>11. Promoting the expansion or stabilization of the current economic base and the creation of a range of employment opportunities at the state, regional and local levels.</b></p>	<input type="checkbox"/> <hr/>	

<b>12. Balancing individual property rights with community interests and goals.</b>	<input type="checkbox"/> <hr/>	
<b>13. Planning and development of land uses that create or preserve varied and unique urban and rural communities.</b>	<input type="checkbox"/> <hr/>	
<b>14. Providing an integrated, efficient and economical transportation system that affords mobility, convenience and safety and that meets the needs of all citizens, including transit-dependent and disabled citizens.</b>	<input type="checkbox"/> <hr/>	

**Section 4: Application (s.16.965, Wis. Stats./Ch. Adm. 48, Wis. Admin. Code) and Contractual Requirements, cont.**

<b>3. Smart Growth Areas</b>	<b>Completed &amp; Page #s</b>	<b>Comments</b>
<b>Identified in the Comprehensive Plan:</b>	<input type="checkbox"/> _____	

<b>4. Implementation</b>	<b>Completed &amp; Page #s</b>	<b>Comments</b>
<b>Ordinances:</b>	<input type="checkbox"/> _____	
<b>Other implementation tools:</b>	<input type="checkbox"/> _____	

<b>5. Public Participation</b>	<b>Completed</b>	<b>Comments</b>
<b>Additions to §66.1001 (4):</b>	<input type="checkbox"/>	

<b>6. Budget and Timeline</b>	<b>Completed</b>	<b>Comments</b>
<b>Met grant period under contract</b>	<input type="checkbox"/>	

<b>7. Data Development/Sharing</b>	<b>Completed</b>	<b>Comments</b>
<b>Contract requirements completed</b>	<input type="checkbox"/>	

<b>8. Additional Contract Requirements</b>	<b>Completed</b>	<b>Comments</b>
<b>Customized for each contract</b>	<input type="checkbox"/>	

## **Section 5: General Comments**

INSTRUCTIONS for Section 5: Please use the space provided in the tabs below to enter general comments.

### **Section 1: General Information**

### **Section 2: Contents of a Comprehensive Plan – 9 Elements**

#### **Issues and Opportunities Element**

#### **Housing Element**

#### **Transportation Element**

#### **Utilities and Community Facilities Element**

#### **Agricultural, Natural, and Cultural Resources Element**

#### **Economic Development Element**

#### **Intergovernmental Cooperation Element**

#### **Land Use Element**

#### **Implementation Element**

### **Section 3: Procedural Requirements**

### **Section 4: Application and Contractual Requirements**

### **Additional Comments**