

Example for Completing Hazard Mitigation Planning Process Template 3

Short narrative outlining the process undertaken at the local level, which must include a description of:

- *The opportunity for the public to comment on the plan during the drafting stage and prior to plan approval (at least one public meeting during the process).*
- *An opportunity for neighboring communities, local and regional agencies involved in hazard mitigation activities, and agencies that have the authority to regulate development, as well as businesses, academia and other private and non-profit interests to be involved in the planning process (can be the same public meeting)*
- *A description of any review and incorporation, as appropriate, of existing plans, studies, reports and technical information. For example, if there is an existing or recent flood hazard study, note that and briefly explain how it was used in the plan process.*

The above narrative should outline the meetings that were held, identify specific participants, creation and activities of any hazard mitigation planning team, etc.

Guidance for Completing Hazard Mitigation Plan Maintenance Process Template 4

Short narrative outlining the process undertaken at the local level, which must include sections describing:

- *Monitoring, Evaluating and Updating the Plan*
- *Incorporation into Existing Planning Mechanisms*
- *Continued Public Involvement*

This section should describe the local jurisdiction's own approach for how the plan will be evaluated, on what timeframe or schedule it will be done, who will be involved in evaluating the plan, and what evaluation criteria will be used. The same information should be presented for updating of the plan – how, when, and by whom.

The description should also outline how the mitigation plan recommendations will relate to other planning mechanisms such as comprehensive plans, capital improvement plans, zoning and building codes, permitting, staff training strategies, etc.

This section should include a description of how the general public will be encouraged to participate and be involved in the periodic review and update of the plan. This part can outline plans for convening public meetings, utilizing Internet or cable communication methods, etc.