TO: DEM Regional Liaison Officer

DATE:

SUBJECT: Legal/Planning Documents for (Name of Jurisdiction)

Attached are:

D Legal Documents

0 Initial or updated city ordinance establishing a city emergency management program.

0 Initial or updated commissioner's court order establishing a county emergency management program

0 Initial or updated joint resolution establishing an inter-jurisdictional emergency management program.

D New Planning Documents

0 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.)

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

D Revised Planning Documents [See DEM-IO, Chapter 3, section III.B.3.b.1].

0 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.)

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

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

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

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

Submitted By:

Signature:
Printed Name:
Title:
Phone Number:

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