

Appendix B – Adoption Documentation



COMMUNITY PARK, RECREATION, OPEN SPACE, AND GREENWAY PLAN CERTIFICATION CHECKLIST

By Authority of Parts 19, 703 and 716 of Act 451, P.A. 1994, as amended, submission of this information is required for eligibility to apply for grants

INSTRUCTIONS: Complete, obtain certification signatures and submit this checklist with a locally adopted recreation plan.

All recreation plans are required to meet the content and local approval standards listed in this checklist and as outlined in the *Guidelines for the Development of Community Park, Recreation, Open Space and Greenway Plans* provided by the Michigan Department of Natural Resources (DNR). To be eligible for grant consideration, plans must be submitted to the DNR prior to the grant application deadline **with** a completed checklist that has been signed by an authorized official(s) of the local unit of government(s) submitting the plan.

PLAN INFORMATION

Name of Plan:		
List the community names (including school districts) covered by the plan	County	Month and year plan adopted by the community's governing body

PLAN CONTENT

INSTRUCTIONS: Please check each box to certify that the listed information is included in the final plan.

1. COMMUNITY DESCRIPTION

2. ADMINISTRATIVE STRUCTURE

Roles of Commission(s) or Advisory Board(s)

Department, Authority and/or Staff Description and Organizational Chart

Annual and Projected Budgets for Operations, Maintenance, Capital Improvements and Recreation

Programming

Current Funding Sources

Role of Volunteers

Relationship(s) with School Districts, Other Public Agencies or Private Organizations

Regional Authorities or Trailway Commissions Only

Description of the Relationship between the Authority or Commission and the Recreation Departments of

Participating Communities

Articles of Incorporation

3. RECREATION INVENTORY

Description of Methods Used to Conduct the Inventory

Inventory of all Community Owned Parks and Recreation Facilities

Location Maps (site development plans recommended but not required)

Accessibility Assessment

Status Report for all Grant-Assisted Parks and Recreation Facilities

4. RESOURCE INVENTORY (OPTIONAL)

5. DESCRIPTION OF THE PLANNING PROCESS

6. DESCRIPTION OF THE PUBLIC INPUT PROCESS

Description of the Method(s) Used to Solicit Public Input Before or During Preparation of the Plan, Including a Copy of the Survey or Meeting Agenda and a Summary of the Responses Received

Copy of the Notice of the Availability of the Draft Plan for Public Review and Comment

Date of the Notice _____

Type of Notice _____

Plan Location _____

Duration of Draft Plan Public Review Period (Must be at Least 30 Days) _____

Copy of the Notice for the Public Meeting Held after the One Month Public Review Period and Before the Plan's Adoption by the Governing Body(ies)

Date of Notice _____

Name of Newspaper _____

Date of Meeting _____

Copy of the Minutes from the Public Meeting

7. GOALS AND OBJECTIVES

8. ACTION PROGRAM

PLAN ADOPTION DOCUMENTATION

Plans **must** be adopted by the highest level *governing body* (i.e., city council, county commission, township board). If planning is the responsibility of a Planning Commission, Park and Recreation Commission, Recreation Advisory Board or other local Board or Commission, the plan should **also** include a resolution from the Board or Commission recommending adoption of the plan by the governing body.

The local unit of government must submit the final plan to both the County and Regional Planning Agency for their information. Documentation that this was done must be submitted with the plan to the DNR.

Items 1, 3 and 4 below are **required** and must be included in the plan.

APPROVAL DOCUMENTATION: For multi-jurisdictional plans, **each** local unit of government must pass a resolution adopting the plan. Prepare and attach a separate page for each unit of government included in the plan.

1. Official resolution of adoption by the governing body dated: _____

2. Official resolution of the _____ Commission or Board, recommending adoption of the plan by the governing body, dated: _____

3. Copy of letter transmitting adopted plan to County Planning Agency dated: _____

4. Copy of letter transmitting adopted plan to Regional Planning Agency dated: _____

OVERALL CERTIFICATION

NOTE: For multi-jurisdictional plans, Overall Certification must include the signature of each local unit of government. Prepare and attach a separate signature page for each unit of government included in the plan.

I hereby certify that the recreation plan for

_____ *includes the required content, as indicated*

(Local Unit of Government)

above and as set forth by the DNR.

Authorized Official for the Local Unit of Government Date

This completed checklist must be signed and submitted with a locally adopted recreation plan to:

**GRANTS MANAGEMENT
MICHIGAN DEPARTMENT OF NATURAL
RESOURCES
PO BOX 30425
LANSING, MI 48909-7925**

DNR USE ONLY - APPROVAL

The recreation plan is approved by the DNR and the community (ies) covered by the plan, as listed on page 1 of this checklist is/are eligible to apply for recreation grants through

Date

By:

Grants Management Date