*DIRECTIONS: TEMPLATE TO BE INSERTED INTO RPC LETTERHEAD*

{DATE}

TO: {APPLICANT NAME}

CC: {OTHER APPLICANTS & INTERESTED PARTIES}

FROM: {RPC REPRESENTATIVE}

SUBJECT: Approved Town Plan and Confirmed Planning Process for Better Connections Grant

Following the necessary public hearing, the {ENTER RPC NAME} voted on {ENTER VOTE DATE} to approve the {ENTER TOWN PLAN NAME} and confirm the planning process pursuant to 24 V.S.A. §4350.

Town plan approval is based upon the criteria in 24 V.S.A. §4350(b), including:

1) Consistency with state planning goals (24 V.S.A. §4302);

2) Addressing town plan required elements (24 V.S.A. §4382);

3) Compatibility with the regional plan; and,

4) Compatibility with other approved town plans in the region.

Confirmation of the local planning process is based upon criteria in 24 V.S.A. §4350(a), including whether the town is:

1) Engaged in a continuing planning process that, within a reasonable time, will result in a plan that is consistent with state planning goals (24 V.S.A. §4302);

2) Engaged in a process to implement its town plan; and,

3) Maintaining efforts to provide funding for municipal and regional planning purposes.