

SELF-EVALUATION FORMS



A tool for Michigan communities
seeking RRC certification

RRC SELF-EVALUATION FORMS

The Redevelopment Ready Communities® (RRC) best practices self-evaluations are a tool for communities seeking RRC certification. Any community looking to formally engage in the program must completely fill out¹ all six of the self-evaluations to demonstrate that they are taking proactive steps to achieve certification. Communities who do not plan to pursue RRC certification can also use the self-evaluation documents as a guide to measure and improve local development processes.

This tool should be used to determine which of the [RRC best practices](#) are being met, and those that are not. It can act as a guide to identify action items, and as a work plan to assign tasks and deadlines to accomplish evaluation criteria. Though the self-evaluation guide does assist communities to measure themselves to the RRC best practices, a community can only receive RRC certification through a formal evaluation by RRC staff.

Ideally, the self-evaluation is completed with input from all parties involved in development. A successful approach often involves an internal team including the manager or supervisor and staff from the planning, building, zoning, and economic development departments.

The following are instructions for completing the self-evaluations;

- Collaborate with all necessary departments to ensure the self-evaluation process goes smoothly.
- Review each criteria and check the box designating completion.
- Add a description in the comment box explaining how the criteria is being met, or if it is not, how the community plans to meet it.
- For completed tasks, provide a link and/or documentation of the work in the comments section. Attaching documents to an email is also acceptable.
- Identify next steps, key stakeholders and timelines to complete missing criteria.

The self-evaluation guide is broken up for each of the six best practices. Please refer to the [RRC best practices](#) document and follow along for maximum efficiency. If during the self-evaluation process something is unclear or a question arises, contact your [CA Team specialist](#).

Guide to Resources:

[Capital Improvements Plan Guide](#)

[Master Plan Update Guide](#)

[Guide to Development](#)

[Economic Development Strategy Guide](#)

[Marketing and Branding Strategy Guide](#)

[Public Participation Strategy Guide](#)

¹ Self-evaluations should be thoroughly completed and as detailed as possible. Completing a self-evaluation indicates that the community has filled out all sections in the self-evaluation. It does not mean that the community has to meet all of the criteria prior to formal engagement in the program.

BEST PRACTICE ONE: Community plans and public outreach

Community name:				
Name of person completing self-evaluation:				
MASTER PLAN				
1	Date master plan last updated:			
2	Master plan web link:			
3	Does the master plan include the following components?			
		Additional comments/info/links		
		Example: The Bridge Street Corridor is listed as a priority subarea for further evaluation. Corridor specific plan RFP scheduled for spring 2017.		
	Redevelopment strategy		Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Zoning plan		Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Complete streets		Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	Implementation table with priorities, responsible parties, time lines		Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Does the master plan include priority redevelopment sites?			Yes <input type="checkbox"/>
	If yes, briefly describe their location and redevelopment goals:			No <input type="checkbox"/>
	Location	Description		
	Example: Former GM site at 123 Main Street	Example: We have taken the first steps of evaluating the GM site but need to follow up with a more detailed action plan.		
5	Do you annually report on the master plan's progress to the governing body?			Yes <input type="checkbox"/>
				No <input type="checkbox"/>
	In conclusion, what are key next steps to make sure your master plan meets the best practice criteria?			
6	Key stakeholders for master plan update:			
7	Timeframe for master plan update:			
8				

BEST PRACTICE ONE: Community plans and public outreach

DOWNTOWN PLAN AND CORRIDOR PLAN <i>(if applicable)</i>					
		Downtown plan		Corridor plan	
9	Is the plan included in the master plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10	What are the development area boundaries?				
11	Does it identify projects and include estimated project costs and a time line for completion?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12	Does it include mixed-use development elements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13	Does it include pedestrian oriented development elements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
14	Does it address transit oriented development, if applicable?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
15	How does it coordinate with the master plan and capital improvements plan?				
16	Downtown plan web link:				
17	Corridor plan web link:				
18	In conclusion, what are key next steps to make sure your downtown and/or corridor plans meet the criteria?				
19	Key stakeholders for downtown plan update:				
20	Timeframe for downtown plan update:				
21	Key stakeholders for corridor plan update:				
22	Timeframe for corridor plan update:				

CAPITAL IMPROVEMENTS PLAN			
23	Has the governing body adopted a capital improvements plan detailing a minimum of six years of projects and improvements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
24	Is the CIP reviewed annually? When?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
25	CIP web link:		
26	How are projects coordinated to minimize construction costs and impacts?		

BEST PRACTICE ONE: Community plans and public outreach

27	How does the capital improvements plan coordinate with the master plan and budget?
28	In conclusion, what are key next steps to make sure your capital improvements plan meets the best practice criteria?
29	Key stakeholders for capital improvements plan:
30	Timeframe for capital improvements plan update:

PUBLIC PARTICIPATION

31	Does the community have a public participation strategy for engaging a diverse set of community stakeholders?	Yes	No
32	Does the strategy identify key stakeholders, including those not normally at the visioning table?	Yes	No
33	Does the strategy describe different public engagement methods and when to use each one?	Yes	No
34	Are third party consultants required to follow the public participation strategy?	Yes	No
	What basic and proactive community engagement methods has your community used?		
35	<p>Basic methods</p> <div> <input type="checkbox"/> Open Meetings Act <input type="checkbox"/> Local cable notification <input type="checkbox"/> Flier posting on community hall door </div> <div> <input type="checkbox"/> Newspaper posting <input type="checkbox"/> Postcard mailings <input type="checkbox"/> Announcements at governing body meetings </div> <div> <input type="checkbox"/> Website posting <input type="checkbox"/> Attachments to water bills </div> <p>Proactive methods</p> <div> <input type="checkbox"/> Individual mailings <input type="checkbox"/> Focus groups <input type="checkbox"/> One-on-one interviews </div> <div> <input type="checkbox"/> Charrettes <input type="checkbox"/> Social networking <input type="checkbox"/> Crowdsourcing </div> <div> <input type="checkbox"/> Community workshops <input type="checkbox"/> Canvassing </div> <input type="checkbox"/> Other		
36	How does the community track the success of community engagement efforts?		
37	How does the community share outcomes of public participation processes?		
38	In conclusion, what are key next steps to make sure your public participation process meets the best practice criteria?		
39	Key stakeholders for public participation:		

BEST PRACTICE ONE: Community plans and public outreach

40	Timeframe to complete public participation plan:
41	Additional explanation/comments:

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BEST PRACTICE TWO: Zoning regulations

Community name:			
Name of person completing self-evaluation:			
1	Date zoning ordinance last updated:		
2	Goal for next update:		
3	Zoning ordinance web link:		
RELATIONSHIP TO MASTER PLAN			
4	Does the adopted zoning ordinance align with the goals of the master plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	Has the community reviewed the master plan's zoning plan to determine if changes to the zoning map or ordinance text are necessary to implement master plan vision?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6	Has the community reviewed the zoning district intent statements to ensure they reflect master plan land-use recommendations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
MIXED-USE			
		Section reference	
7	Does the zoning ordinance provide for areas of concentrated development and encourage the type and form of development desired?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8	Does the community allow mixed use in areas of concentrated development by right? What districts?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9	Does the ordinance include form-based code elements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10	Does the ordinance provide standards for flexible development and preservation of sensitive historic and environmental features? What tools are included?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11	Are special land use and conditional zoning approval procedures and requirements clearly defined?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12	Do commercial and industrial districts permit compatible uses that serve new economy-type businesses?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13	Which of the following placemaking elements are included in the zoning ordinance? <input type="checkbox"/> Build-to lines <input type="checkbox"/> Ground floor transparency requirements <input type="checkbox"/> Streetscape elements <input type="checkbox"/> Outdoor dining <input type="checkbox"/> Open store fronts		
14	Does the zoning ordinance allow for these forms of non-traditional housing types? Check all that apply. <input type="checkbox"/> Stacked flats <input type="checkbox"/> Attached single-family units <input type="checkbox"/> Accessory dwelling units <input type="checkbox"/> Live/work <input type="checkbox"/> Corporate temporary housing <input type="checkbox"/> Residential units above non-residential uses <input type="checkbox"/> Co-housing <input type="checkbox"/> Cluster housing <input type="checkbox"/> Micro units		

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BEST PRACTICE TWO: Zoning regulations

TRANSPORTATION				
		Section reference		
15	Does the zoning ordinance include standards to improve non-motorized transportation?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
16	Does the ordinance includes requirements that encourage pedestrian activity in and around development?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
17	Does the ordinance address any of these walkable and transit oriented development standards? <input type="checkbox"/> Bicycle parking <input type="checkbox"/> Traffic calming <input type="checkbox"/> Pedestrian lighting <input type="checkbox"/> Public realm standards			
18	Does the zoning ordinance include any of these flexible parking standards? <input type="checkbox"/> Reduction or elimination of required parking when on street and public parking is available <input type="checkbox"/> Connections between parking lots <input type="checkbox"/> Shared parking agreements <input type="checkbox"/> Parking maximums <input type="checkbox"/> Parking waivers <input type="checkbox"/> Electric vehicle charging stations <input type="checkbox"/> Bicycle parking <input type="checkbox"/> Payment in lieu of parking <input type="checkbox"/> Reduction of required parking for complementary mixed-uses			
GREEN INFRASTRUCTURE				
19	Does the ordinance include any of these green infrastructure standards? <input type="checkbox"/> Rain gardens, bioswales and other low-impact development techniques <input type="checkbox"/> Green roofs <input type="checkbox"/> Pervious pavement <input type="checkbox"/> Native, non-invasive landscaping <input type="checkbox"/> Preservation of existing trees			
		Section reference		
20	Does the ordinance addresses street trees and parking lot landscaping to mitigate the impacts of heat island effects?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
USER-FRIENDLY				
21	Is the zoning ordinance user friendly, portraying clear definitions and requirements?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
22	Is the zoning ordinance available in electronic format at no cost and accessible online?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
23	Is the zoning ordinance available in hard copies at convenient locations?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
24	In conclusion, what are key next steps to make sure your zoning ordinance meets the best practice criteria?			
25	Key stakeholders for zoning ordinance update:			
26	Timeframe for zoning ordinance update:			
27	Additional explanation/comments:			

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BEST PRACTICE THREE: Development review process

Community name:			
Name of person completing self-evaluation:			
3.1 DEVELOPMENT REVIEW PROCESS			
1	What sections of the zoning ordinance articulate the site plan review process?		
2	What sections of the zoning ordinance outline responsibilities of the governing body, staff, zoning board of appeals, planning commission, and other reviewing bodies?		
3	How are internal development review roles, responsibilities and timelines documented?		
4	What departments/representatives engage in joint site plan reviews? <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> Planning department</div> <div style="width: 33%;"><input type="checkbox"/> Building department</div> <div style="width: 33%;"><input type="checkbox"/> Police</div> <div style="width: 33%;"><input type="checkbox"/> County</div> <div style="width: 33%;"><input type="checkbox"/> Community manager or supervisor</div> <div style="width: 33%;"><input type="checkbox"/> Economic development</div> <div style="width: 33%;"><input type="checkbox"/> Department of Public Works</div> <div style="width: 33%;"><input type="checkbox"/> Fire</div> <div style="width: 33%;"><input type="checkbox"/> Transportation</div> <div style="width: 33%;"><input type="checkbox"/> Assessor</div> <div style="width: 33%;"><input type="checkbox"/> Historic District Commission</div> </div>		
5	Does the community define and offer conceptual site plan review meetings for applicants? Where is this outlined?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6	Does the community have clearly defined expectations posted online, and an internal requirements checklist to be reviewed at conceptual meetings?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7	Does the community encourage a developer to seek input from neighboring residents and businesses at the onset of the application process?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8	How does the community assist the developer in soliciting input on a proposal before site plan approval?		
9	Site plans for permitted uses are approved: <input type="checkbox"/> administratively or by the <input type="checkbox"/> planning commission? Please explain:		
10	How does community development staff coordinate with permitting and inspections staff to ensure a smooth and timely development process?		
11	What kind of tracking mechanism does the community use for development projects during the site plan review process and permitting/inspections process?		
12	Does the community annually review the successes and challenges with the site plan review process and approval procedures?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13	Does the community obtain customer feedback on the site plan approval and permitting and inspections process and integrates changes where applicable?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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BEST PRACTICE THREE: Development review process

14	Does the joint site plan review team, including permitting and inspections meet to capture lessons learned and amend the process if necessary?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
15	Who has your community identified and trained as the project point person and performs intake responsibilities? <i>Responsibilities include: receiving and processing applications and site plans; maintaining contact with the applicant; facilitating meetings; processing applications after approval; and coordinating projects with permitting and inspections staff</i>				
16	How does staff demonstrate excellent customer service?				
3.2 GUIDE TO DEVELOPMENT					
17	How are development review standards clearly articulated? <i>Provide section reference.</i>				
18	Does the community follow its documented development review procedures and timelines? How?				
19	Does the community have flowcharts of the development process that include timelines?				
20	Does the community maintain an online guide to development that explains policies, procedures, and steps to obtain approvals?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
21	Does the online guide to development include the following: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Relevant contact information <input type="checkbox"/> Relevant meeting schedules <input type="checkbox"/> Easy-to-follow step-by-step flowcharts of development processes, including timelines <input type="checkbox"/> Conceptual meeting procedures <input type="checkbox"/> Relevant ordinances to review prior to site plan submission <input type="checkbox"/> Site plan review requirements and application <input type="checkbox"/> Clear explanation for site plans that can be approved administratively </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Rezoning request process and application <input type="checkbox"/> Variance request process and application <input type="checkbox"/> Special land use request process and application <input type="checkbox"/> Fee schedule <input type="checkbox"/> Special meeting procedures <input type="checkbox"/> Financial assistance tools <input type="checkbox"/> Design guidelines and related processes <input type="checkbox"/> Building permit requirements and applications </td> </tr> </table>			<input type="checkbox"/> Relevant contact information <input type="checkbox"/> Relevant meeting schedules <input type="checkbox"/> Easy-to-follow step-by-step flowcharts of development processes, including timelines <input type="checkbox"/> Conceptual meeting procedures <input type="checkbox"/> Relevant ordinances to review prior to site plan submission <input type="checkbox"/> Site plan review requirements and application <input type="checkbox"/> Clear explanation for site plans that can be approved administratively	<input type="checkbox"/> Rezoning request process and application <input type="checkbox"/> Variance request process and application <input type="checkbox"/> Special land use request process and application <input type="checkbox"/> Fee schedule <input type="checkbox"/> Special meeting procedures <input type="checkbox"/> Financial assistance tools <input type="checkbox"/> Design guidelines and related processes <input type="checkbox"/> Building permit requirements and applications
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Fee schedule					
22	Does the community annually review the fee schedule?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
23	Is the fee schedule updated to cover the community's true cost to provide services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
24	Does the community accept credit card payment for fees?	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
25	In conclusion, what are key next steps to make sure your development review process meets the best practice criteria?				

BEST PRACTICE THREE: Development review process

26	Key players for development review process updates:
27	Timeframe for updates to development review process:
28	Additional explanation/comments:

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BEST PRACTICE FOUR: Recruitment and education

Community name:			
Name of person completing self-evaluation:			
NEW APPOINTED/ELECTED OFFICIALS			
1	Does the community outline expectations and desired skill sets for open board and commission seats?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	Are the applications for board and commission positions accessible online? Provide link:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	Does the community provide orientation packets to all appointed and elected members of development related boards and commissions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	What information is included in the orientation packets?		
TRAINING			
5	Does the community have an annual training budget allocated for elected and appointed officials and staff?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6	How does the community track attendance of the governing body, boards, commissions and staff?		
7	How does the community identify training needs and trainings that assist in accomplishing stated goals and objectives?		
8	How does the community encourage elected and appointed officials and staff to attend trainings?		
COLLABORATION			
9	How does the community share information between elected and appointed officials and staff?		
10	Does the community conduct collaborative work sessions and joint trainings on development topics?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
11	How is information shared with those not in attendance?		
12	Does the planning commission prepare an annual report for the governing body?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13	In conclusion, what are key next steps to make sure your recruitment and education process meets the best practice criteria?		
14	Key stakeholders for recruitment/education:		
15	Timeframe for updates to recruitment/education policies and information:		
16	Additional explanation/comments:		

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BEST PRACTICE FIVE: Redevelopment Ready Sites®

Community name:			
Name of person completing evaluation:			
REDEVELOPMENT READY SITES®			
1	Does the community maintain an updated list of priority sites to be redeveloped?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	Does the community gather basic information for prioritized redevelopment sites, as found in the best practices?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	Has the community developed a vision for the priority redevelopment sites that include outcomes and specific development criteria?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	Has the community identified champions for the redevelopment site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	Has the community deemed their priority redevelopment sites controversial? If so, how has the community required or provided additional public engagement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6	Has the community identified negotiable development tools, resources and financial incentives for prioritized redevelopment sites?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7	Has the community assembled a "Property Information Package" for at least one of the priority sites that includes or identifies the criteria listed in the Best Practices?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8	How is the property information package(s) actively marketed?		
9	Is the property information package(s) accessible online?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10	In conclusion, what are key next steps to make sure your Redevelopment Ready Sites® meet the best practice criteria?		
11	Key stakeholders for RRsites:		
12	Timeframe to complete a property information package for at least one RRSite:		
13	Additional explanation/comments:		

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BEST PRACTICE SIX: Community prosperity

Community name:			
Name of person completing evaluation:			
ECONOMIC DEVELOPMENT STRATEGY			
1	Does the community have an approved economic development strategy? If yes, is it: <input type="checkbox"/> A stand-alone document <input type="checkbox"/> Part of the master plan <input type="checkbox"/> Part of the annual budget	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	How does the economic development strategy coordinate with the master plan and capital improvements plan?		
3	What economic opportunities and challenges are identified?		
4	Does the economic development strategy incorporate recommendations for implementation, including goals, actions, timelines and responsible parties?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	How does the economic development strategy coordinate with a regional economic development strategy?		
6	Is the economic development strategy accessible online? If yes, provide link:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7	Does the community annually report progress made on the economic development strategy to the governing body?		
8	In conclusion, what are key next steps to make sure your economic development strategy meets the Best Practice criteria?		
9	Key stakeholders for economic development:		
10	Timeframe for economic development:		
11	Additional explanation/comments:		
MARKETING AND PROMOTION			
12	Has the community developed a marketing strategy? If yes, please provide link:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
13	What marketing opportunities and specific strategies to attract businesses, consumers, and real estate development to the community have been identified?		
14	How does the marketing strategy create or strengthen an image for the community?		
15	What approaches have been identified to market priority development sites?		

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BEST PRACTICE SIX: Community prosperity

16	How does the community coordinate marketing efforts with local, regional, and state partners?														
17	Is the community's municipal website updated regularly and easy to navigate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>												
18	<p>Does the community's website contain or link to the following planning, zoning and development information?</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Master plan and amendments</td> <td><input type="checkbox"/> Zoning ordinance</td> <td><input type="checkbox"/> Board and commission applications</td> </tr> <tr> <td><input type="checkbox"/> Downtown plan</td> <td><input type="checkbox"/> Guide to development</td> <td><input type="checkbox"/> Property information packages</td> </tr> <tr> <td><input type="checkbox"/> Corridor plan</td> <td><input type="checkbox"/> Online payment option</td> <td><input type="checkbox"/> Economic development strategy</td> </tr> <tr> <td><input type="checkbox"/> Capital improvements plan</td> <td><input type="checkbox"/> Partner organizations</td> <td></td> </tr> </table>			<input type="checkbox"/> Master plan and amendments	<input type="checkbox"/> Zoning ordinance	<input type="checkbox"/> Board and commission applications	<input type="checkbox"/> Downtown plan	<input type="checkbox"/> Guide to development	<input type="checkbox"/> Property information packages	<input type="checkbox"/> Corridor plan	<input type="checkbox"/> Online payment option	<input type="checkbox"/> Economic development strategy	<input type="checkbox"/> Capital improvements plan	<input type="checkbox"/> Partner organizations	
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<input type="checkbox"/> Downtown plan	<input type="checkbox"/> Guide to development	<input type="checkbox"/> Property information packages													
<input type="checkbox"/> Corridor plan	<input type="checkbox"/> Online payment option	<input type="checkbox"/> Economic development strategy													
<input type="checkbox"/> Capital improvements plan	<input type="checkbox"/> Partner organizations														
19	In conclusion, what are key next steps to make sure your marketing and promotional strategy meet the best practice criteria?														
20	Key stakeholders for marketing/promotion:														
21	Timeframe for marketing/promotion:														
22	Additional explanation/comments:														

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I certify that the RRC self- evaluations have been completed accurately.

Signature

Now that you have completed all six of the RRC self-evaluations, here are the next steps to become formally engaged in the program:

- Representative from your community attends all six of the RRC best practice training series sessions.
- Email this completed form to your CATeam specialist.
- Governing body adopts a resolution of intent to participate in the RRC program.