

Utilities and Community Facilities

Public Buildings

Please list the names and locations of public buildings in the community and identify which departments or services are housed at that location (i.e., city/village hall, garage/storage facilities, fire station, police department, etc.): (Map)

Please describe any current plans or identified needs in the area of public buildings (e.g., larger meeting rooms, additions, expansions, or remodeling of existing buildings, or construction of new municipal buildings). Also, identify whether such plans or needs are currently being addressed (e.g., capital improvement plans, a line item in budget, other).

Administrative Facilities and Services

What are the location and office hours of the municipality's administrative offices:

What are the location and schedule of Board/Council meetings:

Number of Board/Council members:

What governing committees/commissions/boards are utilized by the community:

Please identify any administrative staff employed by the community:

Full-time staff (number, positions, etc.):

Part-time staff (number, positions, etc.):

Volunteers (number, positions, etc.):

Please describe key administrative equipment and tools (i.e., computers, software, e-mail, faxes) that the municipality owns and utilizes to conduct business:

Please describe any current plans or identified needs in the area of administrative facilities and services (such as: additional staff, committees, service agreements, administrative tools, etc.). Also, identify whether such plans or needs are currently being addressed (e.g., capital improvement plans, a line item in budget, other):

Protective Services

How is police protection provided in the community:

If a local police department is maintained, please answer the following:

Please describe any protective services staff employed by the community:

Full-time staff (number, positions, etc.):

Part-time staff (number, positions, etc.):

Volunteers (number, positions, etc.):

Primary Service Area of Patrol Cars:

Typical Number of Patrol Cars/Officers Assigned Per Shift:

Identify and explain any joint service agreements:

Please describe any current plans or identified needs in the area of protective services (such as: additional staff, vehicle needs, expanded service area, building space needs, equipment needs, etc.). Also, identify whether such plans or needs are currently being addressed (e.g., capital improvement plans, a line item in budget, other).

Fire Protection Services

How is fire protection provided in the community:

If a local fire department is maintained, please answer the following:

Please describe any fire protection staff employed by the community:

Full-time staff (number, positions, etc.):

Part-time staff (number, positions, etc.):

Volunteers (number, positions, etc.):

Please describe key fire protection equipment owned by the community:

What is the service area (please be prepared to locate on a map):

Identify and explain any joint service agreements:

What is the average response time to a fire call:

Please describe any current plans or identified needs in the area of fire protection services (such as: additional staff, vehicle needs, expanded service area, building space needs, equipment needs, etc.). Also, identify whether such plans or needs are currently being addressed (e.g., capital improvement plans, a line item in budget, other).

Emergency Medical Service

How is emergency medical service provided in the community:

If a local emergency (ambulance) service is maintained, please answer the following:

Please describe any emergency medical staff employed by the community:

Full-time staff (number, positions, etc.):

Part-time staff (number, positions, etc.):

Volunteers (number, positions, etc.):

Please describe key emergency medical equipment owned by the community:

What is the service area (please be prepared to locate on a map):

Identify and explain any joint service agreements:

What is the average response time to an emergency services call:

Please describe any current plans or identified needs in the area of emergency medical services (such as: additional staff, vehicle needs, expanded service area, building space needs, equipment needs, etc.). Also, identify whether such plans or needs are currently being addressed (e.g., capital improvement plans, a line item in budget, other).

School Facilities

Which school district(s) serve the municipality:

Please identify any public or private school buildings or other facilities located in the community (and be prepared to locate on a map):

Quasi Public Facilities

Please identify the name and location of any of the following quasi-public facilities located in the community (and be prepared to locate on a map):

Libraries:

Churches:

Post Offices:

Campgrounds:

Rod & Gun Clubs:

Civic Organizations:

Private Recreational Facilities (i.e., golf course, shooting range, paint ball, etc...)

Cemeteries:

Other (Conservation Clubs, Lake Associations, etc.):

Parks, Recreation and Open Space

Please identify the name and location of all parks operated by the community. Describe any facilities available at each park:

Please identify any other recreation or open space resources located in the community that are open to the public. Include name, location, and description of facilities:

Please identify the name and location of any other public water access points operated by the community (beaches, boat landings, etc.):

Please describe any current plans or identified needs in the area of local parks, recreational facilities or open spaces. Also, identify whether such plans or needs are currently being addressed (e.g., capital improvement plans, a line item in budget, other)

Solid Waste Management and Recycling

Please identify the location and function of any solid waste or recycling facilities located in the community:

If solid waste and recycling services are provided in the community, please answer the following:

If curbside solid waste pick-up is available, who provides this service (include any private companies):

If curbside recycling pick-up is available, who provides this service (include any private companies):

When were current contracts for service initiated and when do they expire:

Please describe any charges the community sets as part of its waste/recycling program (bag fees, per household fees, bills on property taxes, etc.):

Does the community provide any services related to hazardous waste disposal, large item disposal?

Does the municipality have a designated composting site? If so, where and when can it be accessed?

Please describe any current plans or identified needs in the area of solid waste management, recycling, and composting. Also, identify whether such plans or needs are currently being addressed (e.g., capital improvement plans, a line item in budget, other)

Communication and Power Facilities

Please identify electric utility providers that serve the community:

Please identify telecommunications service providers that serve the community (telephone, cable, internet, etc.):

Please identify natural gas utility providers that serve the community:

Please provide the location of utility facilities located in the community (such as power substations, communication towers, etc.):

Please describe any current plans or identified needs in the area of electric utilities, telecommunication services, and gas utility. Also, identify whether such plans or needs are currently being addressed (e.g., capital improvement plans, a line item in budget, other).

Sanitary Sewer Service

Please describe the community's wastewater treatment plant (WWTP). Please include information regarding the age and capacity of WWTP facilities:

Where are the WWTP facilities located (please be prepared to locate these on a map):

Please describe any staff employed by the community to operate the WWTP:

Please identify the current service area of the sanitary sewer system (please be prepared to locate this on a map):

Please describe any current plans or identified needs in the area of sanitary sewer services (such as: service area or infrastructure improvements including expansion, rehabilitation, and new construction). Also, identify whether such plans or needs are currently being addressed (e.g., capital improvement plans, a line item in budget, other).

How are operations funded, capital improvements funded:

Private Onsite Wastewater Treatment Systems (POWTS)

Please identify any developed properties within the community not served by municipal sewer system (and thus depend on POWTS):

Please identify any areas of the community served by privately-owned, community wastewater treatment systems (serve multiple connections):

Please describe any current plans or identified needs in the area of POWTS. Please describe any policies regarding extension of sewer services to these areas. Also, identify whether such plans or needs are currently being addressed:

Public Water Supply

Please identify the wells, water treatment, and water storage facilities utilized by the community. Please describe by type, age, capacity, general condition, and size (please be prepared to locate on a map):

Please describe any staff (number, position, status) employed by the community to operate and maintain the system:

Please identify the current service area of the water supply system (please be prepared to locate this on a map):

Please describe any known groundwater contamination or supply issues:

Please describe any current plans or identified needs in the area of water supply. Also, identify whether such plans or needs are currently being addressed (e.g., capital improvement plans, a line item in budget, expansion, rehabilitation, new construction, other).

How is the water utility funded (taxes, user fees, bonding, etc.)?

Stormwater Management

Describe any facilities (i.e., storm sewer, retention ponds, etc.) that the community has for stormwater management. Please include information regarding age, type, size, general condition, and capacity.

Are there any areas of the community where stormwater or flooding is a known problem or concern?

Please describe any current plans or identified needs in the area of stormwater management. Also, identify whether such plans or needs are currently being addressed (e.g., capital improvement plans, a line item in budget, expansion, rehabilitation, new construction, other).

Health Care and Day Care Facilities

Please identify the name and location of any health care, day care, or elderly care facilities located in the community.

Please describe any current plans or identified needs in the area of health care, elderly care, and day care. Also, identify whether such plans or needs are currently being addressed (e.g., new construction, expansion, rehabilitation, other).

Transportation

Roads and Streets

Identify the location, type, age, and general condition of municipal bridges (includes large galvanized circular & cement box culverts):

Please identify any program used by the community to prioritize road improvements (such as PASER):

If the community has road repair, construction, or maintenance equipment (i.e., snow plows, tar trucks, etc.), then please identify the type, age, general condition, and where it is housed:

Please identify any highway/street services contracted to another (public or private) entity:

How are street improvements funded:

Rail

Is rail service provided to any businesses within the municipality:

Pedestrian and Bicycle

Please describe the type and general condition of any pedestrian or bicycle facilities maintained by the municipality (such as: sidewalks, trails, bicycle lanes, crosswalks, signals, benches, bicycle racks, etc.):

Please describe any policies or codes related to the expansion of pedestrian or bicycle facilities (i.e. are new developments required to provide sidewalks?):

How are pedestrian and bicycle improvements generally funded?

Transit and Para-transit

Please describe any transit or para-transit services provided by or available within the municipality:

Please identify any private providers of para-transit that serve the municipality (such as: taxi service, nursing homes, senior centers, etc.):

Airports

Please identify any airport facilities located within the community:

Are there any current plans or identified needs in the area of transportation (such as: road maintenance, new equipment needs, bridge repairs, pedestrian or bicycle improvements, transit improvements, airport improvements, etc.)? How are such plans or needs currently being addressed (e.g., capital improvement plans, pedestrian/bicycle plans, road improvement plans, airport plans, other)? Please provide a copy of any current transportation plans and be prepared to locate planned improvements on a map.

Intergovernmental Cooperation

Identify and generally describe any intergovernmental agreements to which the community is a party. Examples include: boundary agreement, shared service agreement, cooperative agreement, revenue sharing, etc.

Does the community share any facilities or equipment with a neighboring jurisdiction, district, agency or other unit of government?

Does the community share any staff or program administration with a neighboring jurisdiction, district, agency or other unit of government?

Does the community contract any of its services with neighboring jurisdictions, the county, or the state?

Existing Ordinances, Plans, and Research

What ordinances does the municipality currently administer or are in the process of being developed?

Ordinances (Check All That Apply and Provide a Copy):

- ☐ **Municipal Code of Ordinances?**
- ☐ **Land division (subdivision) ordinance?**
- ☐ **Driveway/road access?**
- ☐ **Road Construction Standards?**
- ☐ **Zoning?**
- ☐ **Parkland dedication/fee?**
- ☐ **Telecommunications Towers?**
- ☐ **Others (please list)**

What plans or studies has the municipality completed in the past or are currently being developed?

Plans (Check All That Apply and Provide a Copy):

- ☐ **Comprehensive Plans (previously adopted)**
- ☐ **Land Use Plans**
- ☐ **Park & Recreation**
- ☐ **Capital Facility/ Improvements**
- ☐ **Sewer Service or Other Utility**
- ☐ **Transportation**
- ☐ **Historic Preservation**
- ☐ **Water Quality or Other Environmental**

- ☐ **Wellhead Protection**
- ☐ **Official Map**
- ☐ **Others (please list)**

Which data are available as maps for the community?

Maps (Check All That Apply and Provide a Copy):

- ☐ **Water Utility**
- ☐ **Sanitary Sewer Utility**
- ☐ **Storm Sewer Utility**
- ☐ **Others (please list)**