

This appendix provides a sample Letter of Intent to Participate that was provided to all jurisdictions of Burlington County.

Date

Mr. Kevin Tuno, County Coordinator
Public Safety Building
1 Academy Drive
Westampton, New Jersey 08060

Subject: Burlington County All Hazard Mitigation Plan Update
Authorization and Letter of Intent to Participate
Municipality Name

Dear Mr. Tuno:

Per your letter, dated XXXXX XX, 2013, the Municipality Name, is committed to participating in the Burlington County Hazard Mitigation Plan (HMP) Update project. By way of this letter, the Municipality Name:

1. Authorizes the Burlington County HMP Update Steering Committee (aka “Steering Committee”), to guide and direct this planning process, perform certain parts of the planning process, and prepare certain parts of the plan documents on our behalf.

2. Agrees to meet the minimum requirements of jurisdictional participation (a.k.a. the Planning Partner Expectations), specifically:

- Execute and return this “Authorization and Acknowledgement” letter to the Burlington County Office of Emergency Management, attention: Mr. Kevin Tuno.
- Identify municipal representatives to serve as the planning point of contacts (POC), below. These people will be responsible for representing their community and assuring that these participation expectations are met by their community.
- Support the Steering Committee selected to oversee the development of this plan.
- Provide representation at municipal Planning Committee meetings (~ 3 meetings over 4 months, including a Kick-Off Meeting and a Jurisdictional Annex Workshop meeting).
- Provide data and information about your community as requested by the Burlington County Office of Emergency Management, or the contract consultant, including:
 - Structure and facility inventory data
 - Identification of new development and anticipated development
 - Identification of natural hazard risk areas
 - Identification of natural hazard events and losses that have impacted your community in the last five years
 - Identification of plans, studies, reports and ordinances addressing natural hazard risk
 - Identify mitigation activity in your community in the last five years, including progress on previously identified mitigation actions
- Support public outreach efforts in your community which may include:
 - Providing notices of the planning project on our municipal website if available with links to a County project website

- Providing notice of the planning project, the availability of Plan documents, and notice of public meetings via available local media (e.g. newsletters, flyers, email blasts, social media, etc.)
 - Advertising and supporting public meetings in your area.
 - Supporting outreach to NFIP Repetitive Loss and Severe Repetitive Loss property owners in your community
- Assist with the identification of stakeholders within your community that should be informed and potentially involved with the planning process.
 - Review draft Plan sections when requested and provide comment and input as appropriate.
 - Prepare and submit a Jurisdictional Annex to the Steering Committee and/or the contract consultant. Templates and instructions to aid in the compilation of this information will be provided to all participating partners. Each partner will be expected to complete their templates in a timely manner and according to the timeline specified by the Steering Committee. The Steering Committee will assure that technical and administrative resources are available to assist with the preparation and completion of the annexes.
 - Identify specific mitigation actions to address each of the natural hazards posing high or medium risk to your community. These initiatives will be presented in your annex.
 - Involve your local NFIP Floodplain Administrator in the planning process.
 - Adopt the Plan by resolution of their governing body after FEMA conditional approval.
 - Periodically provide the Steering Committee with summary or municipal staff and volunteer labor spent on the planning process.

3. Assigns the following persons to be the Points of Contact for our jurisdiction. We understand that these POCs are responsible for assuring municipal representation at Planning Committee meetings, and assuring that the other minimum requirements of jurisdictional participation, as detailed in the Planning Partner Expectations above, are met.

Primary POC: _____ Position/Department: _____

Phone Number: _____ Email Address: _____

Alternate/Secondary POC: _____ Position/Department: _____

Phone Number: _____ Email Address: _____

4. Our designated local Floodplain Administrator (FPA) under the National Flood Insurance Program (NFIP) is:

Name of NFIP FPA: _____ Position/Department: _____

Phone Number: _____ Email Address: _____

5. Recognizes that failure to meet the minimum participation expectations and deadlines, as determined by the Steering Committee will result in our municipality being excluded from the planning process.

Thank you.
Sincerely,