

Plan Maintenance Procedures **Chenango County Comprehensive Plan**

Monitoring

The Chenango County Planning Board shall be responsible for monitoring the progress on, and evaluating the effectiveness of, "Guiding Chenango: A County Comprehensive Plan," hereby known as "the Plan".

Updating

Throughout each calendar year, the Chenango County Department of Planning and Development (hereby known as the Planning Department) will collect and process any comments and/or edit requests submitted by the general public and other departments or organizations pertaining to the Plan. All comments or edit requests shall be submitted to the Planning Department by January 1st of each year utilizing the "Comprehensive Plan Comment/Edit Request Form" found under the "Planning Board" section of the Planning Department website.

Once received, all submitted comments pertaining to the Plan shall be filed in a location in the Planning Department Office with easy access to the public. The County Planning Board shall review all comments received during the calendar year at the annual February meeting, or subsequent month if due to cancellation or other circumstances.

All comments and/or edit requests should be evaluated by the County Planning Board to assess whether or not the request merits a change to the Plan. A reason for why a comment was or was not accepted should be documented in the County Planning Board meeting minutes. If an edit request warrants changes to the Plan, the Plan should be modified by May of the same year and submitted to the County Planning and Economic Development Committee for approval.