

Local Government Annual Reporting Process

Step 1

Does your jurisdiction have planning & zoning authority?

If no, then you do not have to submit an annual report.
If yes, then proceed to Step 2.

Step 2

Review [MDP Annual Report Letter](#) sent to Planning Director or other government staff and MDP's [annual reporting tools webpage](#). MDP includes reminders about new planning initiatives and laws in each year's letter.

Step 3

Has your jurisdiction issued more than 50 new residential permits?

If more than 50 new residential permits in the calendar year, counties or municipalities should use the [Annual Report Long Form](#). In addition to residential permits, the long form includes reporting indicators about Priority Funding Areas, growth related amendments or zoning changes, development capacity analyses, land preservation, and Adequate Public Facilities Ordinances (APFOs), for those jurisdictions that have APFOs.

If fewer than 50 residential permits, [counties](#) or [municipalities](#) are encouraged to use the respective and streamlined short form.

Note: Municipalities are not required to answer questions related to local land preservation, or answer questions related to APFO's if they do not have an adopted APFO.

Step 4

Has it been five years since the adoption of your jurisdiction's most recent comprehensive plan?

If it has been fewer than five years since the adoption date of your most recent comprehensive plan, or if you have already submitted your five year mid-cycle report to MDP, you are done and can submit your completed annual reporting form to MDP.

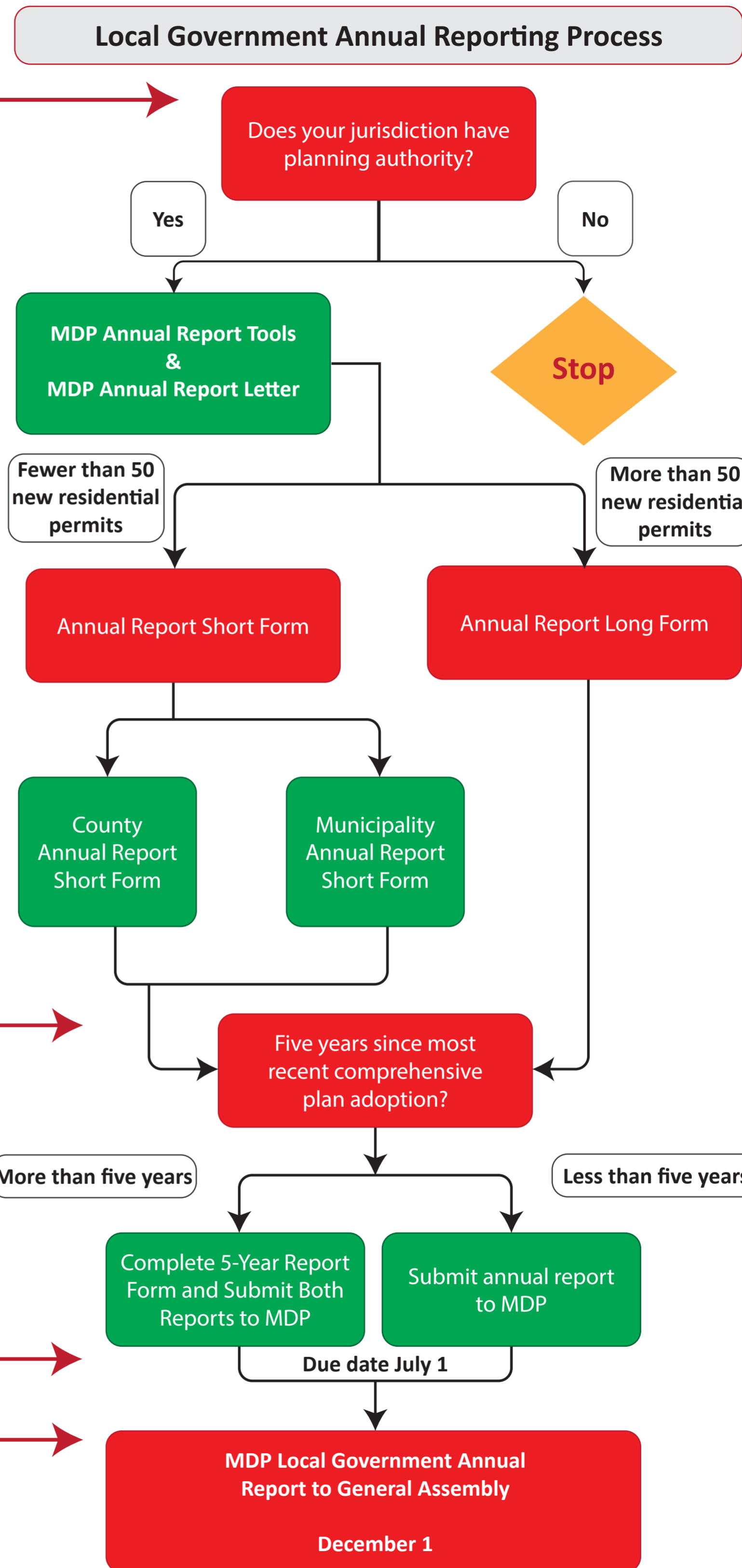
If five or more years have passed since the adoption of your most recent comprehensive plan, and you have not yet submitted your five year mid-cycle report, complete that report in addition to your annual report, using the [MDP provided five year report template](#). When completed, submit both the annual and five year report to MDP by July 1.

Step 5

Submit Annual Report to Local Governing Body and MDP

Step 6

MDP compiles and analyzes all local government annual reports and submits a report to the Governor and General Assembly.



Winter

Summer

Fall