

LOCAL EMERGENCY MANAGEMENT DOCUMENT TRANSMITTAL FORM

TO: _____
Texas Homeland Security Policy and Plans Unit

DATE: _____

SUBJECT: Legal/Planning Documents for

(Jurisdiction Name)

Attached are:

- Legal Documents
 - Initial or updated city ordinance establishing a city emergency management program.
 - Initial or updated commissioner's court order establishing a county emergency management program
 - Initial or updated joint resolution establishing an interjurisdictional emergency management program.
- New Planning Documents
 - New basic plan dated _____ and a completed planning standards checklist. (The basic plan must be signed and dated by the mayor for a city plan or the county judge for a county plan. For an interjurisdictional plan, the county judge and the mayors of those jurisdictions that are parties to the plan should sign it.)
 - New Annex ___ dated _____, with a completed planning standards checklist. New annexes must be signed by one or more officials in accordance with local practice.
- Revised Planning Documents [See DEM-10, Chapter 3, section III.B.3.b).1)].
 - Revised basic plan dated _____ and a completed planning standards checklist. (The basic plan must be signed and dated by the mayor for a city plan or the county judge for a county plan. For an interjurisdictional plan, the county judge and the mayors of those jurisdictions that are parties to the plan should sign it.)
 - Revised Annex ___ dated _____, and a completed planning standards checklist. Revised annexes must be signed by one or more officials in accordance with local practice.
- Documents Updated By Changes [See DEM-10, Chapter 3, section III.B.3.b).2)].
 - Update to the basic plan dated _____ incorporating Change ___ that is dated _____ and a updated planning standards checklist.
 - Update to Annex ___ dated _____ incorporating Change ___ that is dated _____ and a updated planning standards checklist.

Submitted By:

Signature: _____
Printed Name: _____
Title: _____
Phone Number: _____