

Date

Beth Egitto
Senior Planner, Broome County Department of Planning and Economic Development
Broome County Office Building
60 Hawley Street, P.O. Box 1766
Binghamton, NY 13902-1766

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

Dear Ms. Egitto:

Per your letter, dated June 12th, the Municipality Name, is committed to participating in the Broome County Hazard Mitigation Plan (HMP) Update project. By way of this letter, the Municipality Name:

1. Authorizes the Broome County HMP Update 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), including:

- Execute and return this “Authorization and Acknowledgement” letter to the Broome County Department of Planning and Economic Development, attention: Ms. Beth Egitto.
- Identify municipal representatives to serve as the planning point of contacts (POC), below.
- Support the Steering Committee and provide representation when necessary.
- Provide data and information as requested and support public outreach efforts.
- Assist in identification of municipality specific mitigation actions and development of related chapters.

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 lack of participation or contribution of information will result in exclusion from the planning process.

Thank you,

Chief Elected Official
Municipality