TOOL 17 – SAMPLE COMMENT FORM

1. **Name of the plan you are commenting on:**
   1. Municipality:
   2. Local community:

Spatial Plan  Urban Plan

Regulatory Plan  Urban Design Project

1. **In which phase is the plan:**

Phase 0 – Assessment and Preparation  Phase 1 – Drafting Phase

Phase 2 – Public Insight Phase

Phase 3– Evaluation

1. **Based on which prior information are you submitting this comment:**

Independently reviewed textual part of the plan

Independently analyzed graphic part of the plan

Online presentation

Public presentation at the Municipal Hall

Public presentation at the Local Community Center

Individual clarification at the Municipal Department for Spatial Planning

Other

Other:

* 1. Public Forum  Roundtable  Workshop  Other

Other:

1. **Full Name:**

|  |  |
| --- | --- |
| Home Address: |  |
| Email Address: |  |
| Contact Phone: |  |

1. **In what capacity are you participating?**

Citizen

Planning stakeholder

Municipality

Local community

Citizen group

Other

Other:

1. **What type of comment are you submitting?**

Proposal

General remark

Group comment

Individual

Property-related / Legal

Cadastral parcel

Land use

Utility infrastructure

Other:

1. **Location information (cadastral parcel, part of the plan, street and number, or other):**

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| Comment |
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1. Address for comment submission (to be filled in by the Ministry, Institute, Municipality, or Local Community):

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| --- | --- |
| Institution |  |
| Contact person |  |
| Address |  |
| Email address |  |
| Contact phone |  |