

**Appendix 3**

**Sample Memorandum of Understanding**

**MEMORANDUM OF UNDERSTANDING**

Between Fort Riley

\_\_\_\_\_ Counties and

The Cities of \_\_\_\_\_

This Memorandum of Understanding between Fort Riley, the Counties of \_\_\_\_\_, and the Cities of \_\_\_\_\_, is enacted to establish a mutually beneficial process that will ensure timely and consistent notification and cooperation between the parties on projects, policies, and activities. These parties have a mutual interest in the cooperative evaluation, review, and coordination of local plans, programs, and projects in the Counties of \_\_\_\_\_, the Cities of \_\_\_\_\_, and on Fort Riley.

The Cities of \_\_\_\_\_ and the Counties of \_\_\_\_\_ agree to:

1. Submit information to Fort Riley on plans, programs, actions, and projects that may affect Fort Riley. This may include, but not be limited to the following:
  - Development proposals
  - Transportation improvements and plans
  - Sanitary waste facilities
  - Open space and recreation
  - Public works projects
  - Land use plans and ordinances
  - Rezoning and variance
  
2. Submit to Fort Riley for review and comment, project notification, policies, plans, reports, studies and similar information on development, infrastructure and environmental activities within proximity of Fort Riley as defined by \_\_\_\_\_.
  
3. Consider Fort Riley comments into local responses or reports.

4. Include Fort Riley in the distribution of meeting agendas for, but not limited to:

- City Council or County Commission Meetings
- Planning Commission Meetings
- Zoning Boards of Adjustment
- Review Board
- Transportation Studies

Fort Riley agrees to:

1. Submit information to City and County representatives on plans, programs, actions, and projects which may affect the city or county. These may include, but not be limited to, the following:

- Installation Master Plan
- Installation Compatible Use Zone Studies
- Noise Management Studies
- Changes in existing installation use that may change off-post impacts, such as noise
- Appropriate data on troop strength and activities for local plans, programs and projects

2. Submit to City and County representatives for review and comment, project notification, policies, plans, reports, studies and similar information on development, infrastructure and environmental activities at Fort Riley.

This agreement will remain in effect until terminated by any of the parties. Amendments to this memorandum may be made by mutual agreement of all the parties. Review process details and appropriate forms may be developed to facilitate uniform and efficient exchanges of comments.

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This understanding will not be construed to obligate the U.S. Army, the Cities of \_\_\_\_\_, the Counties of \_\_\_\_\_ to violate existing or future laws or regulations.

This agreement is approved by:

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County

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City

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Fort Riley