The following questionnaire has been compiled by the MS NEMO Program in an effort to better understand your level of knowledge about your town’s land use system and water related issues within your community. The results, along with the results from our post-workshop questionnaire, will be used to gauge the effectiveness of this workshop and help us create a more focused workshop, and possibly new topical workshops for local government officials. The questionnaire takes approximately 10 minutes to complete. Your responses will remain anonymous unless you indicate otherwise.

We appreciate your input, and thank you for your time.

Your Name (optional): __________________________________________________
Job Title (optional): _______________________________________________________
Town/City (optional): _____________________________________________________

1. Who is responsible for a comprehensive plan in your municipality?
   - Give Choices
   - Give Choices
   - Give Choices
   - Other (please specify) ___________________________________

2. Who makes the land use decisions in your in your municipality?
   - Give Choices
   - Give Choices
   - Give Choices
   - Other (please specify) ___________________________________

3. Does your municipality have a pollution prevention program?
   - Yes  
   - No  

   a. If yes, do you use watersheds or political boundaries to define the areas for prevention and protection?
      - Use watersheds
      - Use political boundaries
      - Other (please specify) ________________________________

Please continue the survey . . .
4. Does your community have any of the following water quality issues?
(Check all that apply.)

**Point Source Pollution**
- □ 1 Don’t know 7 8
- □ 2 None
- □ 3 Waste water
- □ 4 Industries
- □ 5 Drinking Water
- □ 6 Storm Water
- □ 7 Other (please specify) ___________________

**Nonpoint Source Pollution**
- □ 1 Don’t know
- □ 2 None
- □ 3 Rain water runoff
- □ 4 Sediment
- □ 5 Nutrients
- □ 6 Toxics
- □ 7 Bacteria/Pathogens
- □ 8 Thermal
- □ 9 Debris
- □ 10 Other (please specify) ___________________

5. Does your municipality have any of the following critical issues?
(Check all that apply.)
- □ 1 None
- □ 2 Flooding
- □ 3 Erosion
- □ 4 Consistent sediment deposition
- □ 5 Debris
- □ 6 Over development
- □ 7 Other (please specify) ___________________

6. Does your municipality have the following plans and/or ordinances?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Don’t know</th>
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<tbody>
<tr>
<td>□ 1</td>
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7. Which of the following has been an impact of development on your municipality’s waterways? (Check all that apply.)

- □ 1 None
- □ 2 Loss of habitat
- □ 3 Reduced recreation opportunities
- □ 4 Food source impacted
- □ 5 Flooding more frequently
- □ 6 Other(s) (please specify) ___________________
8. Do you have a readily available map for planning?
   ☐ ☐ Yes (Continue with questions a & b.)
   ☐ ☐ No (Skip to question 9.)

   a. When was the map last updated?
      ☐ ☐ 0-1 years ☐ ☐ 2-3 years ☐ ☐ 4-5 years ☐ ☐ more than 5 years

   c. Which of the following does it include? (Check all that apply.)
      ☐ ☐ None
      ☐ ☐ Utilities map
      ☐ ☐ Land use
      ☐ ☐ Soils type
      ☐ ☐ Land cover
      ☐ ☐ Water resources
      ☐ ☐ Other (please specify) ____________________________

9. How significant is the impact of land use (commercial, residential, open or agricultural, forested and wetlands) on the quality of your local waterways? (Circle the number that best represents the significance.)

   Not very significant  1  2  3  4  5  Extremely significant

10. What do you estimate is the land cover percentages in your municipality for the following?
    ______ % ☐ Forest/wetlands
    ______ % ☐ Open space/agriculture
    ______ % ☐ Residential
    ______ % ☐ Commercial

11. What do you estimate is the current percent of impervious surfaces for your municipality?
    ______ %

   Please continue the survey . . .
12. Which of the following is your natural resource planning based on? (Check all that apply.)
- A current natural resources inventory
- Planning for open spaces
- Included greenways and riparian zones
- A conservation plan with conservation easements
- Development plan including a process to target specific results
- Watershed/basin planning
- Other (please specify) __________________________________________________________________

13. Are any of the following regulations currently in place in your municipality? (Check all that apply.)
- None
- Zoning
- Erosion and sediment
- Subdivisions
- Wetlands
- Policy for development

The following space is provided for any additional comments.
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Thank you for completing this survey.
“Before and After” Critique

Notes

- Based on the questions asked, we assume the target audience (in this case local officials attending a workshop) has a basic understanding of what land use regulations are in place and have a basic knowledge of how the planning process works in their municipality.

- A true fix of this survey would require starting at the beginning with a team meeting about what the goals of the survey are and to brainstorm what information is needed vs. “nice-to-know” information.

- Many questions within this survey need to be rewritten and could be organized into more specific topical groupings.

- Unnecessary questions have already been removed to help with the flow and to shorten the survey.

Helpful Tips

1. **Clearly defined title.**
2. **Who** the survey is for.
3. **Who is conducting** the survey (with program logo & contact information added)
4. **Introductory paragraph** that explains who is conducting the survey, what its purpose is and how the results will be used.
   a. Note what the **personal benefit** is for filling out the survey (in this case a more focused and possibly new training workshops offered back to the local officials)
   b. Promise **confidentiality**, if applicable
   c. Note how **long the survey will take** to fill out, over estimate by a few minutes.
   d. **Give a deadline** (in this case it was to be filled out prior to starting the workshop).
   e. **Thank respondents** in advance for filling out the survey.
5. **Start with basic questions** to ease respondents into taking the survey.
6. **Use clear, easy to understand directions** throughout the survey.
7. **Exhaust all possible responses** when using multiple choice options.
8. **Code survey** to help in translating the responses into usable data.
9. **Use of color, fonts, general layout.**
10. **Spell check, have others review and pre-test if at all possible.**