

**TIMELINE AND STEPS TO
AMEND THE ZONING ORDINANCE**

Zoning ordinance amendments may be proposed by the Township board, Planning Commission, ZB., Zoning administrator, or a property owner. See the attached **PROCEDURE TO ENACT ZONING ORDINANCE AMENDMENTS**.

The first step is to refer the proposed amendment to the planning commission for its consideration. The planning commission must hold at least one public hearing. The hearing must be noticed and published in a newspaper of general circulation at least 15 days before the hearing. See attached Procedure To Enact Zoning Ordinance Amendments, and appendix L: General Law Township Guide to Adopt or Amend Zoning Ordinance. The contents of the notice are spelled out in the "Procedure."

Following the public hearing the planning commission shall submit the proposed zoning ordinance amendment to the county planning commission for its review and recommendations. This review is strictly advisory. If the recommendations are not received by the township within (30) days after the county received the zoning ordinance amendment, it shall be conclusively presumed that the county has waived its rights for review and recommendation.

In addition to submitting the proposed zoning ordinance amendment to the county planning commission, the township planning commission, shall submit its recommendations, on the amendments to the township board, along with the minutes of the public hearing.

After the township board receives the recommendation from the township planning commission, and the county planning commission, or the 30 days have expired, the township board may act on proposed amendment.

The township board must hold a hearing, if a property owner requests a public hearing by certified mail. The township board may elect to hold a public hearing, if no hearing is requested. If the township board holds a public hearing, it must be noticed in the same manner as the planning commission, public hearing.

The township board may adopt the amendment, with or without a public hearing.

After a zoning ordinance amendment is adopted; The amendment must be filed with the township clerk.

Within (15) days of enactment, a notice of ordinance adoption must be published in a newspaper of general circulation in the township.

Subject to the right to a referendum, see section V of the attached "PROCEDURE", the zoning ordinance amendment, takes effect (8) days following publication.