

# AMENDMENT AT A GLANCE

Please read OHIO REVISED CODE 519.12 for complete explanation and details

## INITIATION OF ZONING AMENDMENTS

- A. Date of the adoption of a motion by the Zoning Commission; OR
- B. Date of the adoption of a Resolution by the Township Trustees; OR
- C. Date of the filing of a complete application (as determined by the Township) by at least one owner or lessee of property within the area proposed to be changed or affected.

## TRANSMITTAL TO ZONING COMMISSION

- A. Immediately after the adoption of a motion, Resolution or filing of an application:

## SUBMISSION TO COUNTY PLANNING COMMISSION

- A. Within five days after the adoption of a motion, a Resolution by the Board of Trustees, or the filing of a complete application, the Zoning Commission is required to transmit proposed amendment to the County Planning Commission.
- B. The Planning Commission will hear the proposed amendment at its next available meeting and shall submit their recommendation to the Zoning Commission where it must be considered, according to state law, and a date must be set for a public hearing by the Zoning Commission.
- C. The Planning Commission meets the third week of every month (please call for exact date and time). Submissions must be made as per the Schedule of Planning Commission Meeting Dates and Submittal Deadlines (in the event this deadline cannot be met, the Department of Planning will expedite the review per Ohio Revised Code requirements in 519.12).

## PUBLIC HEARING BY ZONING COMMISSION

The hearing shall not be less than twenty nor more than forty days from the date of adoption of a motion by the Zoning Commission, a Resolution by the Board of Trustees, or the filing of a complete application by at least one owner or lessee.

## NOTICE OF PUBLIC HEARING IN NEWSPAPER

At least ten days before the hearing date.

## NOTICE TO PROPERTY OWNERS BY ZONING COMMISSION AND/OR TRUSTEES

At least ten days before the public hearing.

## RECOMMENDATION BY ZONING COMMISSION

To the Board of Trustees within thirty days after the public hearing.

## PUBLIC HEARING BY BOARD OF TOWNSHIP TRUSTEES

Within thirty days from the receipt of the recommendation of the Zoning Commission.

## ACTION BY BOARD OF TOWNSHIP TRUSTEES

Within twenty days after the public hearing.

## EFFECTIVE DATE AND REFERENDUM

The amendment shall become effective thirty days after the date of such adoption unless a petition for referendum is presented to the Board of Trustees, in strict accordance with Revised Code 512.12 (H)

## FILE ZONING AMENDMENTS WITH COUNTY RECORDER AND COUNTY PLANNING/COMMISSION/DEPARTMENT OF PLANNING

The Board of Trustees shall file text and/or map amendments with the County Recorder and the County Planning Commission, at the Department of Planning, within five working days after the effective date of the amendment.