

## **ZONING ORDINANCE ADOPTION CHECKLIST**

### 1. Comprehensive Plan

- A. Board resolution directing planning agency to prepare and recommend comprehensive plan.
- B. Planning Commission must prepare Comprehensive Plan – **including a Land Use Plan.**
- C. Prior to Planning Commission recommending Comprehensive Plan to Board, Planning Commission must hold one public hearing.
  - i. Notice of the time, place and purpose of the hearing shall be published in the official newspaper at least ten days before the day of the hearing.
- D. Following hearing, Planning Commission can recommend the Comprehensive Plan.
- E. Following recommendation from Planning Commission, the Board may, by resolution and upon a 2/3 vote, adopt the Comprehensive Plan “upon such notice and hearing as may be prescribed by ordinance.”

### 2. Zoning Ordinance

- A. Resolution directing Planning Commission to study and propose to Board reasonable and practicable means for putting the Comprehensive Plan into effect.
- B. At any time after adoption of a **land use plan** for the township, the Planning Commission, for the purpose of carrying out the policies and goals of the **land use plan**, may prepare a proposed zoning ordinance and submit it to the Board with the Planning Commission’s recommendations for adoption.
- C. Prior to adoption, Planning Commission or Board must hold a public hearing. Notice of the hearing must be published at least 10 days prior to the hearing.

### 3. Publishing, Filing, and Recording Zoning Ordinance

- A. Publish the zoning ordinance title and summary along with a notice of where the full ordinance can be obtained.
- B. File a certified copy of the zoning ordinance with the Clay County Recorder’s Office.
- C. Record the ordinance with the Clay County Law Library.
- D. Post the whole ordinance in a public place identified and named by the Board.
- E. Within 20 days after publication, record the zoning ordinance and proof of publication with the Township’s ordinance book.