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.