

TOWNSHIP ZONING AMENDMENT PROCEDURE
O.R.C. SECTION 519.12

- (1) INITIATE AMENDMENT: APPLICATION BY PROPERTY OWNER OR LESSEE MOTION BY TOWNSHIP ZONING COMMISSION RESOLUTION BY BOARD OF TOWNSHIP TRUSTEES
- (2) TOWNSHIP ZONING COMMISSION SETS DATE OF PUBLIC HEARING NOT LESS THAN 20 NOR MORE THAN 40 DAYS FROM DATE OF INITIATION.
- (3) TOWNSHIP ZONING COMMISSION TRANSMITS A COPY OF THE TEXT AND MAP OF THE AMENDMENT TO THE COUNTY PLANNING COMMISSION WITHIN 5 DAYS OF INITIATION.
- (4) TOWNSHIP ZONING COMMISSION PLACES A LEGAL NOTICE ON THE AMENDMENT IN A NEWSPAPER OF GENERAL CIRCULATION NOT LESS THAN 10 DAYS PRIOR TO THE PUBLIC HEARING. IF THE AMENDMENT INTENDS TO REZONE 10 OR FEWER LOTS, THEN A NOTICE MUST BE MAILED TO ADJACENT PROPERTY OWNERS AS WELL.
- (5) COUNTY PLANNING COMMISSION REVIEWS AMENDMENT AND OFFERS ITS FORMAL RECOMMENDATION TO THE TOWNSHIP ZONING COMMISSION.
- (6) TOWNSHIP ZONING COMMISSION HOLDS PUBLIC HEARING AND CONSIDERS RECOMMENDATION OF COUNTY PLANNING COMMISSION
- (7) TOWNSHIP ZONING COMMISSION CLOSES PUBLIC HEARING AND MUST VOTE TO RECOMMEND APPROVAL, DENIAL, OR APPROVAL OF SOME MODIFICATION OF THE AMENDMENT WITHIN 30 DAYS AFTER THE PUBLIC HEARING.
- (8) TOWNSHIP ZONING COMMISSION SUBMITS ITS RECOMMENDATION ON AMENDMENT, APPLICATION OR RESOLUTION, TEXT AND MAP, AND RECOMMENDATION OF COUNTY PLANNING COMMISSION TO BOARD OF TOWNSHIP TRUSTEES.
- (9) UPON RECEIPT, THE BOARD OF TOWNSHIP TRUSTEES MUST SET A PUBLIC HEARING DATE NOT MORE THAN 30 DAYS FROM THE DATE OF RECEIPT OF THE ZONING COMMISSION'S RECOMMENDATION ON AMENDMENT.
- (10) BOARD OF TOWNSHIP TRUSTEES PLACES A LEGAL NOTICE IN A NEWSPAPER OF GENERAL CIRCULATION NOT LESS THAN 10 DAYS PRIOR TO THE PUBLIC HEARING.
- (11) BOARD OF TOWNSHIP TRUSTEES HOLDS PUBLIC HEARING. BOARD REVIEWS RECOMMENDATIONS OF COUNTY PLANNING COMMISSION AND TOWNSHIP ZONING COMMISSION.
- (12) BOARD OF TOWNSHIP TRUSTEES CLOSES PUBLIC HEARING AND WITHIN 20 DAYS MUST VOTE TO ADOPT OR DENY THE RECOMMENDATION OF THE TOWNSHIP ZONING COMMISSION, OR ADOPT SOME MODIFICATION THEREOF. IF RECOMMENDATION OF THE TOWNSHIP ZONING COMMISSION IS DENIED OR MODIFIED. A MAJORITY VOTE OF THE BOARD IS REQUIRED.
- (13) THE AMENDMENT, IF ADOPTED, SHALL BECOME EFFECTIVE IN 30 DAYS AFTER THE DATE OF ADOPTION UNLESS A REFERENDUM PETITION IS PRESENTED TO THE BOARD OF TOWNSHIP TRUSTEES WITHIN THE 30 DAY TIME PERIOD.
- (14) IF THE PETITION IS VALIDATED BY THE COUNTY BOARD OF ELECTIONS, THE AMENDMENT SHALL NOT TAKE EFFECT UNTIL THE RESULTS OF THE ELECTION HAVE BEEN CERTIFIED BY THE COUNTY BOARD OF ELECTIONS AND A MAJORITY OF VOTES ARE CAST IN FAVOR OF THE AMENDMENT.
- (15) WITHIN 5 WORKING DAYS AFTER AN AMENDMENT'S EFFECTIVE DATE, COPIES THEREOF SHALL BE FILED BY THE BOARD OF TOWNSHIP TRUSTEES WITH THE COUNTY RECORDER AND THE COUNTY PLANNING COMMISSION OFFICE.
- (16) O.R.C. SECTION 519.122 PROVIDES THAT NO ACTION CHALLENGING THE VALIDITY OF A ZONING RESOLUTION OR OF ANY AMENDMENT THERETO BECAUSE OF A PROCEDURAL ERROR IN THE ADOPTION OF THE RESOLUTION OR AMENDMENT SHALL BE BROUGHT MORE THAN 2 YEARS AFTER THE ADOPTION OF THE RESOLUTION OR AMENDMENT.