

VILLAGE OF PAW PAW

Planning/Zoning

Procedural Checklist: *Rezoning w/ Master Plan Amendment*

1.0 *Application Process*

- _____ 1.1 Applicant submits completed Application Package to Village Office.
- _____ 1.2 Village Office submits completed Application Package and area map to Planning Commission for agenda consideration.
- _____ 1.3 Planning Commission considers application request and schedules public hearing.
- _____ 1.4 Village Planning Consultant prepares Planning/Zoning Report.

2.0 *Noticing Process*

- _____ 2.1 Planning Commission requests Village Council approval for the distribution of the proposed Plan amendment.
- _____ 2.2 Village Office prepares and submits Notice of Intent and Request for Review/Comment to amend the Plan, to the following entities:
 - Neighboring (contiguous) planning commissions
 - Van Buren County Planning Commission
 - Local public utility and railroad companies, and any government entity registered to receive notice
- _____ 2.3 Comments on the proposed Plan amendment from the entities identified in 2.2 shall be submitted to the Village Planning Commission within **63 days** after the proposed Plan amendment was submitted to that entity.

2.4 Village Office prepares public hearing notice.

- Notice Information:*
- Applicant and/or Property Owner
 - Nature of the Request
 - Property Description (general location, address, parcel #)
 - Public Hearing Date/Location
 - When/Where Written Comments will be Received

2.5 Village Office provides public hearing notice.

Noticing Requirements:

- if an individual property or 10 or fewer adjacent properties are proposed for rezoning:

: publication of notice in newspaper of general circulation not less than 15 days before public hearing

: notice by mail or personal delivery, not less than 15 days before public hearing, to:

- Neighboring (contiguous) planning commissions
- Van Buren County Planning Commission
- Local public utility and railroad companies, and any government entity registered to receive notice

- owner(s) of property under consideration
- all persons to whom real property is assessed within 300 feet of property under consideration
- occupants of all structures within 300 feet of property under consideration

- if 11 or more adjacent properties are proposed for rezoning:

: publication of notice in newspaper of general circulation not less than 15 days before public hearing

- notice by mail to each electric, gas, and pipeline public utility company, each telecommunication service provider, each railroad operating within the district affected, and the airport manager of each airport, that registers its name and mailing address with the Village Clerk for the purpose of receiving notice

_____ 2.6 Village Office maintains public hearing notice, confirmation of publication, and affidavit of mailing (if applicable).

3.0 Review Process – Planning Commission

_____ 3.1 Village Office submits public hearing notice, Application Package, Planning/Zoning Report, and pertinent review information, including any review comments received, to Planning Commission one (1) week prior to the scheduled Planning Commission meeting.

_____ 3.2 Planning Commission holds public hearing; makes recommendation to Village Council specifying the basis for the decision.

_____ 3.3 Village Planning Consultant prepares Planning Commission Recommendation and submits to Village Office.

_____ 3.4 Village Office submits Planning Commission Recommendation, Area Map, and Planning Commission Minutes to Village Council.

4.0 Review Process – Village Council

4.1 Step #1

_____ 4.10 Village Council receives Recommendation from Planning Commission.

_____ 4.11a. If the Village Council rejects and/or considers modifications to the Planning Commission's Recommendation, the matter shall be returned to the Planning Commission with a statement of objections.

_____ 4.11b. If no modifications or questions are generated, the Village Council shall direct the Village Attorney to prepare the proposed amendment for adoption. (Ordinance #)

_____ 4.12 Planning Commission shall consider the objections raised and resubmit a Recommendation to the Village Council for action.

(This process shall be repeated until the Village Council approves the proposed Plan amendment)

_____ 4.13 The Village Council may direct the Village Attorney to prepare the proposed amendment for adoption.

4.2 Step #2

_____ 4.20 Village Council receives the proposed amendment as prepared for adoption. (Ordinance #)

_____ 4.21 The proposed amendment shall be approved by a majority vote of the Village Council.

_____ 4.22 A master plan amendment is effective upon final adoption by the Village Council.

A rezoning shall take effect 7 days after publication, or at such later date as may be specified by the Village Council.

- _____ 4.23 A statement recording the Village Council's approval of the Plan amendment shall be included on the inside cover of the Plan and on the future land use map.
- _____ 4.24 Upon final adoption of a plan amendment, the Village Office shall prepare and distribute copies to those entities identified in 2.2 for notice and review/comment.
- _____ 4.25 Following adoption of a rezoning, the amendment shall be filed with the Village Clerk and a notice of adoption shall be published in a newspaper of general circulation within 15 days after adoption.
- _____ 4.26 Village Office shall submit the adopted ordinance for modifications to the Official Zoning Map.