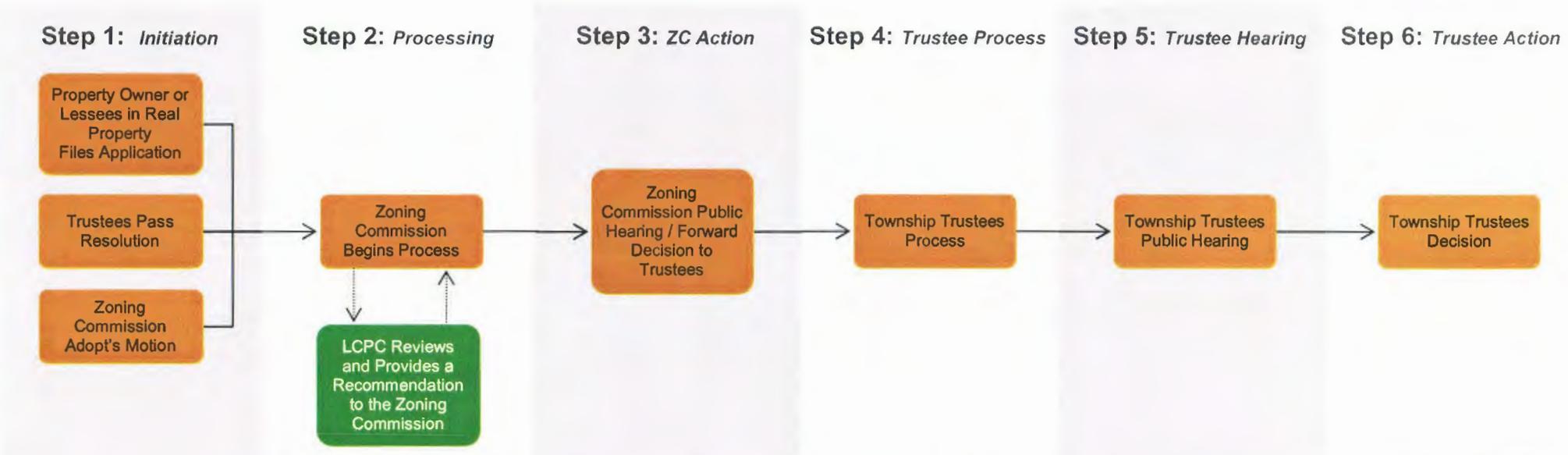


# ZONING AMENDMENT PROCESS (Ohio Revised Code 519.12 & Section VIII of the Zoning Resolution)



**Two types of amendments**

1. Map Amendment
2. Text Amendment

**Amendments can be initiated via:**

1. Application by property owner or lessee of affected area.  
*Proper application forms, fees and other pertinent information as identified by the Township must be submitted to begin the process under this option.*
2. Resolution by the Trustees certified to the Zoning Commission asking them to consider a zoning amendment.
3. Adoption of a motion by Zoning Commission.

The zoning commission must schedule a public hearing on the amendment not less than 20 nor more than 40 days after the initiation of the amendment as noted in Step 1.

Within five days after the initiation of the amendment, the Zoning Commission must submit a copy, including any maps, to the Lake County Planning Commission (LCPC).

At least 10 days prior to the hearing, the zoning commission secretary must, by first class mail, notify all property owners within and contiguous to the affected area (only if the rezoning involves 10 or fewer), and place a notice of the hearing in the newspaper.

LCPC must recommend approval, denial, or modification, and send their decision back to the zoning commission within 30 days to be considered at the zoning commission's public hearing. If the LCPC does not reply within 30 days, an affirmative recommendation is assumed.

At the advertised time, date, and place, the Zoning Commission shall conduct a public hearing on the proposed zoning amendment. Comments from the public will be taken with discussion and comments from Zoning Commission.

Within 30 days after the public hearing, the zoning commission must recommend approval or denial, or approval with some modification thereof and submit such recommendation together with such application or resolution, the texts and maps pertaining thereto and the recommendation of the LCPC to the Trustees.

The township trustees must schedule a public hearing within 30 days after receipt of the zoning commission's recommendations.

At least 10 days prior to the hearing, a notice of the hearing must appear in the newspaper. Notification of public hearing by letter to property owners or parties in interest is not required at this stage.

At the advertised time, date, and place, the Township Board of Trustees shall conduct a public hearing on the proposed zoning amendment. Comments from the public will be taken with discussion and comments from the Township Board of Trustees.

The public hearing held by the Township Board of Trustees is subject to the "Sunshine Law" (Ohio Open Meetings Act). All comments of the public discussion and deliberation of the Township Board of Trustees must occur in open session. (Executive Sessions or closed-door sessions are not permitted.)

The township trustees must adopt, deny, or modify the recommendation of the zoning commission within 20 days after their public hearing. A majority vote is required if the zoning commission's recommendation is denied or modified.

If the amendment is adopted, it becomes effective in 30 days. During these 30 days, area residents have the opportunity to petition the trustees for relief.

This is done by submitting a petition signed by 8 percent of the total votes cast for all gubernatorial candidates in the last election for Governor. Such a petition requires the amendment to be placed before the voters on the next primary or general election, and cannot take effect until it has been approved by a majority vote.