

Village of Northport

Zoning Ordinance Amendment Process

Requirements per Michigan Zoning Enabling Act, PA 110 of 2006, as amended

Check Box When Completed	Step or Task	Timing & Date
☒ Complete	Draft language prepared for the Zoning Ordinance amendment	12/19/2023
☐ Complete	Draft Public Hearing Notice • Describe nature of request (§103.4.a) • Identify properties subject to ZO amendment (§103.4.b) • For less than 11 properties, list the affected properties by street address (street addresses do not need to be created; however some means is to be used to identify parcels (§103.4.b) • Statement of when and where the issue will be considered (§103.4.c) • Description of when and where written comments will be received (§103.4.d)	
☐ Complete	Public Hearing Notification • Notices shall be given at least 15 days in advance of PC consideration (§103.3) ○ Printed in paper of general circulation within the jurisdiction (paid subscriptions, not free distribution) (§103.1) ○ If 11 or more properties, mailed notice is not required except it is recommended to send to the initiator, if applicable ○ If the request involves less than 11 adjacent properties, send public hearing notice by mail or personal delivery to all property owners and occupants within 300 feet of the property, regardless of if the property is located in the same jurisdiction (§202.3) ○ If the request involves less than 11 adjacent properties, notice is sent to one person occupying each structure or unit within 300 feet of the property. (§202.3) If a structure contains more than four dwelling units, notice may be sent to the manager to be posted near the main entrance (§103.2) ○ Notice to be sent to each electrical, gas, and pipeline public utility company, each telecommunications service provider, each railroad operating within the district or zone affected, each airport manager that registers its name and mailing address with the clerk of the legislative body for the purpose of receiving the	Notices sent 15 days prior to hearing. Date counting begins when notice delivered to address or delivered to the U.S. Postal Service or other delivery service during normal business hours. Term "Occupant" may be used for addressee

	notice of public hearing (§306.2) Notices are required to provide places and times at which the proposed text and maps may be examined (§306.3)	
☐ Complete	County Planning Review Required for Townships, the Planning Commission shall submit the proposed amendment with its recommendation to the County Planning Commission or County's coordinating zoning committee (§307)	County Planning Commission or coordinating committee has 30 days to comment
☐ Complete	Planning Commission Recommendation (§308) Recommendation should be based upon if the amendment(s) comply with/further the master plan on which the ordinance is based. Planning Commission shall prepare a report recommending action (or not) to the legislative body to adopt the zoning ordinance amendment. Items to be included: • Text and necessary maps and zoning regulations • Manner of administering and enforcing the ordinance or that it doesn't change • Written summary of each comment from the public hearings (§308.1) • For Townships, a copy of the County Planning Commission recommendation	
☐ Complete	Legislative Body Review The Legislative Body may hold a public hearing that must be noticed in the same manner as the Planning Commission's. See §103.4.a-d and §103 and §202	If public hearing, notices distributed 15 days prior to date of consideration
☐ Complete	Legislative Body Action The Legislative Body shall vote on adoption, with or without amendments and vote is by majority of the members of the legislative body (§401.5)	
☐ Complete	Notice of Adoption Published in paper of general circulation (§401.7). Notice (§401.9) shall include: • Newly adopted ordinance notice shall include: "A zoning ordinance regulating the development and use of land has been adopted by the legislative body of the [county, township, city, or village] of _____. • Summary of regulatory effect, including geographic area or text of amendment • Effective date of ordinance/amendment • Place where and time when copies of ordinance may be purchased or inspected These adoption rules supersede any local statutory or local charter requirements (§401.10)	Within 15 days of adoption
☐ Complete	Copies of Ordinance	

	• Filed with the Clerk and for Townships, with the County clerk (§401.7) • Copy of notice of adoption mailed to airport manager (§401.8) • County Planning Commission, if requested	
☐ Complete	Ordinance Effect Seven days after “Notice of Adoption” has been published or later date specified by legislative body	Seven days after the Notice of Adoption is published

Current – 15 July 2021