

## Michigan State University Extension Land Use Series

Check when task is done	Step, or Task	Copy in the permanent file
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<p><b>STEP 10.</b> The county planning commission (or county board of commissioners if there is no county planning commission) shall submit comments to the planning commission within 42 days of step 8. The comments shall include, but are not limited to, the following, as applicable (§ 41(3) and § 45(1)(b)):</p> <ol style="list-style-type: none"> <li>1. A statement indicating if the county planning commission considers the proposed plan amendment inconsistent with the plan of any city, village, township, or region that received a copy of the plan amendment in step 10 (§ 41(3)(a)).</li> <li>2. If the county has a county plan, a statement whether the county planning commission considers the proposed plan amendment to be inconsistent with the county plan (§ 41(3)(b)).</li> </ol> <p>The county's comments are advisory only (§ 41(4)).</p>	Copy of each comment submitted.
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<p><b>STEP 11. (Optional)</b> The planning commission prepares a response to the comments received at the end of the 42 days which:</p> <ol style="list-style-type: none"> <li>1. Changes the proposed plan amendment as a result of the comment submitted,</li> <li>2. Prepares a preponderance of reasons why the proposed plan amendment should not be changed as a result of the comment submitted.</li> </ol>	Copy of the changes to the proposed plan amendment or reasons why it is not changed, possibly placed in an appendix of the plan, as amended.
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<p><b>STEP 12.</b> The planning commission, by resolution adopted by majority vote, acts to hold a public comment period and then a hearing on the plan amendment. The hearing on the plan amendment must occur 42 days after step 8 is done and after steps 9 and 10 are completed (§ 43(1) and § 45(1)(b)). Notice for the hearing shall require:</p> <ol style="list-style-type: none"> <li>1. Publishing a notice of the hearing in a newspaper of general circulation in the local unit of government. The notice is printed not less than 15 days before the hearing by 1 publication in the newspaper and in the official gazette, if any, of the municipality (§ 43(1)).</li> <li>2. Sending a copy of the notice to each of those entities listed in Step 8 (§ 43(1)) (each city, village, or township located within or contiguous to the city or village; county the city or village is within; regional planning commission; each contiguous county; each public utility company and railroad company). Unless it is a subplan that did not receive objections to a statement of intent not to send out further notices (§ 45(1)(c)), see step 2.</li> <li>3. (Optional) Send a copy of the notice to each state, federal, Native American tribe governments and agencies which own more than 10 acres of land within the planning commission's local unit of government;</li> <li>4. (Optional) Additional publicity to whomever and in whatever forms desired.</li> </ol> <p>Notices should include the place (such as a local library, and an Internet site) and times people can borrow, read, or copy the proposed plan amendment; where to mail comments; where and when the hearing will be held.</p>	Certified copy of the resolution.  Copy of the notices, list of who notices were sent to and an affidavit indicating when they were sent.  Newspaper affidavits of publication.
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<p><b>STEP 13.</b> The planning commission holds a formal hearing on the plan amendment (§ 43(1)) more than 42 days after step 8.</p>	Copy of minutes of the hearing.

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<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<p><b>STEP 14. (Optional)</b> The planning commission prepares a response to the comments received at the public hearing which:</p> <ol style="list-style-type: none"> <li>1. Changes the proposed plan amendment as a result of the comments made at the hearing,</li> <li>2. Prepares a preponderance of reasons why the proposed plan amendment should not be changed as a result of the comments made at the hearing.</li> </ol>	<p>Copy of the changes to the proposed plan amendment or reasons why it is not changed, possibly placed in an appendix of the plan, as amended.</p>
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<p><b>STEP 15.</b> The planning commission, by resolution, votes to adopt the plan amendment. For the plan amendment to be adopted (§ 43(2)):</p> <ol style="list-style-type: none"> <li>1. A city or village planning commission resolution of plan amendment adoption must have <math>\frac{2}{3}</math> vote in favor.</li> <li>2. A township or county planning commission resolution of plan amendment adoption must have a majority of the entire membership vote in favor.</li> </ol> <p>The resolution shall refer expressly to the maps and descriptive and other matter intended by the planning commission to form the whole or part of the plan amendment. The action taken shall be recorded on the amended plan map, if any, and on the amended plan and descriptive matter and signed by the chairperson or the secretary of the planning commission. A copy of the resolution of adoption of the amendment shall be reproduced on the amended plan's inside front cover or inside of the plan's back cover and on any amended plan maps. (§ 43(2)).</p> <p>On the date of adopting the above resolution, if the legislative body did not adopt a resolution to assert its right to approve or reject the plan and/or plan amendments (step 7), then skip to step 18. If the legislative body did adopt such a resolution, go to step 16.</p>	<p>Certified copy of minutes where vote is made to adopt the resolution.</p> <p>A copy of the resolution of adoption should be reproduced on the plan's inside front cover and on any plan maps.</p> <p>Copy of the plan amendment.</p> <p>Copy of the plan, as amended.</p>
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<p><b>STEP 16.</b> The planning commission secretary shall submit the plan amendment to the legislative body (§ 43(2)).</p>	<p>Certified copy of Planning Commission minutes referring the plan amendment to the legislative body.</p>

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<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<p><b>STEP 17. If the legislative body adopted a resolution to assert its right to approve or reject the plan and/or plan amendments (step 7) before step 15 was done, the legislative body acts on the plan amendment (§ 43(3)):</b></p> <ol style="list-style-type: none"> <li>1. Rejecting the plan and submitting to the planning commission a statement of objections. The planning commission shall consider the objections and revise the plan to address the objections, then go to step 12.</li> <li>2. Approves the Plan. (Go to step 18.)</li> </ol> <p>If adopted, a copy of the resolution of adoption shall be reproduced on the amended plan's inside front cover or inside of the plan's back cover and on any amended plan maps. (§ 43(2)).</p>	<p>Certified copy of legislative body minutes of when adoption took place.</p>
<input type="checkbox"/> Task is done <input type="checkbox"/> In the file	<p><b>STEP 18. After adoption of the plan amendment the secretary of the planning commission sends (§ 39(3)) a copy of the adopted plan, as amended, or a copy of the plan amendment to the following (§ 43(5)). (Unless it is a subplan that did not receive objections to a statement of intent not to send out further notices (§ 45(1)(c), see step 2.):</b></p> <ol style="list-style-type: none"> <li>1. The legislative body and/or the clerk of the local unit of government, and in the case of a county a certified copy of the plan amendment, or a copy of the plan, as amended, to the County Board.</li> <li>2. For any plan, the planning commission, or if there is no planning commission, the legislative body, of each city, village, or township located within or contiguous to the planning commission's local unit of government (§ 41(2)(a)).</li> <li>3. If it is a county plan, the regional planning commission for the region in which the county is located (§ 41(2)(b)).</li> <li>4. If it is a county plan, the county planning commission, or if there is no county planning commission, the county board of commissioners, of each county contiguous to the planning commission's local unit of government (§ 41(2)(c)).</li> <li>5. If a municipal plan, the county planning commission for the county in which the planning commission's municipal government is located. If there is no county planning commission, then the notice is sent to both the County Board of Commissioners and the regional planning commission for the region in which the municipality is located (§ 41(2)(d) and § 41(2)(e)).</li> <li>6. For any plan, each public utility company, railroad company, and public transportation agency owning or operating a public utility, railroad, or public transportation system within the planning commission's local unit of government and any government entity, that registers its name and mailing address for this purpose with the planning commission's local unit of government (§ 41(2)(f)). (Anyone listed in number 6 getting a copy of the plan shall reimburse the planning commission's local unit of government for any copying and postage costs for obtaining a copy of the plan.)</li> <li>7. If the plan amendment is to include a master street plan/element, to the Michigan Department of Transportation and the county road commission for the county in which the planning commission's local unit of government is located (§ 41(2)(g)).</li> <li>8. (Optional) For a municipal plan, the planning commission, or if there is no planning commission, the county board of commissioners, of each county contiguous to the planning commission's local unit of government.</li> <li>9. (Optional) For any plan, each state, federal, Native American tribe government agencies which own more than 10 acres of land within the planning commission's local unit of government; school districts; downtown development authorities; tax increment finance authorities; airport authorities; and other special interest groups.</li> <li>10. (Optional) Library of Michigan, Michigan State University Library, libraries which are in or near the local unit of government.</li> <li>11. Others.</li> </ol>	<p>Copy of the adopted plan amendment.</p> <p>Copy of the plan, as amended.</p>