

PROCESS SYNOPSIS FOR AMENDING MASTER PLAN

1. Notify neighboring communities and County Planning Commission that the Township is considering amending the Master Plan. Any public utilities and railroads that register with the Township must also be notified and must pay the cost.
2. Once the Planning Commission completes work on the draft proposal, the document is presented to the Township Board for approval for distribution for comments.
3. After the TB approves the distribution, copies of the draft plan are sent to neighboring communities along with a notice of the public hearing. A copy is sent to the county with the notice of the public hearing, along with a list of the neighboring communities that were sent the plan, and a signed acknowledgement that the Township met the requirements of the law. Copies are sent to any utilities that register to receive the plan.
4. Neighboring communities have up to 63 days to respond with any *advisory* comments to be sent to the Township and to the County.
5. The County has up to 63 days to respond with *advisory* comments after the original draft copy was received by them.
6. After the advisory time period expires, the Planning Commission holds a public hearing (publication of the notice could take place prior to the date of expiration of the advisory period). The planning commission shall give notice of the time and place of the public hearing not less than 15 days before the hearing by publication in a newspaper of general circulation within the local unit of government.
7. The Planning Commission votes on the plan and must approve the resolution adopting plan (even if the Board is the adopting authority). The plan must be approved by a majority of the members of the Planning Commission. If the Township Board has passed a resolution to be the adopting authority (voting requirements for the passage of the plan must be included in the resolution), the plan is sent to the Board for action after approved by the Planning Commission (otherwise approval is final with the Planning Commission). (The Board has passed a motion to be the approving authority.)
8. If the Board rejects the plan, a statement of objects is submitted to the Planning Commission, who then is required to consider the objections and revise the plan to address the objections.
9. After the plan is approved by the Board, the final plan is distributed to the same list of municipalities, the county, and the registered public utilities.
10. Within five years of adoption, the Planning Commission must review the plan and determine whether to commence the procedure to amend the plan or to adopt a new plan. The decision should be reported to the Township Board.
11. Once the basic plan is adopted, smaller revisions have smaller timetables.

The definition of a master plan is the arrangement of future land uses, future transportation and infrastructure facilities, rehabilitation/redevelopment needs, and a program of implementation.