

## **Township Plan Adoption Process**

1. Planning Commission submits proposed plan to the Township Board for review and comment.
2. Township Board acts on the proposed plan. Township Board approves the distribution of the proposed plan to the following entities:
  - Planning Commission or legislative body of each contiguous municipality and county
  - Regional planning commission (Southwest Michigan Planning Commission)
  - County Planning Commission
  - Public Library (optional)
3. Send a letter to the County Planning Commission stating that the step number 2 was completed and list the names and addresses of each planning commission or legislative body the proposed plan was sent to.
4. Township Board adopts a resolution which asserts the right of the Township Board to approve or reject the plan. (optional)
5. Review period for the above entities is 63 days. All comments should be submitted to the Township Planning Commission and the County Planning Commission.
6. Township Planning Commission prepares a response to the comments received at the end of the 63 days. Any revisions or changes to the plan are made as a result of the comments received. (optional)
7. Township Planning Commission, by resolution, adopts by majority vote to hold a public comment period and then a public hearing on the plan. (The hearing must occur within 83 days of steps 2 and 5).
8. Publish the hearing date twice in the newspaper of general circulation in the Township. The 1<sup>st</sup> publication should not be ore than 30 days or less than 20 days before the date of the hearing. The 2<sup>nd</sup> publication should not be more than 8 days before the date of the hearing. Notice should include the place and times people can borrow, read or copy the proposed plan; where to mail comments and where and when the hearing will be held.
9. The Township Planning Commission holds a formal hearing on the plan more than 83 days after step 2.
10. The Township Planning Commission prepares a response to the comments received at the public hearing. (optional) Any changes are made to the plan if needed.
11. The Township Planning Commission, by resolution, adopts by majority vote of the entire membership to approve the final plan. (Or if step 4 was taken, the Township Planning Commission adopts a resolution to submit the final version of the plan to the Township Board.)
12. If step 4 was takes, the Township Board approves the plan or rejects it with comments to the planning commission.
13. If adopted, a copy of the adopted plan is sent to the entities listed in Step 2.