

**Ashtabula County
Community Services & Planning**

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Jefferson, Ohio 44047-1092
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Zoning Text Amendment Checklist

NOTICE: *Townships are strongly encouraged to contact the Planning Director at the start of their amendment discussions for guidance.* Incomplete and/or Inaccurate Amendment requests will not be processed by our office. Ashtabula County Planning Commission (ACPC) will return them to the requestor, stating the reason the amendment was not accepted.

Each Zoning Text Amendment change must be received in our office along with a cover letter explaining the proposed zoning text changes(s). All items listed below must be received **no later than 5 days** before the next scheduled ACPC Executive Board Meeting. *(The ACPC Executive Board meets the second Monday of every month, in the event of a Monday holiday the meeting will be held on Tuesday.)*

It is required that a representative who is able to provide further information on the amendment attend the ACPC meeting to answer any additional questions that may arise. *(The ACPC meets the third Monday of every month, in the event of a Monday holiday the meeting will be held on Tuesday.)*

Complete and return this Checklist with your submittal:

	Checklist <i>(Must be completed)</i>
	Cover Letter <i>(Must be signed and dated)</i>
	Date and Description of Action Initiating Amendment <i>(Must be stated in cover letter)</i>
	Description of Zoning Text Amendment Change(s) <i>(Must be stated in cover letter why the changes are being made)</i>
	Date of Public Hearing <i>as per ORC 519.12</i> <i>(The PH date and time must be stated in cover letter)</i>
	Zoning Text Amendment Contact's name, email, phone, & mailing address <i>(Must be stated in the cover letter)</i>
	Attachment of Zoning Text Amendment <i>(Must have changes highlighted or bolded)</i>
	Copy of Current Zoning Regulation

Additionally, after final adoption regarding this zoning text amendment, please provide ACPC with a letter stating the results of the Trustees vote, along with a copy of the adopted language.