

Trenton Township Zoning Amendment Checklist  
( Rezone and Lot Split )

1. Amendment is initiated by application of property owner, motion of Trenton Township Zoning Commission Board or resolution of Trenton Township Board of Trustees
2. Resolution is certified by the Trenton Township Board of Trustees to the Trenton Township Zoning Commission Board.  
*Trenton Township Zoning Inspector responsibility*
3. Trenton Township Zoning Commission Board schedules public hearing no sooner than 20 and no later than 40 days from the date of application, motion or resolution.  
*Trenton Township Zoning Inspector Responsibility*
4. Proposed Amendment is sent to Delaware County regional Planning Commission within 5 days of receipt. *The Trenton Township Zoning Inspector shall send copy of application and plot plan to Delaware County Regional Planning within 5 days of receipt of application. The request is automatically placed on the next scheduled Planning Commission Meeting if received approx 10 days before next scheduled Meeting. The applicant is encouraged to meet with Staff of Planning Commission before the meeting to discuss the request.*
5. Delaware County Regional Planning Commission makes recommendation to Trenton Township Zoning Commission Board.
6. If 10 or less parcels of land are to be rezoned, written notice must be sent to all property owners within and adjacent to the requested map amendment at least 10 days before hearing by the Trenton Township Commission Board.
7. Trenton Township Zoning Commission Board publishes notice of public hearing at least 10 days before hearing.  
*Trenton Township Zoning Inspectors responsibility*
8. Trenton Township Zoning Commission Board holds public hearing. DRPC recommendations to be considered at public meeting.  
*Applicant to attend to answer questions.*
9. Trenton Township Zoning Commission Board makes recommendation to Trenton Township Board of Trustees within 30 days after hearing.  
*Trenton Township Zoning secretary to send copy of amendment to Delaware County Regional Planning, Trenton Township Board of Trustees and Applicant.*
10. Trenton Township Board of Trustees schedules a public hearing within 30 days of Receipt of Trenton Township Zoning Commissions Board's recommendations.
11. Trenton Township Board of Trustees publishes hearing notice at least 10 days Before hearing *Trenton Township Zoning Inspector responsibility*
12. Trenton Township Board of Trustees holds public hearing.  
*Applicant to attend to answer questions*

13. Trenton Township Board of Trustees must make final decision within 20 days of Public hearing.  
See ( ORC Section 519.12 (H)
14. Amendment becomes effective in 30 days unless referendum is requested.
15. After 30 days Trenton Township Clerk records amendment with Delaware County Recorder and sends copy of amendment to Delaware County Recorder and Sends copy of amendment to Delaware County Regional Planning and Applicant

*I have read and understand the above checklist of items regarding Rezone and Lot Splits and realize that this process could take more than 90 days to complete from date of application*

Applicant \_\_\_\_\_ Date \_\_\_\_\_