MICHIGAN STATE UNIVERSITY EXTENSION

Land Use Series

December 22, 2010

Check List # 1I
For Adoption of an Amendment to a Plan

Bringing Knowledge to Life!

"Thirty seven million acres is all the Michigan we will ever have."

Former Governor William G. Milliken

This is a step-by-step procedure for planning, specifically adoption of an amendment to a plan (also known as an extension, addition, and revision of a plan). It is designed to provide a list of steps -- in order -- which leads to a well planned community. This outline is based on Michigan Public Act 33 of 2008, as amended, (being the Michigan Planning Enabling Act, M.C.L.125.3801 *et. seq.*), recommendations of Kurt H. Schindler, MSU Extension Regional Land Use Educator, and intergovernmental coordination and plan content "best planning practices" derived from a proposed Coordinated Planning Act developed by the Michigan Chapter of the American Planning Association. In the check list, most of the items marked "optional" are derived from the proposed Coordinated Planning Act, not the current statute.

The Michigan Planning Enabling Act is a new statute, that changes how various planning procedures are done, and provides new duties and power to many planning commissions in the state. The purpose of this act was to create a single set of procedures to follow regardless of whether planning is being done by a city, village, township, or by a county. After September 1, 2008 (the effective date of the act) only the procedures in the Michigan Planning Enabling Act should be used as the act replaces the following statutes.

Only for matters that took place before September 1, 2008 should these old statutes still be referenced:

- County Planning Act, being P.A. 282 of 1945, as amended, M.C.L. 125.101 *et seq.* See MSU Extension Land Use Team's *Land Use Series*, "Checklist #C1; for Adoption of a County Plan in Michigan."
- Township Planning Act, being P.A. 168 of 1959, as amended, M.C.L. 125.321 *et seq.* See MSU Extension Land Use Team's *Land Use Series*, "Checklist #T1; for Adoption of a Township Plan in Michigan."

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Michigan State University Extension Land Use Team

http://ntweb11a.ais.msu.edu/luaoe/index.asp

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- Municipal Planning Act, being P.A. 285 of 1931, as amended, M.C.L. 125.31 *et seq.* (For cities, villages, and some township planning commissions created prior to 1959.) See MSU Extension Land Use Team's *Land Use Series*, "Checklist #M1; for Adoption of a City and Village Plan in Michigan."

For any step of this process, the Michigan State University Extension members of the Land Use Area of Expertise team can assist with sample materials; coordinating efforts between the township, county, and the state; and providing guidelines.

Related Publications

There are also separate procedural checklists for performing other planning and zoning functions. They are:

- *Land Use Series*: "Check List #1A; To Create a Planning Commission or Amend an Existing Planning Commission Ordinance."
- *Land Use Series:* "#1B; Sample Ordinance to create a planning commission"
- *Land Use Series*: "#1C; Summary of changes between new Michigan Planning Enabling Act and the three old planning acts: Municipal Planning Act, County Planning Act, and Township Planning Act."
- *Land Use Series*: "Checklist #1D; Steps to Transition an Existing Planning Commission to Comply with the Michigan Planning Enabling Act"
- *Land Use Series*: "#1E; Sample Bylaws for a planning commission."
- *Land Use Series*: "Checklist #1F; What Should be in a Master Plan"
- *Land Use Series*: "Checklist #1G; For Adoption of a Plan in Michigan"
- *Land Use Series*: "Checklist #1H; The Five Year Plan Review.
- *Land Use Series*: "Checklist #1I; For Adoption of an Amendment to a Plan"
- *Land Use Series*: "Checklist #1J; Adopting and Updating a Capital Improvement Program"
- *Land Use Series*: "Checklist #1K; Review of Infrastructure and Public Capital Expenditure"
- *Land Use Series*: "Checklist #1L; Adoption or Amendment of Subdivision Rules"
- *Land Use Series*: "#1M; How Governments Make Submissions on a Neighbor's or County's Proposed Plan"
- *Land Use Series*: "#1N; How a Planning Commission Should Respond to Submissions"
- *Land Use Series*, "Checklist #2; for Adoption of a Zoning Ordinance in Michigan."
- *Land Use Series*, "Checklist #3; for Adoption of an Interim Zoning Ordinance in Michigan."
- *Land Use Series*, "Checklist #4; for Adoption of a Zoning Ordinance Amendment (Including Pud) in Michigan"
- *Land Use Series*, "Checklist #5: for Processing a Special Use Permit (Including Pud) Application in Michigan."
- *Land Use Series*, "Checklist #6: for Processing a Zoning Appeal and Variance in Michigan."

All of these are available at www.msue.msu.edu/lu/.

Glossary

The following terms are used in this publication, and have the following specific meanings.

§ means the section number of Public Act 33 of 2008, as amended, (being the Michigan Planning Enabling Act, M.C.L. 125.3801 *et seq.*),

Chief administrative official means the manager or other highest nonelected administrative official of a city or village.

Chief elected official means the mayor of a city, president of a village, supervisor of a township, or chair of a county board of commissioners.

Ex officio member means a member of a planning commission, with full voting rights unless otherwise specified by city or village charter, by virtue of holding another office for the term of that office.

Legislative Body means the county board of commissioners of a county, the board of trustees of a township, the council of a city or village, or other similar elected governing body of a county, township, city, or village.

Local Unit of Government means a county or municipality.

Municipality means a city, village or township.

Plan means any plan adopted under the Michigan Planning Enabling Act or one of the three former planning acts, regardless of what it is titled.

Planning Commission means the local unit of government planning commission created under the Michigan Planning Enabling Act or one of the three former planning acts, regardless of what it is titled.

Planning jurisdiction means the area encompassed by one of the following:

- For a city or village, the legal boundaries of a city or village, respectively, and any area outside of the city or village boundary that the planning commission deems related to the planning of the city or village;
- For a township, the legal boundaries of a township outside the limits of a city(ies) and village(s);
- For a township who's planning commission was formed under P.A. 285 of 1931, as amended, (M.C.L. 125.31 *et seq.*), the legal boundaries of a township outside the limits of a city(ies) and village(s), and any area outside of the township boundary that the planning commission deems related to the planning of the township. (See §31(1)(b))
- For a county, the legal boundaries of a county outside the limits of a city(ies) and village(s); or the county including any city(ies) and village(s) which has adopted the county plan (See §31(1)).

This outline is not designed as a substitute for reading and understanding the Michigan Planning Enabling Act. This outline is not a substitute for legal advice or for professional planner services.

It is **important** to document each step of the process in planning and zoning a community. Keep detailed minutes, affidavits of publication and mailing, open meeting notices, letters of transmittal, and communications all on file so years from now they are still available.

This checklist is divided into three columns. The first column has a place to check when the task is done, and a place to check when the documentation has been placed in a permanent file. The second column is the step, or task, to complete in the order given to properly adopt an amendment to a plan. The third column is what should be included in a permanent file to document that the work has been done. Sometimes the middle column is further divided into two columns. The heading will indicate which **one** should be followed in your community's case. It is always a matter of doing one or the other, never both.

This check list is intended to be linear, with each step being done in order, and most requiring the previous step to be done before starting the next.

Check List	**Step/Task to do**	**Documents to file**
☐ Task is done ☐ In the file	STEP 1: The decision is made to: A. Prepare an amendment to an existing plan (see *Land Use Series*: "Checklist #1H; The Five Year Plan Review"); or B. Start work on a new successive part of the plan in the form of an amendment/addition/extension of an existing plan (§ 39(1)); or C. Extend an existing plan to be effective to a later date; or D. Start work on an amendment to a subplan (a plan, or part of a plan for a specific geographic area (§ 35 and § 33(4)). In each of the above cases, go to step 2, and proceed with the amendment process. Another possible decision/option is to amend an existing plan which only involves the following things (§ 45(1)(a)): 1. Grammatical, typographical, or similar editorial changes; or 2. A title change; or 3. Changes to conform to an adopted plat. In these cases, these changes can be made without following the amendment procedure. The changes can be made, and then proceed to step 19.	Copy of the minutes where the decision to start the planning amendment process was made.

Check List	Step/Task to do	Documents to file
☐ Task is done ☐ In the file	STEP 2. The planning commission should start work on the plan amendment by first establishing a system of coordination and communication with other governments (§ 39(2)). In order to do so a notice shall be sent which (1) shall explain the planning commission intends to prepare a plan amendment (specify what type/part), (2) shall request cooperation and comment on the plan amendment, (3) may state the intent to submit electronically (such as email or on a web site) any information required to be submitted, and (4) if it is a subplan amendment, shall indicate if the intent is to provide further notices or not. (Electronic means may be used for notices, submission of comments and draft plan amendments unless the receiver of this notice objects. If an objection is received, then such information shall be submitted in writing by first-class mail or personal delivery (§ 39(3)).) (Further notices concerning subplan amendments do not need to be sent, unless the receiver of this notice objects. If an objection is received, then future notices about the subplan amendment shall be submitted (§ 45(1)(c)).) This first notice shall be sent by first class mail to each of the following: 1. 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 (§ 39(2)(a)). 2. If it is a county plan, the regional planning commission for the region in which the county is located (§ 39(2)(b)). 3. 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 (§ 39(2)(c)). 4. 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 (§ 39(2)(d) and § 39(2)(e)). 5. For any plan, each public utility company, railroad company, and public transportation agency owning or operating a public utility, railroad, or public transportation system 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 (§ 39(2)(f)). (Anyone listed in number 5 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.) 6. 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 (§ 39(2)(g)). 7. (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. 8. (Optional) For any plan, each state, federal, Native American tribes government agencies which own more than 10 acres of land within the planning commission's jurisdiction; school districts; downtown development authorities; tax increment finance authorities; airport authorities; and other special interest groups. This notice might be delayed until after the preliminary studies (step 4) are done if the community wants to consider the "start" of planning taking place after that step, but in any case this notice should be sent out before the start of the plan amendment preparation (step 5). Other means of cooperation can also include joint meetings, or a committee to prepare the plan amendment whose membership includes representatives of all those receiving notices. Best planning practice is that a plan amendment should coordinate the plans of those entities listed in this step to receive notice; a plan should not contravene with the plans of those entities. Thus obtaining and reviewing those plans should also be done. If there are inconsistencies making compliance with each plan difficult, one of the purposes of a county planning commission is to provide guidance as to which plan(s) to follow.	Copy of the notices, list of who notices were sent to and an affidavit indicating when they were sent.

Check List	Step/Task to do	Documents to file
☐ Task is done ☐ In the file	STEP 3. Work on drafting a plan amendment should start. Planning should be in cooperation with other jurisdictions deemed to be related to the planning of the local unit of government drafting an amendment to their plan (§ 31(2)(b)) In cities, villages, and townships formed under the Municipal Planning Act (M.C.L. 125.31 *et seq.*); a plan amendment can include planning for any areas outside of the planning commission's local unit of government boundaries (planning jurisdiction) which, in the planning commission's judgement, bears relation to the planning of the planning commission's local unit of government. (§ 31(1)) The planning commission of all jurisdictions may meet with other governmental planning commissions to deliberate (§ 31(2)(b)). If the plan amendment is for a local unit of government with an adopted zoning ordinance then the plan amendment may include a change to a "zoning plan" for the various zoning districts (§33(2)(d)). A zoning plan can be a chapter, intermingled throughout the plan, or a separate document. The zoning plan shall include an explanation of how land use categories on the future land use map relate to the districts in the zoning map.	Notes or minutes of joint meetings, or copies of letters.
☐ Task is done ☐ In the file	STEP 4. In preparation of a plan amendment, studies of existing conditions and probable growth should be done, or reviewed, for the basis of the plan and plan amendment (§ 31(2)). The planning commission may make use of expert advice and information from federal, state, county, and municipal officials, departments, and agencies having information, maps, and data pertinent to the planning jurisdiction (§ 25(2)).	Copies of studies, documents, and reports leading up to the preparation of the plan amendment. Copy of the review (letters, minutes, other) by county planning, MSUE, or professional planner.

Check List	Step/Task to do	Documents to file
☐ Task is done ☐ In the file	STEP 5. A plan and its amendments, taken as a whole, shall address land use and infrastructure issues and may project 20 years or more into the future. A plan, as amended, shall include maps, plats, charts, and descriptive, explanatory, and other related matter and shall show the planning commission's recommendations for the physical development of the planning jurisdiction (§ 33(1)). A plan, as amended, shall also include those of the following subjects that reasonably can be considered pertinent to the future development of the planning jurisdiction (§ 33(2)): • A land use plan that consists in part of a classification and allocation of land for agriculture, residences, commerce, industry, recreation, ways and grounds, public transportation facilities (as of Dec. 23, 2010), public buildings, schools, soil conservation, forests, woodlots, open space, wildlife refuges, and other uses and purposes. If a county has not adopted a zoning ordinance under former 1943 PA 183 or the Michigan Zoning Enabling Act, 2006 PA 110, M.C.L. 125.3101 *et seq.*, a land use plan and program for the county may be a general plan with a generalized future land use map (§ 33(2)(a)). • The general location, character, and extent of streets, railroads, airports, bicycle paths, pedestrian ways, bridges, waterways, and waterfront developments; sanitary sewers and water supply systems; facilities for flood prevention, drainage, pollution prevention, and maintenance of water levels; and public utilities and structures (§ 33(2)(b)). • Recommendations as to the general character, extent, and layout of redevelopment or rehabilitation of blighted areas; and the removal, relocation, widening, narrowing, vacating, abandonment, change of use, or extension of streets, grounds, open spaces, buildings, utilities, or other facilities (§ 33(2)(c)). • For a local unit of government that has adopted a zoning ordinance, a zoning plan for various zoning districts controlling the height, area, bulk, location, and use of buildings and premises. The zoning plan shall include an explanation of how the land use categories on the future land use map relate to the districts on the zoning map (§ 33(2)(d)). • Recommendations for implementing any of the master plan's proposals (§ 33(2)(e)). • If a master plan is, or includes, a master street plan, the means for implementing the master street plan in cooperation with the county road commission and the state transportation department shall be specified in the master street plan in a manner consistent with the respective powers and duties of and any written agreements between these entities and the municipality (§ 33(3)).	Copy of the plan amendment.
☐ Task is done ☐ In the file	STEP 6. The planning commission acts to submit the proposed plan amendment to the legislative body for review and comment (§ 41).	Certified copy of the minutes approving the proposed plan amendment submitted to the legislative body.

Check List	Step/Task to do	Documents to file
☐ Task is done ☐ In the file	STEP 7. The legislative body acts on the proposed plan amendment: A. Approving distribution of the proposed plan amendment. If approved, the governing body notifies the secretary of the planning commission (§ 41(2)). Then go to Step 8. B. Does not approve distribution. The process of adopting the plan amendment stops (§ 41(1)). Go back to Step 5. At this point, if not already done, the legislative body may consider adopting, or not adopting, a resolution which asserts the right of the legislative body to approve or reject the plan and/or plan amendment in steps 16 and 17 (§ 43(3)). (The resolution which asserts the right of adoption can take place at any time. For a given plan, this is the step where the plan is before the legislative body, and such a resolution could be considered.)	Certified copy of the legislative body minutes approving distribution of the proposed plan amendment. If adopted, a certified copy of the legislative body's minutes adopting the resolution which asserts the right of the legislative body to adopt the plan and/or amendments.

Check List	Step/Task to do	Documents to file
☐ Task is done ☐ In the file	STEP 8. The secretary of the planning commission shall submit (§ 39(3)) a proposed copy of the plan amendment for review and comment to (Unless it is a subplan amendment that did not receive objections to a statement of intent not to send out further notices (§ 45(1)(c), see step 2.): 1. 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)). 2. If it is a county plan, the regional planning commission for the region in which the county is located (§ 41(2)(b)). 3. 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)). 4. If a municipal plan, the county planning commission for the county in which the planning commission's muncipal 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)). 5. For any plan, each public utility company and 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 5 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.) 6. 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)). 7. (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. 8. (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. (Notice of the hearing (step 12) may be included with this submission (§ 43(1)). At the same time as the above number 4, the secretary of a municipal planning commission shall also submit (§ 39(3)) a signed statement: 1. To the county planning commission, that number 1, above, has been done; 2. If there is no county planning commission, that numbers 1 and 4 have been done. The statement shall include the name and address of each planning commission or legislative body to which a copy of the proposed plan was submitted and the date of submittal (§ 41(2)(e)).	Copy of the submission of the proposed plan amendment, list of who submission was sent to and an affidavit indicating when they were sent. Copy of the statement submitted to the County Planning Commission/ County Board verifying and listing submissions.

Check List	Step/Task to do	Documents to file
☐ Task is done ☐ In the file	STEP 9. Those local units of government, regional planning commissions, public utility companies, and railroads receiving the plan in step 8 have up to 42 days to submit comments on the proposed plan amendment. Those planning review comments, or submissions, shall be sent to the planning commission which prepared the plan amendment being reviewed (§ 41(3) and § 45(1)(b)).	Copy of each comment submitted.
☐ Task is done ☐ In the file	STEP 10. 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)): 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)). 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)). The county's comments are advisory only (§ 41(4)).	Copy of each comment submitted.
☐ Task is done ☐ In the file	STEP 11. (Optional) The planning commission prepares a response to the comments received at the end of the 42 days which: 1. Changes the proposed plan amendment as a result of the comment submitted, 2. Prepares a preponderance of reasons why the proposed plan amendment should not be changed as a result of the comment submitted.	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.

Check List	Step/Task to do	Documents to file
☐ Task is done ☐ In the file	STEP 12. 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: 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)). 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. 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; 4. (Optional) Additional publicity to whomever and in whatever forms desired. 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.	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.
☐ Task is done ☐ In the file	STEP 13. The planning commission holds a formal hearing on the plan amendment (§ 43(1)) more than 42 days after step 8.	Copy of minutes of the hearing.
☐ Task is done ☐ In the file	STEP 14. (Optional) The planning commission prepares a response to the comments received at the public hearing which: 1. Changes the proposed plan amendment as a result of the comments made at the hearing, 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.	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.

Check List	Step/Task to do	Documents to file
☐ Task is done ☐ In the file	STEP 15. The planning commission, by resolution, votes to adopt the plan amendment. For the plan amendment to be adopted (§ 43(2)): 1. A city or village planning commission resolution of plan amendment adoption must have ⅔ vote in favor. 2. A township or county planning commission resolution of plan amendment adoption must have a majority of the entire membership vote in favor. 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)). 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.	Certified copy of minutes where vote is made to adopt the resolution. A copy of the resolution of adoption should be reproduced on the plan's inside front cover and on any plan maps. Copy of the plan amendment. Copy of the plan, as amended.
☐ Task is done ☐ In the file	STEP 16. The planning commission secretary shall submit the plan amendment to the legislative body (§ 43(2)).	Certified copy of Planning Commission minutes referring the plan amendment to the legislative body.

Check List	Step/Task to do	Documents to file
	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)): 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. 2. Approves the Plan. (Go to step 18.) 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)).	Certified copy of legislative body minutes of when adoption took place.

Check List	Step/Task to do	Documents to file
☐ Task is done ☐ In the file	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.): 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. 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)). 3. If it is a county plan, the regional planning commission for the region in which the county is located (§ 41(2)(b)). 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)). 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)). 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.) 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)). 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. 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. 10. (Optional) Library of Michigan, Michigan State University Library, libraries which are in or near the local unit of government. 11. Others.	Copy of the adopted plan amendment. Copy of the plan, as amended.

Check List	Step/Task to do	Documents to file
☐ Task is done ☐ In the file	STEP 19. (Optional) If a county plan covers incorporated areas (city or village) within the county, the county plan amendment may be adopted by the city or village by following the same steps as found in this checklist (§ 47(1)). If that is done, then the county plan, as amended, can continue to serve as the city or village plan, as amended. A county plan, as amended, is automatically part of a city or village plan if the city or village is subject to county zoning through an urban cooperation act agreement for having county zoning in the city or village (§ 47(2)).	Copy of the respective municipal legislative body's minutes.

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