

## Checklist for Amending the Zoning Code

1. Draft Change to law. **[Attorney]**
2. Draft Public Hearing Notice. **[Attorney]**
3. Referral procedure for Adoption (per Village Law & Local Code & General Municipal Law (GML) **[Village Clerk]** referrals must be made to:
  - At least **30** days before final action is taken to the Rockland County Planning Department (include Notice, proposed law, affected sections of the Code, EAF & materials necessary to determine Environmental significance) pursuant to G.M.L. Section 239-m.
  - At least **60** days before final action is taken to the Planning Board for recommendation.
  - At least **10** days prior to hearing in Journal News (Vill. Law 7-706(1)) (include Notice).
  - At least **10** days prior (by mail or personal service)(to include Notice & proposed law) to clerk of city, Village or Town if new law affects property w/in 500 feet of same (Vill. Law 7-706 (2)(b)).
  - At least **10** days prior (by mail or personal service)(to include Notice & proposed law) to County Exec. if new law affects property w/in 500 feet of County boundary (Vill. Law 7-706 (2)(c)).
  - At least **10** days prior (by mail or personal service)(to include Notice & proposed law) to regional state park commission if new law affects property w/in 500 feet of boundary of state park or parkway (Vill. Law 7-706 (2)(d)).
  - c. At least **10** days prior (by mail or personal service)(to include Notice & proposed law) to Executive director of Housing Authority for project under Public Housing Law if new law affects property w/in 500 feet & CEO of municipality financing same (Vill. Law 7-706 (2)(a)).
  - At least **10** days prior to clerk of adjacent municipality (to include Notice & proposed law) if new law affects property w/in 500 feet of same.
5. SEQRA - compliance required - “Unlisted action” or “Type II Action” (SEQRA Determination to be set forth in Adoption Resolution). **[Attorney]**
6. Adoption Resolution, to include SEQRA, CAF. **[Attorney]**
7. Publish after adoption & Transmittal to NYS. **[Village Clerk]**