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Procedure Manuals

Procedure manuals, as used in this paper are tools created by communities to help staff, commission members, property owners and the general public understand the procedures used in implementing the local zoning ordinance (or other ordinances for that matter).

Zoning ordinances can be complicated documents. It can be difficult to understand for members of the public who wish to rezone their property, or to understand what their neighbor's variance request means to them. It can be difficult for members of Planning Commissions, ZBA's and City/Village Councils or Township/County Boards to understand as well. Procedure manuals can help to clarify the ordinance requirements, promote consistency in decision making and promote documentation of proper procedures.

Every community is different, their needs and capabilities are also different. Procedural manuals should be crafted to meet their unique requirements.

What Is the Purpose of Procedural Manuals?

Procedure manuals can be helpful in clarifying the zoning ordinance.

- Flow charts or tables can clarify the relationship of one approval and another (Do you need to get variance approval before you submit your site plan or after?)
- Illustrations, photos and examples can be used to clarify the meaning of requirements.
- Flow charts or tables can clarify time frames and steps in the approval process.
- Checklists and sample drawings can clarify the information required for applications.
- Checklists and drawings can clarify standards for approval.

Consistency is a necessary ingredient in any ordinance enforcement. Consistency both in the information people get when they have questions, and in the decision that are made on zoning requests or enforcement matters. This can be a challenge when staff and commission members change, ordinance language changes, and community values and goals change. Checklists and example can help to ensure that requirements are not missed and standards are applied uniformly.

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