

INTRODUCTION

This Resolution shall be known as the “Amherst Township Zoning Resolution”. The Amherst Township Zoning Resolution includes the regulations of building and land use in the unincorporated territory.

REVISION CONTROL

Because this Resolution may be revised from time to time, it is important to establish an effective revision control process. The revision control process shall ensure that the most current configuration of the Amherst Township Zoning resolution is available to all individuals interested in applying, or enforcing, the regulations of this Resolution. In addition, the revision control process shall establish measures that ensure the security of this Resolution, maintain record of all revisions, and identify responsibility/authority for maintaining this Resolution.

The logical organization of this Resolution is specified in the “Table of Contents”. The “Table of Contents” list the Articles which comprise this Resolution. Each Article is subdivided into Sections. At the end of the “Table of Contents” and each Article will be found a Revision History.

The Revision History for the “Table of Contents” shall identify any Article which was added, deleted, or changed, and the date of the Article revision. The latest date of any Article revision listed in the “Table of Contents” Revision History shall become the revision date of the “Table of Contents” header, and will also be shown on the Title page of the Amherst Township Zoning Resolution.

The Revision History for each Article shall identify the date of the revision, the Section(s) changed, a description of the change, and the requester of the change (Township Trustees, Zoning Commission, Property Owner, etc.). The latest date of any section revision shall become the revision date of the Article header. The latest revision date of each Article shall be listed in the “Table of Contents”.

DOCUMENT PROTECTION, SECURITY, RESPONSIBILITY & AUTHORITY

The Amherst Township Zoning Resolution is stored on electronic media. The “master” electronic document shall be maintained at the Amherst Township Hall. A “back-up” electronic copy shall be stored at an alternate site determined by the Amherst Township Fiscal Officer. The Amherst Township Fiscal Officer shall also determine the type of electronic media used for storing the “master” and “back-up” Zoning Resolution.

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In addition to the electronic Zoning Resolution, a number of “controlled” paper copies shall exist. The controlled paper copies shall be as follows:

- (1) at the Amherst Township Hall for public viewing.
- (1) with each member of the Zoning Commission and alternate(s)
- (1) with each member of the Zoning Board of Appeals and alternate(s)
- (1) with each Amherst Township Zoning Inspector
- (1) with each Amherst Township Trustee
- (1) with the Amherst Township Fiscal Officer
- (1) with the Lorain County Recorder’s Office
- (2) with the Lorain County Prosecutor’s Office
- (1) with the Oberlin Municipal Court Prosecutor’s Office
- (1) with the Amherst Public Library
- (1) with the Amherst Township Architect
- (1) with the Lorain County Planning Commission

The Amherst Township Trustees shall assign the responsibility for the maintenance of the Amherst Township Zoning Resolution. The responsible individual(s) shall:

1. Maintain the “master” electronic document;
2. Create a “back-up” electronic copy;
3. Update the paper copy available for public viewing at the Amherst Township Hall;
4. Provide a paper copy of the revised Title Page, Article(s) and Table of Contents to the Chairperson of the Amherst Township Zoning Commission;
5. Provide a paper copy of the revised Title Page, Article(s) and Table of Contents to the Chairperson of the Amherst Township Zoning Board of Appeals;
6. Provide a paper copy of the revised Title Page, Article(s) and Table of Contents to the holders of all other controlled copies, as listed above..

The Chairperson of the Zoning Commission and the Zoning Board of Appeals is responsible for providing all members of their respective boards with any Zoning Resolution revisions. Each respective Board member is responsible for the maintenance of their Zoning Resolution manual.

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At least once each year, the controlled hard copies of the Zoning Resolution shall be audited to ensure the most current revision. The audit should occur during the annual Organizational meetings of the Amherst Township Trustees, the Zoning Commission, and the Zoning Board of Appeals. The audit shall be reflected in the minutes of the respective meetings.

All controlled paper and electronic copies of the Amherst Township Zoning Resolution are the property of Amherst Township, and must be surrendered to Amherst Township when the holder no longer serves Amherst Township.

Additional paper and electronic copies may be made available for public use through e-mail, printing, or other means, but no attempt will be made to maintain the revision of the additional copies. These additional copies are provided for the convenience of the user, thus the user should verify the revision of their copy with the Amherst Township Zoning Inspector before modifying any building or land use in the unincorporated area.

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REVISION HISTORY

<u>Date</u>	<u>Description of Change</u>	<u>Req. By</u>
7/10/01	Original Update	Twp. Trustees
7/23/02	Added (1) with the Amherst Township Architect and (1) with the Lorain County Planning Commission to the list of controlled paper copies. Ref. Motion 7/9/02. Effective date 8/22/02.	Twp. Trustees
3/11/04	Added "and alternate(s)" to the list of "controlled" paper copies for the Zoning Commission and the Zoning Board of Appeals	Twp. Trustees
10/12/06	Changed "Clerk" to "Fiscal Officer" 2-places on page 1 and 1-place on page 2. Ref. Motion 9/6/06. Effective date 10/12/06.	Zoning Commission