

Duties of Zoning Administrator

1. Receive and review all applications for land use permits and zoning compliance certificates, and approve or disapprove such applications based on compliance or noncompliance with the provisions of this Ordinance and such other laws, codes, and ordinances which are applicable to land use and occupancy, and issue certificates when there is compliance with this Ordinance.
2. Receive all applications for site plan review and special use permits which the Planning Commission is required to decide under this Ordinance and implement the decisions of the Planning Commission.
3. Receive all applications for appeals, variances, or other matters, which the Zoning Board of Appeals is required to decide under this Ordinance and refer such applications to the Zoning Board of Appeals for determination.
4. Receive all applications for amendments to this Ordinance and refer all such applications to the Planning Commission.
5. Maintain a map or maps showing the current zoning classifications of all land in the Township, which will conform to the true copy maintained by the Township Clerk.
6. Maintain written records of all actions taken by the Zoning Administrator and meet with the Planning Commission upon request.
7. Be responsible for forms required by the Planning Commission, Township Board, or Zoning Board of Appeals, as required by this Ordinance, and be responsible for information necessary on such forms for the effective administration of this Ordinance, subject to the general policies of the Township Board, Planning Commission, and Zoning Board of Appeals.
8. Make periodic site inspections of the Township to determine Ordinance compliance, answer complaints of Ordinance violations, and provide monthly reports to the Township Board and Planning Commission.
9. The Zoning Administrator has the power to grant land use permits and zoning compliance certificates and to inspect buildings or premises necessary to carry out his/her duties in the enforcement of this Ordinance. It shall be unlawful for the Administrator to approve any plans or issue any permits or certificates of occupancy until he/she has inspected such plans in detail and found them to conform to the requirements of this Ordinance.
10. Under no circumstances is the Zoning Administrator permitted to make changes to this Ordinance or to vary the terms of this Ordinance in carrying out his/her duties as the Administrator.