

ARTICLE 19 - ADMINISTRATION AND ENFORCEMENT

19.00 Zoning Permits Required

No building or other structure shall be erected, moved, added to or structurally altered, nor shall any building, structure or land be established or changed in use, without a Permit therefore, issued by the Zoning Inspector, that does not conform with the provisions of this Resolution unless said Zoning Inspector receives a written order from the Board of Zoning Appeals deciding on appeal or permitting a conditional use or variance, as provided by this Resolution. No fee shall be applicable to agricultural construction.

19.01 Contents of Application for Zoning Permit

The Application for a Zoning Permit shall be signed by the owner or applicant attesting to tell the truth and exactness of all information supplied on the Application. Each application shall clearly state that all Zoning Certificates issued for the construction of buildings, signs, or other structures shall expire six (6) months from the date of approval of the application, provided however, that construction has been started within six (6) months said Zoning Certificate shall automatically be extended for an additional six (6) months and expire twelve (12) months from the date of approval. At a minimum, the Application shall contain the following information:

- (A) Name, address and telephone number of applicant and property owner.
- (B) Legal description of property.
- (C) Existing use.
- (D) Proposed use.
- (E) Zoning District.
- (F) Plot Plan of Commercial and Industrial, (not to include residential).
- (G) Building heights.
- (H) Number of off-street parking spaces or loading berths.
- (I) Number of dwelling units.
- (J) The location of underground fuel tanks
- (K) Such other items as may be necessary to determine conformance with, and provide for the enforcement of, this Resolution.
- (L) State Building Permits for public, commercial and industrial buildings.
- (M) Health Permit approving the sanitary and water systems to be used, other than public systems.
- (N) Other permits as required by law.
- (O) Description of finished exterior surface coverings.

19.02 Approval of Zoning Permit

Within thirty (30) days after the receipt of an Application, the Zoning Inspector shall approve, refer or disapprove the Application in conformance with the provisions of this Resolution. All Zoning Permits shall, however, be conditional upon the commencement of work within six (6) months. One (1) copy of the plans shall be returned to the applicant by the Zoning Inspector, after said Zoning Inspector has

marked such copy either as approved or disapproved and attested to same by his or her signature on such copy. One (1) copy of the plans, similarly marked, shall be retained by the Zoning Inspector. The Zoning Inspector shall issue a placard, to be posted in a conspicuous place on the property in question, attesting to the fact that the use or alteration is in conformance with the provisions of this Resolution.

19.03 Submittal to State Highway Director

Before any Zoning Permit is issued affecting any land within three hundred (300) feet of the centerline of a proposed new highway or a highway for which changes are proposed as described in the certification to local officials by the State Highway Director of any land within a radius of five hundred (500) feet from the point of intersection of said centerline with any public road or highway, the Zoning Inspector shall give notice, by registered or certified mail, to the Highway Director. If the Highway Director notifies the Zoning Inspector that he or she shall proceed to acquire the land needed, then the Zoning Inspector shall refuse to issue a Zoning Permit. If the Highway Director notifies the Zoning Inspector that acquisition at this time is not in the public interest or upon the expiration of the one hundred, twenty (120) day period or any extension thereof agreed upon by the Highway Director and the property owner, the Zoning Inspector shall, if the Application is in conformance with all provisions of this Resolution, issue the Zoning Permit.

19.04 Expiration of Zoning Permit

If the work described in any Zoning Permit has not begun within six (6) months from the date of approval, thereof said Permit shall expire; and it shall be revoked by the Zoning Inspector, and written notice thereof shall be given to the persons affected. If the work described in any Zoning Permit has not been completed within one (1) year of the date of approval thereof, said Permit shall be expire and may be revoked by the Zoning Inspector, and written notice shall be given to the persons affected, together with notice that further work as described in the canceled Permit shall not proceed unless and until a new Zoning Permit has been obtained or extension granted. An extension shall not exceed six (6) months in length. No more than two (2) extensions shall be granted.

19.05 Certificate of Occupancy

It shall be unlawful to use or occupy or permit the use or occupancy of any buildings or premises, or both, or part thereof hereafter created, erected, changed, converted, or wholly or partly altered or enlarged in its use or structure until a Certificate of Occupancy shall have been issued therefore by the Zoning Inspector stating that the proposed use of the building or land conforms to the requirements of this Resolution.

19.06 Temporary Certificate of Occupancy

A Temporary Certificate of Occupancy may be issued by the Zoning Inspector for a period not exceeding six (6) months during alterations or partial occupancy of a building pending its completion.

19.07 Record of Certificates of Occupancy

/the Zoning Inspector shall maintain a record of all Certificates of Occupancy.

19.08 Failure to Obtain a Zoning Permit or Certificate of Occupancy

Failure to obtain a Zoning Permit or Certificate of Occupancy shall be a violation of this Resolution and punishable under Article 20 of this Resolution.

19.09 Construction and Use to Be As Provided In Applications, Plans, Permits and Certificates

Zoning Permits or Certificates of Occupancy issued on the basis of plans and applications approved by the Zoning Inspector authorize only the use, arrangement or construction. Use, arrangement or construction at variance with that authorized shall be deemed a violation of this Resolution and punishable as provided in Article 20.00 of this Resolution.

19.10 Complaints Regarding Violation

Whenever a violation of this Resolution occurs, or is alleged to have occurred, any person shall file a written complaint. Such complaint stating fully the causes and basis thereof shall be filed with the Zoning Inspector. The Zoning Inspector shall record properly such complaint, immediately investigate and take action thereon as provided by this Resolution.

19.11 Schedule of Fees, Charges and Expenses

The Township Trustees shall establish a schedule of fees, charges and expenses and a collection procedure for Zoning Permits, appeals and all other matters pertaining to this Resolution. The schedule of fees shall be posted in the office of the Zoning Inspector and may be altered or amended only through the Township Trustees. Until all applicable fees, charges and expenses have been paid in full, no action shall be taken on any Application or appeal.