

**ARTICLE VI
POWERS AND DUTIES**

**SECTION 610
Zoning Administrator**

610.1 Zoning Administrator.

610.2 Powers and duties of the Zoning Administrator.

610.1 ZONING ADMINISTRATOR.

For the purpose of enforcing the zoning regulations, the Township Trustees shall establish and fill the position of township Zoning Administrator, together with such assistants as the Trustees deem necessary. The Township Trustees shall set the term of employment, rate of compensation, and other such conditions.

610.2 POWERS AND DUTIES OF THE ZONING ADMINISTRATOR.

The Zoning Administrator, and all duly authorized representatives, shall have the following duties:

- A. Accept and review all applications for zoning certificates as required herein.
- B. Issue zoning certificates as provided by this Zoning Resolution where all applicable provisions of this resolution are complied with in the application involved.
- C. Deny the issuance of a zoning certificate in those cases where one or more applicable provisions of this Resolution are not complied with in the application thereto.
- D. Maintain the current status of the Zoning District Map, which shall be kept on permanent display in the Township.
- E. Maintain permanent and current records required by this Resolution including but not limited to zoning approval, inspection documents, and records of all variances, amendments, conditional uses, and similar uses.
- F. Respond to questions concerning applications for amendments to this Zoning Resolution and the Zoning District Map.
- G. Conduct inspections of buildings and land to determine compliance with this Resolution.
- H. Determine the existence of any violations of this Resolution and cause notification of violations to be issued, or initiate such other administrative or legal action as needed, to address such violations.

- I. Collect all fees required for all zoning actions and applications
- J. Determine compliance with use requirements based on the purposes of the district as stated in this Zoning Resolution.
- K. Seek the advice of professional consultants, when authorized by the Township Trustees.
- L. Enforce all provisions of this Resolution uniformly throughout the Township.
- M. Conduct additional duties as designated by the Township Trustees.