

## **Zoning Administrator**

### **Qualifications:**

High school graduate or the equivalent required. Experience in land use, planning, building or zoning; or a combination of these; or any combination of training and experience which provides the desired knowledge, skills and abilities; possession of a valid Ohio Driver's license.

### **Responsibilities:**

1. Enforce the provisions of this Resolution and interpret the meaning and application of its provisions.
2. Respond to questions concerning applications for amendments to the Zoning Resolution text and the Official Zoning District Map.
3. Issue zoning permits as provided by this Resolution, and keep a record of same with a notification of any special conditions involved.
4. Act on all applications upon which he is authorized to act by the provisions of this Resolution within the specified time or notify the applicant in writing of his refusal or disapproval of such application and the reasons therefore. Failure to notify the applicant in case of such refusal or disapproval within the specified time shall entitle the applicant to submit his request to the Board of Zoning Appeals.
5. Conduct inspections of buildings and uses of land to determine compliance with this Resolution, and, in case of any violation, to notify in writing the person(s) responsible, specifying the nature of the violation and ordering corrective action
6. Maintain in current status the Official Zoning District Map which shall be kept on permanent display in the Township offices.
7. Maintain permanent and current records required by this Resolution, including but not limited to zoning permits, zoning certificates, inspection documents, and records of all variances, amendments and special uses.
8. Make such records available for the use of the Township Trustees, the Zoning Commission, the Board of Zoning Appeals, and the public.
9. Review and approve site plans pursuant to this Resolution.
10. Determine the existence of any violations of this Resolution, and cause such notifications, revocation notices, stop orders, or tickets to be issued, or initiate such other administrative or legal action as needed, to address such violations.