

ZONING ADMINISTRATOR DUTIES

1. Performs all duties of Zoning Administrator as provided by local ordinance and state law. It is understood that the ordinance shall be administered as written, and that any questions arising concerning administration of the ordinance will be referred to the Zoning Board of Appeals for final interpretations. See Section 201.702 of the Vergennes Township Ordinance.
2. Reviews Zoning Compliance Applications and issues or denies permits based on the information contained therein.
3. Investigates potential zoning violations and pursues correction according to township policy.
4. Investigates and presents request for variance, interpretation and nonconforming designations to the Zoning Board of Appeals.
5. Performs inspections on special use permits and various other permitted activities to ensure compliance with all operating conditions, restrictions and performance requirements.
6. As requested, attends any meetings of the Township Board, Planning Commission and Zoning Board of Appeals at which matters identified for agenda consideration require Zoning Administrator input.
7. Answers questions posed by the general public regarding provisions of the Zoning Ordinance and renders written determinations based on the ordinance.
8. Shall provide the Township Clerk with monthly reports on the status of all Township Zoning activities within 7 days of the end of month.
9. Maintains a “Zoning Log Book” as required by the Zoning Ordinance.
10. Keeps the Township Board informed of all local, state and federal laws or regulations that effect the Zoning.

Supervisor

Date

Clerk

Zoning Administrator