

**ARTICLE 7
ADMINISTRATION AND ENFORCEMENT**

SECTION 7.01 Responsibilities

Below is a listing of the responsibilities of various positions and bodies within the Township in administering this Ordinance.

A. Zoning Administrator

The provisions of this Ordinance shall be administered and enforced by the Zoning Administrator who may delegate his/her responsibilities to other employees, inspectors or officials of the Township. The Zoning Administrator shall also:

1. Issue zoning permits.
2. Make inspections to determine compliance with the permits.
3. Respond to questions from citizens.
4. Receive, investigate and process all complaints and notify affected parties of the results of the investigation.

B. Planning Commission

The Planning Commission responsibilities under the Zoning Ordinance are:

1. Review and approve/deny site plans.
2. Hold public hearings and review and approve/deny special use permits.
3. Hold public hearings and make recommendations on proposed zoning amendments.
4. Initiate amendments to the Zoning Ordinance.

C. Township Board

The Township Board responsibilities under the Zoning Ordinance are:

1. Designate the Zoning Administrator.
2. Approve appointments to the Zoning Board of Appeals and Planning Commission.
3. Establish fee schedules for permits and reviews.
4. Initiate amendments to the Zoning Ordinance.
5. Approves/denies zoning amendments.

D. Zoning Board of Appeal

The zoning responsibilities under the zoning ordinance

1. Issue variances
2. Consider appeals of administrative decisions

3. Interpret the ordinance

E. Township Staff

The Township staff's responsibilities under the Zoning Ordinance.

1. Coordinate pre-application review meetings.
2. Receive applications for zoning permits, variance requests, rezoning requests, special use permit requests, site plan review applications and other applications and requests.
3. Provide staff support to the Zoning Board of Appeals, Planning Commission and Township Board.

SECTION 7.02 Zoning permits

A. Permits required

It shall be unlawful for any person, firm or corporation to do any of the following without first obtaining a zoning permit from the Zoning Administrator:

1. change the use of a parcel of land or building,
2. commence excavation for, or construction of any building or structure, including fences and accessory structures two hundred (200) square feet or less in area that otherwise does not require a building permit, or addition to any existing building or structure,
3. make structural changes, or make repairs to any existing non-conforming building or structure,
4. move an existing building
5. grade or fill property

No building permit shall be issued until an application has been submitted in accordance with the provisions of this Ordinance showing that the construction and/or use proposed is in compliance with the provisions of this Ordinance and other applicable codes and ordinances of the Township.

B. Application

An application for a zoning permit shall include:

1. A plot plan showing:
 - a. The actual shape, location and dimensions of the lot.
 - b. The shape, size, and location of all buildings or other structures to be erected, altered, or moved, and of any buildings or other structures already on the lot.
 - c. The existing and intended use of the lot and of all such structures upon it, including, in residential areas, the number of dwelling units the building is intended to accommodate.

2. The signature of the deed holder/owner of the premises concerned.
3. Verification of compliance with the Township Grading Ordinance
4. Such other information concerning the lot or adjoining lots as may be essential for determining whether the provisions of this Ordinance are being observed, including, but not limited to, a survey of all or a portion of the lot(s).

(Amended: Ord. No. 729, 11-1-10)

C. Time limits

1. **Deadline to commence construction**
A building permit for a project approved by issuance of a zoning permit shall be filed with the Township Building Inspector within one (1) year from the date of issuance of the zoning permit. If a building permit is not filed within one (1) year, the zoning permit shall expire.
2. **Deadline for completion**
A project approved by issuance of a zoning permit shall be completed within one (1) year from the date that the building permit was filed with the Building Inspector. If an Occupancy Permit is not granted within one (1) year, the zoning permit shall expire.
3. **Extensions**
The Zoning Administrator may grant one (1) extension for an additional one (1) year if the applicant can demonstrate that suitable, continual progress has been made on the project.

SECTION 7.03 Certificates of occupancy

It shall be unlawful to use or permit the use of any land, building, or structure for which a building permit is required, and to use or permit to be used any building or structure hereafter altered, extended, erected, repaired, or moved, until the Building Inspector shall have issued a certificate of occupancy stating that the provisions of this Ordinance have been complied with. The Building Inspector shall not issue a certificate of occupancy on any land, building or structure which also requires zoning permit or site plan approval until the Zoning Administrator verifies that the terms of the zoning permit or site plan approval have been complied with.

SECTION 7.04 Fees

Fees for all permits, reviews and other activities required under this Ordinance shall be established and revised as necessary by the Township Board by resolution. The Township shall have the authority to require applicants to reimburse the township for any cost associated with review of an application, including consultant fees.

SECTION 7.05 Sanctions for violations

Every person, corporation or firm who violates disobeys or omits, neglects or refuses to comply with any provision of this Ordinance or any permit, license or exception granted hereunder, or any lawful order of the Building Department, Board of Appeals or Township Board issued in pursuance of this Ordinance shall be guilty of a misdemeanor. The owner of record or tenant of any building, structure premises, or part thereof, and any architect, builder, contractor, agent or person who commits, participates in, assists in, or maintains such violation may each be found guilty of a separate offense. Upon conviction thereof before any court of competent jurisdiction, he shall be subject to punishment by a fine not to exceed five hundred (500) dollars, or by imprisonment not to exceed ninety (90) days, or both, and, in addition, shall pay all costs of prosecution. Each day during which a violation continues shall be deemed to be separate offense. The imposition of any fine, jail sentence, or both, shall not exempt the violator from compliance with the provisions of this Ordinance.

SECTION 7.06 Notification of Zoning Decisions

At the time of issuance of an official zoning compliance determination, the zoning administrator shall send notice to all adjacent property owners. This is to ensure proper notice in case any of the affected parties wish to appeal such an administrative decision under the provisions of Section 13.06 of this ordinance. The notice will include a statement notifying them of their right to appeal. (Amended: Ord. No. 647, 7-5-05)