

**710 Office of Zoning Inspector Created**

A Zoning Inspector, appointed by the Board of Township Trustees, shall administer and enforce this Resolution. The Zoning Inspector, before entering upon his duties, shall give bond as specified by Section 519.161 of the Ohio Revised Code. The Zoning Inspector may be provided with the assistance of other persons as authorized by the Board of Township Trustees.

**720 Duties of the Zoning Inspector**

For the purpose of administering and enforcing this Zoning Ordinance, the Zoning Inspector shall have the following duties:

- a. Develop and distribute applications for all permits, certificates, appeals, amendments, etc., which are necessary for effective administration of this Zoning Ordinance.
- b. Approve or deny applications for zoning certificates, upon determination of compliance with this Zoning Ordinance. A zoning certificate, or a written notification and explanation of noncertification shall be issued to the applicant within ten working days of the date of filing. Failure to notify the applicant within this time period shall constitute grounds for submittal of the application for certification to the Board of Zoning Appeals as a variance.
- c. Interpret the requirements of the text and map of the Zoning Ordinance, where there are questions in the interpretation. The Zoning Inspector may consult the necessary City staff, the Sandusky County Regional Planning Commission, and the County Prosecutor to clarify such questions.
- d. Determine whether a use is in compliance, or in violation of the Zoning Ordinance. Where a violation does not exist, the Zoning Inspector shall notify the owner in writing, specifying the exact nature of the Violation and identifying the measures necessary to correct the violation including, but not limited to, a stop work order.
- e. Conduct inspections of buildings, structures and uses of land to determine compliance with this Zoning Ordinance.
- f. Maintain and keep current the permanent records required by the Zoning Ordinance, including but not limited to the official Zoning Map, zoning certificates, zoning inspections, and all official zoning actions of the Township. Such records shall be made available for use by Trustees, the Planning Commission, the Board of Zoning Appeals and the general public.
- g. Institute injunction, mandamus, abatement or any other appropriate actions or proceedings to prevent, enjoin, abate or remove the unlawful location, erection, construction, enlargement, change, maintenance or use.
- h. Prepare and submit reports concerning the administration and enforcement of this Zoning Ordinance to the Trustees upon request.
- i. Review all subdivision plats applicable to the township.
- j. Attend each first monthly meeting of the Township Trustees.

**730 Zoning Permit Required**

No person shall locate, erect, construct, reconstruct, enlarge or structurally alter any building or structure within the territory included in this zoning resolution without obtaining a Zoning permit.

**731** All applications for zoning permits, and any other request for a permit or action, shall be made on forms approved by the Board of Township Trustees and by supplying such information as prescribed by this Resolution and the Board of Township Trustees.

Applications for zoning permits shall be made to the Zoning Inspector who shall approve or disapprove the application, giving reasons therefore within 15 days after filing the application. A Zoning permit shall be valid for a period of 18 months counting from the date of issuance. If construction activity has not been completed within 24 months, the permit shall be automatically void and a new application and fee shall be required to the issuance of a new permit.

**732** **Zoning Permit Fees**

Fees for zoning permits shall be established by the Board of Township Trustees and may be amended from time to time.

**733** **Late Permit Fee**

A late fee is hereby established by the Township Trustees. This late fee is set at double the normal permit, variance, special use or amendment fee depending on the type of application required. The late fee will be levied when construction has begun prior to the approval of a Zoning Permit.

**734** **Contents of Completed Zoning Permit Application**

Applications for a zoning certificate are available at the office of the Zoning Inspector and when completed are to be filed at such office. Each application shall include the following:

- a. Name, address and telephone number of the applicant.
- b. Two copies of a scale drawing showing the actual shape and dimensions of the lot to be built upon, or to be changed in use, in whole or in part including all R/W easements and required setbacks.
- c. The location of the lot, its current use(s) and the zoning district in which it is located.
- d. The location of the lot, the lot coverage and the height of any building or structure to be erected or altered.
- e. The use proposed for each building, structure or area.
- f. The number of dwelling units, commercial uses and industrial uses each building is designed to accommodate, if applicable.
- g. The required fee.
- h. Such other information as is requested by the Zoning Inspector for the effective administration of this Zoning Ordinance.

**740** **Enforcement**

No construction, alteration, or change, other than normal maintenance, which affects any change in the use of land or building or regulations relating thereto, shall take place until a valid permit has been issued.

**741** **Enforcement Officer**

The Zoning Inspector shall enforce this Resolution, along with the other zoning officials and the Board of Township Trustees, in accordance with the applicable sections of the Ohio Revised Code.

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**Revoking of Permits**

Any permit issued upon false statement of material fact shall be revoked; any use or activity conducted, which varies from that use or activity specifically authorized by permit, shall cause the permit to be revoked and action to prevent such violation taken in accordance with the Ohio Revised Code.

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**Notice of Violation**

In case of violation of this Resolution, the responsible person shall be so notified in writing and notice of said violation shall be conspicuously posted on the premises where the violation has occurred.

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**Penalties for Violation**

Violations of this Resolution, in accordance with the Ohio Revised Code, shall be considered a misdemeanor, and upon conviction thereof, the responsible person may be fined not more than \$100 for each offense. Each day the violation continues may be deemed a separate offense.