

## CHAPTER XVII

### ADMINISTRATION AND ENFORCEMENT

**SECTION 17.01 ZONING ADMINISTRATION.** The provisions of this Ordinance shall be administered and enforced by the Zoning Administrator.

**SECTION 17.02 ZONING ADMINISTRATOR / ADMINISTRATIVE OFFICIAL.**

The Zoning Administrator shall be appointed by the Township Board for such term and be subject to such conditions and at such rate of compensation as the Township Board shall determine. The Building Inspector may also serve as the Zoning Administrator or may serve as the Deputy Zoning Administrator at the discretion of the Township Board. The Zoning Administrator/Building Inspector shall have no interest whatsoever, directly or indirectly, in the sale or manufacture of any material, process, facility or device entering into or used in connection with building construction within the Township. The Zoning Administrator and his or her designated deputy shall have the authority to receive applications, inspect premises for violations, issue building permits and institute proceedings for enforcement of this Zoning Ordinance. The Zoning Administrator shall be empowered to appoint a substitute Zoning Administrator who shall have the same powers as the Zoning Administrator possesses and who shall exercise these powers whenever appointed by the Zoning Administrator to serve in his absence. The Township Board is hereby empowered to remove said Zoning Administrator, his deputy, or substitute at any time for good cause. (*Amended 10/96*)

**SECTION 17.03 PERMITS.**

- (a) Permit Required - No building or structure shall be erected, moved, placed, reconstructed, extended, enlarged or altered, except wholly interior alterations or repairs at a cost of five hundred dollars (\$500.00) or less, unless a permit therefor has been issued by the Zoning Administrator. An application for a permit shall be in writing and upon duplicate printed forms furnished by the Township. A permit issued by the Zoning Administrator is nontransferable and must be obtained before any work, excavations, erection, alteration or movement is commenced. Satisfactory evidence of ownership of the lot or premises may be required by the Zoning Administrator and shall be furnished upon request. If the application is approved, the Zoning Administrator shall so mark both copies of the application over his signature and file one copy with the Township Clerk and return the other copy to the applicant. The Zoning Administrator shall also provide the applicant with a construction card signed by the Zoning Administrator stating the extent of the work authorized. This card shall be attached to and remain on the lot or premises during the progress of the work authorized.
- (b) Contents of Application - Each application shall include such reasonable information as may be requested by the Zoning Administrator in order to determine compliance with the terms and provisions of this Ordinance and shall include, as a minimum, the following information: (1) the location and actual

dimensions of the lot or premises to which the permit is to apply; (2) the kind of buildings or structures to which the permit is to apply; (3) the width of all abutting streets; (4) the area, size and location of all buildings or structures to which the permit is to apply; (5) the type of use to be made of the building or structure to which the permit is to apply; (6) the use of buildings or structures on adjoining lands; and (7) the estimated cost of the building or structure. The Zoning Administrator, in his direction, may waive the inclusion of any of the foregoing information in an application if he shall determine that such information is not reasonably necessary for him to determine compliance with the terms and provisions of this Ordinance.

- (c) Accessory Buildings or Structures - Accessory buildings or structures, when erected, moved, placed, reconstructed, extended, enlarged or altered, at the same time as the principal building on the same lot or premises and when shown on the application for the permit for the principal building, shall not require the issuance of a separate permit. A separate permit shall be required if any accessory building or structure is erected, moved, placed, reconstructed, extended enlarged or altered separately or at a different time than the principal building on the same lot or premises.
- (d) Planning Commission Approval - When the terms and provisions of this Ordinance require authorization by the Planning Commission as a special use and such authorization is given, then both copies of the application shall be marked approved by the Secretary of the Planning Commission in addition to being so marked as provided above by the Zoning Administrator. (Amended 7/28/93)
- (e) Issuance of Permit - Within ten (10) days after the receipt of any application, the Zoning Administrator shall either (1) issue a permit if the proposed work is in conformance with the terms and provisions of this Ordinance; or (2) deny issuance of a permit and state the reason(s) or cause(s) for such denial in writing. In each case the permit or the written reason(s) or cause(s) for denial shall be transmitted to the owner or his agent.
- (f) Expiration of Permits - A permit for a single family dwelling for which all construction work has not been completed within one (1) year from the date of its issuance shall expire automatically; a permit for any other building or structure for which all construction work has not been completed within two (2) years from the date of issuance shall expire automatically. A permit expiring automatically pursuant to this subsection shall, upon reapplication, be renewable once for additional terms of one (1) and two (2) years, respectively (one (1) year for single family dwelling, two (2) years for any other building or structure), on payment of an additional fee equal to one half (1/2) of the original permit fee.
- (g) Cancellation of Permits - The Zoning Administrator shall have the power to revoke and cancel any permit in the event of failure or neglect to comply with all

of the terms and provisions of this Ordinance or in the event of any false statements or misrepresentations in the application for the permit. Notice of such cancellation and revocation shall be securely posted on the construction, such posting to be considered as service upon and notice to the permit holder of the cancellation and revocation of the permit.

- (h) Fees - For each permit issued, a fee shall be paid to the Zoning Administrator who shall remit the same to the Township Treasurer. A schedule of fees shall be set by the Township Board.

The amount of such fees shall be determined from the estimated cost of the building or structure as set forth in the application for the permit. If upon completion of the building or structure the Zoning Administrator shall determine that the estimated cost does not represent a fair valuation of the cost of the building or structure, he shall notify the applicant in writing of the permit fee deficiency and the building or structure shall not be used until such deficiency has been paid to the Zoning Administrator.

#### **SECTION 17.04 INSPECTION OF BUILDINGS AND STRUCTURES.**

- (a) As work progresses under a permit, the holder thereof or his authorized agent shall cause the Zoning Administrator to be notified at the following stages of construction:
- (1) Upon completion of the footing and foundation walls.
  - (2) Upon completion of the rough frame of the building or structure and the electrical wiring.
  - (3) Upon total completion of the work authorized by the permit and before occupancy or use.
- (b) Should the permit holder fail to comply with all of the terms and provisions of this Ordinance at any stage of construction, the Zoning Administrator is authorized to revoke and cancel the permit and cause notice of such posting to be considered as service upon and notice to the permit holder of the cancellation and revocation of the permit. No further work shall be undertaken or permitted upon such construction until a new permit is issued for such work

**SECTION 17.05 CERTIFICATION OF COMPLIANCE.** No building or structure which is erected, moved, placed, reconstructed, extended, enlarged, or altered shall be used in whole or in part until the owner thereof shall have been issued a certificate by the Zoning Administrator affirming that such building or structure conforms in all respects to the provisions of this Ordinance. Such certificate shall be issued after the work is complete and final inspection has been made.