

17.00

**ARTICLE XVII
ADMINISTRATION**

(Effective January 26, 2018)

17.10 ZONING ADMINISTRATOR; APPOINTMENT; DUTIES.

A Zoning Administrator shall be appointed by and on such terms as shall be determined by the Township Board; provided that the Zoning Administrator shall not be a member of the Township Board, the Planning Commission or the Zoning Board of Appeals. He/she shall perform such duties as the Township Board may prescribe in addition to any duties prescribed in this Ordinance.

17.11 ZONING ADMINISTRATOR ELIGIBILITY.

To be eligible for appointment, the Zoning Administrator shall be generally informed on good building construction, on good practice in fire prevention and the proper installation of safety, health and sanitary facilities. He/she shall be in good health and physically capable of fulfilling his duties. In case he/she is personally interested in the construction of any building subject to the provisions of this code, the Township Board shall designate some other person to examine the plans, to inspect such building and to issue the necessary permits, approvals and certificates.

17.12 ZONING ADMINISTRATOR; DUTIES.

The Zoning Administrator shall:

- A. Receive and review all applications for land use permits and certificates of occupancy and approve or disapprove such applications based on compliance or non-compliance with the provisions of the Whitewater Township General and Zoning Ordinances.
- B. Receive all applications for site plan review and special use permits which the Planning Commission is required to decide under this Ordinance.
- C. Receive all applications for appeals, variances or other matters which the Zoning Board of Appeals is required to decide under this Ordinance.
- D. Receive applications for amendments to this Ordinance.
- E. Conduct field inspections and investigations, prepare maps, charts and other pictorial materials when necessary or desirable, and process applications so as to assist the Planning Commission, Zoning Board of Appeals and Township Board in formulating recommendations and/or approvals.
- F. Notify applicants in writing of any decision of the Planning Commission and implement the decisions of the Planning Commission.
- G. Maintain a map or maps showing current zoning classifications of all land in the Township.
- H. Maintain written records of all actions taken by the Zoning Administrator.
- I. Meet with the Township Board, Planning Commission, Zoning Board of Appeals and related committees as requested.
- J. Be responsible for providing forms necessary of the various applications to this Ordinance and any other forms as directed by the Township Board.

- K. Any additional responsibilities outlined in the Whitewater Township Zoning Administrator Job Description, as revised.

17.13 ZONING ADMINISTRATOR; COMPENSATION.

Compensation for the Zoning Administrator shall be established by the Township Board.

17.14 LAND USE PERMIT REVIEW.

- A. The Zoning Administrator shall verify that all applications for land use permits shall be accompanied by a clearly drawn plot plan which contains the following:
 - 1. Owner Information
 - 2. Parcel ID Number
 - 3. Property Address
 - 4. North Arrow
 - 5. Scale
 - 6. Existing and/or Proposed Structures (including fencing)
 - 7. Existing and/or Proposed Driveways
 - 8. Road Right of Way and/or Utility Easements
 - 9. Sanitary Facilities and Well
 - 10. Water Bodies on the Site
 - 11. Wetlands
- B. The Zoning Administrator shall request that the applicant submit with the application such additional materials as may be needed to determine whether or not a permit should be issued, such as surveys, soil suitability tests, surface water disposal surveys, erosion control surveys and excavation disposal plans, abstracts, building plans, and permits from other government agencies.
- C. Evidence of Ownership. The Zoning Administrator shall review evidence of ownership for all property affected by the permit application.
- D. Voiding of Permit. The Zoning Administrator may suspend or revoke a permit issued under the provisions of this Ordinance whenever the permit is issued erroneously on the basis of incorrect information supplied by the applicant or his agent and is in violation of any of the provisions of this Ordinance or of any other Ordinances or regulations of the Township.
- E. The Zoning Administrator shall require submission of an application for Site Plan Review in accord with the provisions of Section 25.00 as required.

17.15 LAND USE PERMITS; INSPECTIONS

- A. The construction or usage covered by any land use permit shall be subject to the inspection by the Zoning Administrator to ensure compliance with the provisions of this Ordinance and the approved plot or site plan.

- B. The Zoning Administrator shall clearly communicate the inspections schedule to the applicant. It shall be the duty of the holder of every permit to notify the Zoning Administrator when the construction or usage is ready for inspection.

- C. Inspections shall be made by the Zoning Administrator at the following intervals:
 - 1. At the time of staking out lot corners and proposed structures.
 - 2. When the building foundation forms are in place and/or poles are set, if required and noted on the permit.
 - 3. Upon completion of the work authorized by the permit.

17.16 LAND USE PERMITS; DENIAL.

The Zoning Administrator shall promptly inform the applicant, in writing, of the denial of a Land Use Permit if such planned building or structure or land use does not comply with the provisions of this Ordinance. Applicants that have been denied a land use permit may appeal Zoning Ordinance decisions in accordance with Section 18.00 – Zoning Board of Appeals or the standards set forth in the applicable General Ordinance.

17.17 LAND USE PERMITS; FEES.

The fees for land use permits shall be established by the Township Board.