

ARTICLE XXIII

ADMINISTRATION

Section 2300. ZONING OFFICER

The Board of Supervisors shall appoint a Zoning Officer for the administration of the Zoning Ordinance. The Zoning Officer, who shall not hold any elective office in the Township but may also hold the title of Building Inspector, shall meet qualifications established by the Township and shall be able to demonstrate to the satisfaction of the Township a working knowledge of municipal zoning. The Zoning Officer shall administer the Zoning Ordinance in accordance with its literal terms, and shall not have the power to permit any construction or any use or change of use that does not conform to the Zoning Ordinance. Zoning Officers may be authorized to institute civil enforcement proceedings as a means of enforcement when acting within the scope of their employment pursuant to Section 2300.1.

1. Duties of the Zoning Officer shall be:

- A. To provide the initial interpretation of the Zoning Ordinance provisions contained herein, including the enforcement thereof.
- B. To examine all applications for building and use and occupancy permits to determine compliance with this Ordinance.
- C. To record and file all applications for permits and accompanying plans and documents and keep them for public record.
- D. To permit uses and/or buildings by Special Exception and/or Variance only after approval for such uses and/or buildings has been so ordered by the Zoning Hearing Board in accordance with the regulations of this Ordinance, or by a court of appeals, subject to any stipulations contained in such order.
- E. To permit uses and/or buildings by Conditional Use only after approval for such uses and/or buildings has been so ordered by the Board of Supervisors in accordance with the regulations of this Ordinance, or by a court of appeals, subject to any stipulations contained in such order.
- F. To inspect nonconforming uses, buildings and lots and to keep a filed record of such nonconforming uses and buildings as a public record and to examine them periodically.
- G. Upon the request of the Board of Supervisors or the Zoning Hearing Board, present to such bodies facts, records, and any similar information on specific requests to assist such bodies in reaching its decision.
- H. To be responsible for the keeping up-to-date of this Ordinance and the Zoning Map, filed with the Township Secretary and to include any amendments thereto.
- I. To be responsible for the administration of the National Flood Insurance Program in the Township and specifically in those areas where records must be maintained relative to the

types of land use permitted and occurring within the floodplain district, variances issued, base flood elevations, elevation of the lowest floor, including basement, of structures within the floodplain district, the elevation to which the structure is flood-proofed and other administrative functions necessary for participation in the National Flood Insurance Program.

Section 2301. PROCEDURES INVOLVING THE ZONING OFFICER

1. Sign Permits. A sign permit shall be required prior to the erection of alteration of, or enlargement of any sign, sign structure or any portion thereof. It shall be unlawful for any person to commence work for the erection of, or alteration of, or enlargement of any sign, sign structure or portion thereof, until a permit therefore has been duly issued; except, however, the signs listed in Sections 1901 and 1907 may be erected without a sign permit, provided that all requirements of Section 1905 are met.
 - A. Application for Sign Permits. An application for a sign permit shall be made to the Zoning Officer and shall be accompanied by a plot plan drawn to scale showing size and location of all buildings and structures on the premises in question and the dimensions and location of the proposed sign.
 - B. Issuance of Sign Permits. It shall be the duty of the Zoning Officer to either issue or deny issuance of a sign permit within thirty (30) days of the filing of a completed application and payment of prescribed fees. The Zoning Officer shall issue a permit only upon his determination that the application is in compliance with the terms of this Ordinance. Sign permits need not be displayed, but should be maintained on the premises.
2. Zoning Enforcement. See Article XXV of the Zoning Ordinance.

Distribution of Concurrent Submissions. For documents submitted to the Township in accordance with Article XXII of this Zoning Ordinance, the Zoning Officer shall transmit copies of those documents to the Planning Commission at their next available meeting. The Zoning Officer shall ensure that sufficient numbers of copies of such documents are provided by the Applicant to supply each Commission member with a copy, plus three (3) extra.

Section 2302. BUILDING INSPECTOR

1. The duties of the Building Inspector shall be:
 - A. To examine all applications for permits to build, alter, or demolish.
 - B. To issue permits only for construction and uses that are in accordance with the Zoning Ordinance and the Township Building Code as adopted by the Township.
 - C. To issue use and occupancy permits after satisfactory inspection of the building or premises subject to changes or approval by the Board of Supervisors.

- D. To record and file all applications for permits and accompanying plans and documents and keep them for public record.
- E. To enforce the Township Building Code as adopted by the Township.
- F. To administer those prescribed provisions of Section 1604, Demolition of Historic Resources.

Section 2303. PROCEDURES INVOLVING THE BUILDING INSPECTOR

1. Building Permits. A building permit shall be required prior to the erection, alteration, enlargement, or demolition of any building or other structure or portion thereof. It shall be unlawful for any person to commence work for the erection, alteration, enlargement or demolition of any building or structure or portion thereof until a permit has been duly issued therefore. See Article XVI for demolition permits for historic resources.
 - A. Application for Building Permits. All applications for building permits shall be made to the Building Inspector in writing on such forms furnished by the Township. An application for building permit shall be accompanied by all required plans and fees and any additional information as may be required to enable the Building Inspector to ascertain compliance with the applicable Township codes.
 - B. Issuance of Building Permits. It shall be the duty of the Building Inspector to either issue or deny issuance of building permits within ninety (90) days of filing a completed application and payment of prescribed fees. The Building Inspector shall issue a permit only upon his determination that the application is in compliance with the Township Building Code. A building permit, when issued, shall be accompanied by a placard to be displayed conspicuously upon the premises during the period of construction.
2. Use and Occupancy Permits. It shall be unlawful for any person to initially occupy any building or structure until an occupancy permit has been duly issued therefore by the Building Inspector.
 - A. When required. A Use and Occupancy Permit shall be required prior to any of the following:
 - (1) Use and occupancy of any building or other structure hereafter erected or altered.
 - (2) Change in use of any building or structure.
 - (3) Use of land or change in the use thereof, except that the placing of vacant land under cultivation shall not require a use and occupancy permit.
 - (4) Change in use or extension of a non-conforming use.

B. Issuance of Occupancy Permits.

- (1) A Use and Occupancy permit for which application has been made shall not be issued until completion of the construction work authorized by the Building Permit. Upon notification by the Applicant that the construction work has been completed, the Building Inspector shall conduct a final inspection and shall either issue or deny the Use and Occupancy permit within thirty (30) days, as aforesaid.
- (2) It shall be the duty of the Applicant for a Building Permit to secure the issuance of the required Use and Occupancy Permit by giving notice of completion as aforesaid, notwithstanding the fact that he may be constructing the building, structure, addition, or alteration for the use of another, and further to notify such proposed occupants of the requirements of this Section prior to the transfer of ownership or commencement of leasehold of the property.

3. Demolition Permits for Historic Resources. See Section 1604 of the Zoning Ordinance.

Section 2304. FEES AND EXPENSES

1. Permit applications. Fees for application for Building Permits, Grading Permits, Demolition Permits, Use and Occupancy Permits, Sign Permits, or similar permits shall be paid in accordance with a fee schedule adopted by resolution of the Board of Supervisors. Such schedule may be revised, as necessary, by resolution of the Board of Supervisors.
2. Applications or appeals before the Board of Supervisors or Zoning Hearing Board.
 - A. Upon submission of an application or appeal before the Board of Supervisors or the Zoning Hearing Board, the Applicant shall deposit an amount of money in accordance with a schedule of Applicant expenses, adopted by resolution of the Board of Supervisors. The Zoning Officer shall determine in which category an application falls and, therefore, what amount is due.
 - B. If, at any time, the charges then made against the Applicant's deposit shall render the balance insufficient to ensure payment of all expenses that may accrue in the disposition of the pending appeal or application, the Township Secretary shall obtain from the Applicant additional deposits to assure adequate funds to pay such expenses as they may accrue. Prior to final disposition of the matter, the amount of the deposit shall not be less than fifteen percent (15%) of the initial deposit amount. The failure of the Township Secretary to require and obtain additional deposits from time to time shall not relieve the Applicant from liability for expenses in excess of deposits.

Section 2305. MUNICIPAL LIABILITY

The granting of any permit under this Ordinance shall create no liability upon, nor a cause of action against, any Township official or employee for damages or injury that may occur from the use, construction, or enlargement of structures or the use of land.