

ARTICLE 15 ADMINISTRATION

SECTION 15.0 ENFORCEMENT.

This Ordinance shall be enforced by the Zoning Officer, who shall be appointed by the Township Supervisors and shall not hold an elected office in the Township. No zoning permit shall be issued by him except where all the provisions of this Ordinance have been complied with. He shall keep the Township Supervisors advised of all matters pertaining to the enforcement of this Ordinance other than routine duties, and shall submit a monthly report to them enumerating the applications received, inspections made, permits issued or refused, and other actions taken. Whenever a violation of this Ordinance occurs, any person, including the Zoning Officer, having knowledge thereof is authorized to institute civil enforcement proceedings as provided by law.

SECTION 15.1 ZONING PERMITS.

- 15.1.1 No building or structure shall be erected, added to, structurally altered, or changed in use, and/or land used or changed in use until a permit therefor has been issued by the Zoning Officer. Except on written order of the Zoning Hearing Board, no such permit shall be issued for any building where said construction, addition, or alteration or use thereof would be in violation of any of the provisions of this Ordinance. Further, no permit shall be issued unless the Zoning Officer is satisfied that issuance of a permit is not in violation of any other Township Ordinances and Regulations.
- 15.1.2 There shall be submitted with all applications for zoning permits two copies of a layout or plot plan drawn to scale showing the actual dimensions of the lot to be built upon, the exact size and location on the lot of the building and accessory buildings to be erected, and such other information as may be necessary to determine and provide for the enforcement of this Ordinance.
- 15.1.3 One copy of such layout or plot plan shall be returned when approved by the Zoning Officer, together with such permit to the applicant, upon the payment of a fee as set by Township Supervisors resolution.
- 15.1.4 In the event that an application for a zoning permit is not approved, the applicant shall be entitled to a refund of 50% of the fee paid, provided no construction has been commenced. If construction work has been started the application is not approved, the fees paid shall not be refunded and such enforcement action as is warranted under the Ordinance will be initiated.
- 15.1.5 Upon approval of the application, and upon receipt of the fees therefor, the Zoning Officer shall issue a permit to the applicant upon the form prescribed by him and shall affix his signature or cause his signature to be affixed thereto within thirty (30) days after the issuance of the decision by the Township Supervisors or the satisfaction of all conditions on the application which shall then be deemed approved.
- 15.1.6 Upon approval of the application, both sets of plans and specifications shall be endorsed with the word "approved". One set of such approved plans and specifications shall be retained in the Township files and the other set shall be returned to the applicant together with the permit and shall be kept at the building site open to inspection by the Zoning Officer or his authorized representative at all reasonable times.
- 15.1.7 If the application together with plan, specifications, and other documents filed therewith, describe proposed work which does not conform to all of the requirements of the applicable building regulations, the Zoning Officer shall disapprove the same and shall return the plans and specifications to the applicant. The Zoning Officer shall specify and support, in writing, the requirements that have not been met and cite the specific provisions of the Ordinance relied on for the denial. Upon the request of the applicant, the Zoning Officer shall cause refusal, together with the reasons therefor, to be transmitted to the applicant in writing.

SECTION 15.2 CERTIFICATE OF USE

No land shall be used or occupied, and no building or structure hereafter erected, altered, or extended shall be used or changed in use until a certificate of use shall have been issued by the Zoning Officer in accordance with the provisions of this Ordinance. All certificates of use for new or altered buildings or structures shall be applied for coincident with the application for a zoning permit therefore. Such certificate of use shall be issued within 30 days after the erection or alteration shall have been approved as complying with the provisions of this Zoning Ordinance.