

Disclaimer

This brochure is for informational purposes only. All information regarding the Zoning Inspector can be found in the Ohio Revised Code, Sections 519.01 to 519.99.

Guidance should also be available in the Township Zoning Code.



Know Your Township:

Trustees:

Fiscal Officer:

Zoning Inspector:

Zoning Commission Chair:

BZA Chair:

Zoning Inspector Information



This brochure is for information purposes only; Additional information can be found at: ORC 519.01 to 519.99

LUC Regional Planning Commission
10820 State Route 347, PO Box 219
East Liberty OH 43319
www.lucplanning.com
Phone: 937-666-3431

Who is the Zoning Inspector?

An employee of the Board of Trustees.

What Does the Zoning Inspector Do?

The Zoning Inspector provides applications for zoning certificates to those persons who wish to apply for a zoning certificate.

The Zoning Inspector receives and acts upon applications for zoning certificates.

The Zoning Inspector issues zoning certificates as permitted by the terms of the Zoning Resolution.

The Zoning Inspector revokes zoning certificates as permitted by the terms of the Zoning Resolution.

The Zoning Inspector receives and acts upon complaints regarding violations of the Zoning Resolution.

The Zoning Inspector makes inspections as

required to fulfill his or her duties.

The Zoning Inspector, upon finding that any provision of the Zoning Resolution is being violated, notifies in writing the person responsible for such violation, ordering the action to correct such violation.

The Zoning inspector takes any other action authorized by the Zoning Resolution or by law to ensure compliance with or to prevent violations of the Zoning Resolution.

The Zoning Inspector safely keeps an official record of all actions taken in fulfillment of the duties imposed by the Zoning Resolution; and, safely keeps all documents, including applications, complaints, zoning certificates, reports and inspections which are received, issued or made in connection with the duties as zoning inspector. Such records and documents shall be indexed by name, address and date and kept in an orderly fashion and shall be open to public inspection. Copies of any of these records

and documents shall be provided to any member of the public upon payment of a copying fee as established by the Board of Township Trustees. None of the records or documents so kept shall be destroyed except upon compliance with the ORC.

The Zoning Inspector shall receive for filing and note the date of filing of notices of appeal to the Board of Zoning Appeals as provided in ORC 519.15. Notices of appeal, with the date of filing thereon, shall be safely kept in the official records of the Township Zoning Inspector.

The Zoning Inspector upon receipt of a notice of appeal to the Board of Zoning Appeals, shall forthwith transmit to the Board of Zoning Appeals all the papers constituting the record upon which the action appealed was taken.

The Zoning Inspector shall safely keep and deposit all fees and moneys received with the Township Fiscal Officer.

