

ZONING ADMINISTRATOR

The provisions of the Long Rapids Township Zoning Ordinance shall be administered by a Zoning Administrator who shall be appointed by the Long Rapids Township Board for such term and subject to such conditions as the Board deem desirable to carry out the provisions of the Ordinance. He shall hold office at the pleasure of the Board, and receive such compensation as shall be determined by the Board.

The matter of enforcement of the Long Rapids Zoning Ordinance rests with the Zoning Administrator as authorized by the Ordinance. The enforcement by said official so designated, shall have the power of a police officer. The actions of the Zoning Administrator should be consistent and impartial. Lax or improper endorsement can be directly responsible for the failure of zoning. The Zoning Administrator does not have the power to interpret the zoning ordinance, or to grant a variance from or a special exception to the provisions of the ordinance. When the Administrator is in doubt as to whether to issue a zoning certificate or permit, the only proper action is for the administrator to deny the application.

The Zoning Administrators' duties, in part, includes the following:

1. Explain and describe the zoning ordinance to citizens, potential developers or users of township lands. This includes explaining the ordinance text as well as describing districts on the zoning map.
2. Review of developmental site plans, elevation drawings and other illustrations that may be necessary, to see that potential development conforms to the Township Zoning Ordinance. If it is found that the potential development does not conform, the Administrator informs the developer of the steps to be taken for conformance.
3. Issues certificates of zoning compliance when so requested, if the potential development conforms to the provisions of the zoning ordinance.
4. Field inspection of projects under construction to see that they are conforming to the zoning ordinance.
5. Field inspection of township lands and their uses to see that general conformance of the zoning ordinance is taking place.
6. Investigation of zoning violation complaints. This includes field inspections, checking through the zoning ordinance, records, and plans available, to determine if a violation does exist.
 - (A) When a complaint is received, appropriate complaint documentation should be initialized, including obtaining a signed complaint form.
 - (B) A complaint file should be maintained documenting evidence, phone calls, copies of notices, photos and any other pertinent information regarding the complaint.

- (C) If a violation is found to exist, he shall serve notice upon the person responsible for such violation indicating the nature of the violation and stating the action necessary to correct it.
 - (D) If after 15 days after notification is made, the owner fails to correct the violation, a 2nd notice shall be served on the responsible party allowing an additional seven days to correct the infraction.
 - (E) At the expiration of the 7 day period, if the owner has not corrected the infraction or has not submitted an appeal of the violation to the Zoning Board of Appeals, the Zoning Administrator should notify the Township Board to prosecute the complaint in the District Courts.
7. Collects fees associated with the administration of this ordinance (i.e. appeals, amendments, site plan review, compliance certificates).
 8. Conflict of Interest – The Zoning Administrator shall avoid situations which would be considered a conflict of interest. In the event the administrator is asked to perform official duties which involve a related party (either actual or perceived) he should notify the Township Board of the conflict. The Board may at that time appoint an alternate Administrator to perform the duties in this situation.