

SECTION 22

300.2200 ZONING COMPLIANCE PERMITS.

A. Permit Requirements: It shall be unlawful for any person to commence excavation for any building or structure or to commence the erection, addition, alteration or repair of any building, structure or parking area, or repair or move any building or structure; and no land use shall be commenced until a zoning compliance permit for the same has been secured from the Zoning Administrator. No such zoning compliance permit shall be issued for any building, structure or use where the construction, addition, alteration or use thereof would be in violation of the provisions of this Ordinance.

Each zoning compliance permit shall become null and void within one (1) year following the issuance of the permit unless the provisions of the permit have been utilized or unless re-application is made and approved by the Zoning Administrator.

Exempted from the permit requirements are alterations and ordinary maintenance repairs made on any building or structure that does not affect the external dimension of the structure. Also exempted from the permit requirements are one-story detached accessory structures with a floor area of 200 square feet or less.

B. Zoning Compliance Permit Application: Application for a zoning compliance permit shall be filed in writing with the Zoning Administrator on a form approved by the Township Board, signed by the person, firm, co-partnership or corporation requesting the same, or by the duly authorized agent of such person, firm, co-partnership or corporation. There shall be submitted with all applications for zoning compliance permits two (2) copies of a plot plan, giving accurate dimensions on either a scale drawing or a rough sketch. Scale drawings shall be required on all structures and shall contain the following information:

1. Existing or intended use of the structures.
2. Lines and dimensions of the lots to be used.
3. Location upon the lot of all existing and proposed structures and streets.
4. Such other information with respect to the proposed structure, use, lot and adjoining property as may be required by the Zoning Administrator to determine compliance with this Ordinance.

One copy of both plans and specifications shall be filed in and retained by the office of the Zoning Administrator, and the other shall be given to the applicant when the Zoning Administrator has approved the application and issued the permit. In case of minor alterations, the Zoning Administrator may waive portions of the foregoing requirements obviously not necessary for determination of compliance with this Ordinance. Failure to obtain a zoning compliance permit shall constitute a violation of this Ordinance and shall subject each person or persons or corporation for whose benefit the permit is required and the owner or owners of the premises involved to prosecution for such violation.

The above requirement of submission of a plot plan shall be waived for any use or structure requiring site plan approval under this Ordinance. Such site plan approval shall be obtained prior to the issuance of a zoning compliance permit.

C. Conformity To Approved Zoning Compliance Permit: The property which is the subject of an approved zoning compliance permit shall be developed and used in strict compliance with the terms of the zoning compliance permit and any amendments thereto which have received the approval of the Zoning Administrator. (Ord. No. 228, adopt. 6-3-2008)