

**ARTICLE 14.**  
**ADMINISTRATION, PERMITS AND FEES**

**14.01 Duties of Zoning Officer**

- A.** For the administration of this Ordinance, a Zoning Officer, who shall not hold any elective office in the Township, shall be appointed by the Board of Supervisors. The Zoning Officer shall meet qualifications established by the Board of Supervisors and shall be able to demonstrate to the satisfaction of the Board of Supervisors a working knowledge of municipal zoning. The Zoning Officer shall administer this ordinance in accordance with its literal terms, and shall not have the power to permit any construction or any use or change of use which does not conform to this ordinance and other applicable Township codes and ordinances. The Zoning Officer shall issue all permits required by this ordinance. The Zoning Officer may be authorized to institute civil enforcement proceedings as a means of enforcement when acting within the scope of his employment by the Township.
- B.** The Zoning Officer shall have the right to enter any building or enter upon any land at any reasonable hour as necessary in the execution of his duties, provided that:
- 1.** The Zoning Officer shall notify the owner and/or tenant before conducting any inspection.
  - 2.** The Zoning Officer or his duly authorized assistant(s) shall display identification signed by Supervisors upon commencing an inspection.
  - 3.** All inspections requiring access to structures shall be performed in the presence of the owner or his representative or tenant. Other inspections may be performed without the presence of the owner or his representative or tenant, provided **B.1.** and **B.2.** above are complied with.
- C.** The Zoning Officer shall maintain files, open to the public, of all applications for Zoning Permits along with plans submitted therewith.
- D.** The Zoning Officer shall also maintain records, open to the public, of every complaint of a violation of the provisions of this ordinance as well as action taken as a result of such complaints.
- E.** The Zoning Officer shall submit to the Township Supervisors for insertion in the Supervisors' minutes, a written report summarizing for the month all zoning permits issued by him as well as complaints of violations and action taken as a result of such complaints.

**14.02 Zoning Permit**

- A. Requirement. A zoning permit shall be required prior to the erection, construction or alteration of any building structure, or sign, or any portion thereof; prior to the moving of a building into the township, or from one place in the Township to another; prior to the change or extension of non-conforming use; and upon a change in the use of a structure or land.
- B. Application. Application for permits shall be made in writing to the Zoning Officer on such forms as may be furnished by the Township. Such application shall include building and plot plans of a satisfactory nature in duplicate, and shall contain all information necessary for such official to ascertain whether the proposed erection, alteration, use, or change in use complies with the provisions of this ordinance. No permit shall be considered complete or permanently effective until the Zoning Officer has certified that the work meets all the requirements of applicable codes and ordinances.
- C. Issuance of Permits. No zoning permit shall be issued except in conformity with the regulations of this ordinance, except after written order from the Zoning Hearing Board or the Courts. Permits shall be granted or refused within thirty (30) days after date of application. In case of refusal, the applicant shall be informed of his right to appeal to the Zoning Hearing Board.
- D. Expiration of Permits. No zoning permit shall be valid or effective after six (6) months from the date of issuance thereof and shall thereafter be void, unless the work authorized by such permit has been commenced within said six (6) month period and pursued with due diligence. If, however, the applicant has been delayed in proceeding with the work for which the permit was granted due to circumstances or any reasonable cause beyond his control, the permit may be renewed without additional cost to the applicant.

### 14.03 Fees

- A. The Board of Supervisors shall set fees, payable in advance, for all applications, permits, or appeals provided for by this ordinance to defray the cost of advertising, processing, inspecting, mailing notices, charges of a stenographer for taking the notes of testimony, and copying applications and permits. Zoning Permits shall not be required for any maintenance operations such as painting, roof repair, window replacement, installation of siding, replacement of defective structural member or similar maintenance measures.
- B. The Board of Supervisors shall be empowered to reevaluate the fee schedule and make necessary changes to it. Such changes shall not be considered an

amendment to this ordinance, and may be adopted at any public meeting of the Board by resolution.

- C. The required fees for zoning district amendments may vary according to advertising costs and thus shall be kept up-to-date by the Board of Supervisors and the Zoning Officer. All such fees shall be paid into the Township treasury.
- D. Special exceptions and variances shall be issued only after fees have been paid in full, and the Zoning Hearing Board shall take no action on appeals until preliminary charges have been paid in full.