

- 2) If necessary, requests the board of appeals to interpret an unclear ordinance provision.
 - 3) Reviews the submitted site plan according to site plan review standards as set forth in the zoning ordinance.
 - 4) If required by the local ordinance, discusses the application and site plan with the planning commission for advisory comments or approval (depending upon ordinance authorization).
 - 5) Makes a site inspection to verify accuracy of the application and to gather additional information.
- c) Takes final action:
- 1) Approves application (and site plan) if the proposed use complies with all ordinance requirements and if no special review procedures (such as with a planned unit development) are required. A zoning permit is issued or checked off on a building permit.
 - 2) Disapproves and rejects application (and site plan) with reasons given in writing.
- d) A decision of the zoning administrator may be appealed to the board of appeals.



Sample Checklist to Guide Decisions on Zoning Permit Reviews

When reviewing an application for a use or structure, the zoning administrator will consider a number of physical aspects about its

development in relation to the zoning ordinance. However, because the review generally involves a simple check for zoning compliance and no discretion is involved (except if there is a requirement for site plan review), the zoning administrator will particularly look at certain key elements. Many administrators, especially those in urbanizing townships, have developed these key elements into a standardized or systematic review format. Shown below are some of the common key considerations contained in such a format.

All proposed uses and structures to be developed within any zoning district are reviewed to ensure compliance with each of the following ordinance requirements:

1. That the proposed use is permitted either by right, by special use permit, or by other reviews and approval procedures provided for in the ordinance for the district in which the proposed use is to be located.
2. Minimum site area requirements of the district (lot size, lot width, lot coverage, required yard setbacks, setbacks from water bodies and streams, maximum building height, etc.).
3. Minimum building requirements, if any (required area).
4. Minimum dimensions of parking space and required number of parking spaces.
5. Sign requirements.
6. Required lighting, fencing, screening or buffer strips, if any.
7. All public structural or development easements where such exists.
8. All special standards and conditions applicable to the proposed uses or structures which are specifically provided for in the ordinance.
9. All general provisions of the zoning ordinance applicable to the proposed use or structure(s).

CERTIFICATES OF OCCUPANCY

The certificate of occupancy (C.O.) is a permit which is required before a new or old structure is occupied or used, and is usually granted after an inspection. The major purpose for a C.O. is to ensure zoning compliance. It is not uncommon to discover changes in design or