

**ZONING INSPECTOR AND ZONING CERTIFICATES**  
**SECTION 11**

**11.1 - ZONING INSPECTOR:** The position of Township Zoning Inspector is hereby created. He shall be appointed by and serve at the pleasure of the Township Trustees and shall receive such compensation as the Board of Township Trustees may provide. He shall keep records of all applications for zoning certificates and the action taken thereof.

**11.2 - ZONING CERTIFICATE APPLICATIONS:** All applications for a zoning certificate shall be submitted to the Zoning Inspector, who may issue zoning certificates when all applicable provisions of this Zoning Resolution have been complied with. All applications for Conditional Zoning Certificates shall be made to the Zoning Inspector and submitted to the Board of Zoning Appeals, which may approve the Conditional Zoning Certificate.

**11.3 - ZONING CERTIFICATES:** Before constructing, changing the use of, altering any building, including accessory buildings, or changing the use of any premises, application shall be made to the Township Zoning Inspector for a Zoning Certificate. The application shall indicate the exact location of the proposed construction, alteration, or change of use and shall include a plot plan, showing the proposed location, dimensions, height of the building and proposed use. Within ten (10) days of the receipt of the application, the Zoning Inspector shall issue a Zoning Certificate, if the application complies with the requirements of this resolution and the application is accompanied by the proper fee, or refuse the same, if it does not comply. If the proposed use for which the Zoning Certificate is issued, has not been started for a period of six (6) months, the applicant shall be required to renew the certificate with the Zoning Inspector and the renewed certificate must comply with the latest zoning Amendments.

**a -** Any accessory building less than 144 square feet does not need a Zoning Certificate.

**11.4 - EXPIRATION OF ZONING PERMIT:** If the work described in any Zoning Permit has not begun within six (6) months from the date of issuance thereof, said permit shall expire. If the work described in any Zoning Permit has not been exteriorly completed within twelve (12) months of the date of issuance thereof, said permit shall expire, and written notice thereof shall be given to the persons affected, together with the notice that further work as described in the expired permit shall not proceed unless and until a new Zoning Permit has been obtained or an extension granted.

**11.5 - VIOLATIONS:** Building/structures, erected, altered, moved, raised or converted, or any use of the land or premises, carried on in violation of any provision of this Zoning Resolution, are declared to be a nuisance per se. Any building or land use activities considered possible violations of the provisions of this Zoning Code, which are observed by any Township Official or Township Resident shall be reported to the Township Zoning Inspector.

**ZONING INSPECTOR AND ZONING CERTIFICATES** (Continued)

**SECTION 11**

**11.6 - INSPECTION ORDER TO CORRECT:** The Zoning Inspector shall inspect each alleged violation and shall, in writing, order correction of all conditions which are found to be in violation of this Zoning Resolution.

**11.7 - CORRECTION PERIOD:** All violations shall be corrected within a period of thirty (30) days after the written order is issued, or for a longer period of time as indicated by the Zoning Inspector in the written order. Any violation not corrected within the specified period of time shall be reported to the Medina County Prosecutor, who shall initiate prosecution procedures.

**11.8 - FEES:** The Board of Township Trustees shall by resolution, establish a schedule of fees, charges, expenses and a collection procedure for Zoning Permits, Amendments, Appeals, Variances, Conditional Use permits, Plan Approvals, and other matters pertaining to the administration and enforcement of this resolution requiring investigations, inspections, legal advertising, postage and other expenses. The schedule of fees shall be posted in the office of the Zoning Inspector, and may be altered or amended only by the Board of Township Trustees. Until **ALL** applicable fees, charges and expenses have been paid in full, no action shall be taken on any application or appeal.