

ARTICLE 8--ADMINISTRATION AND ENFORCEMENT

The provisions of this Ordinance shall be administered and enforced by the Tompkins Township Zoning Administrator and/or such other officers as the Township Board shall designate. These duties shall be performed in accordance with any guidelines established by the Tompkins Township Board.

8.01 Zoning Compliance Permits

It shall be unlawful for any person to commence excavation for any building or structure (including a mobile home) or to commence the erection, addition or structural alteration of any building or structure (including a mobile home) or to move any building or structure (including a mobile home) onto a lot or to commence a new land use until a zoning compliance permit for such activity has been obtained from the Zoning Administrator. No such zoning compliance permit shall be issued where the construction, addition, moving, alteration or use would be in violation of any of the provisions of this Ordinance.

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

A zoning compliance permit shall not be required for alterations and ordinary maintenance repairs on any building or structure that does not affect the external dimension of the building or structure.

8.02 Zoning Compliance Permit Application

Application for a zoning compliance permit shall be filed in writing on an application form approved by the Township Board. The application shall include the following:

- A. A statement as to the nature and purpose of the proposed building(s), structure(s) and/or use(s) requested to be established on the subject property.
- B. A diagram drawn to scale showing:
 - (1) a North arrow.
 - (2) the property lines and their exact dimensions.
 - (3) the location upon the subject lot of all existing and proposed buildings and structures, including the setback of each such building and structure from the property boundary lines.

- C. A zoning compliance permit application fee in such amount as shall be established by resolution of the Township Board.
- D. Such other information as may be required by the Zoning Administrator to determine compliance with the Zoning Ordinance.

The Zoning Administrator shall review the application and accompanying documents and fee and approve the application if it complies with this Ordinance and deny the application if it does not. If the application is denied, the Zoning Administrator shall state in writing the reason(s) for such denial.

8.03 Compliance with Approved Zoning Compliance Permit

The zoning compliance permit application as approved shall become part of the record of approval and subsequent actions relating to the activity authorized shall be consistent with the approved application and permit.

8.04 Permit Does Not Waive Compliance

Issuance of a zoning compliance permit shall in no case be construed as waiving any provision of this Ordinance. The Zoning Administrator is not granted authority to make changes to this Ordinance or to vary the terms of this Ordinance in carrying out his/her duties.