

**ARTICLE VI
ADMINISTRATION, ENFORCEMENT AND VIOLATIONS**

SECTION 601 ZONING OFFICER

The Board of Supervisors shall appoint a Zoning Officer who shall administer and enforce the provisions of this Ordinance. The Board of Supervisors may also appoint the Zoning Officer to be a member of the Planning Commission, if they so desire.

SECTION 602 DUTIES OF THE ZONING OFFICER

The Zoning Officer shall enforce all the provisions of the Zoning Ordinance and shall have such duties and powers as are conferred on the Zoning Officer by the Zoning Ordinance and are reasonably implied for that purpose.

602.1 Applications, Zoning Permits and Inspection

The Zoning Officer shall receive applications for zoning permits and make all inspections in accordance with the provisions of the Zoning Ordinance.

602.2 Inspection

The Zoning Officer may examine or cause to be examined all structures and/or land for which an application has been filed for zoning permits, and may conduct such inspections from time to time during and at the completion of the work for which a zoning permit has been issued.

602.3 Non-Conforming Uses

The Zoning Officer shall keep an up-to-date list of all non-conforming uses and conditional use permits.

SECTION 603 RIGHTS OF THE ZONING OFFICER

The Zoning Officer shall have the following rights:

603.1

The right to enter and examine any premises at any reasonable time for the purpose of making inspection of buildings or premises necessary to carry out his duties.

603.2

The right to issue permits as provided in this Ordinance and keep a record of all permits issued with a notation of all special conditions involved.

603.3

The right to issue "stop work" orders by notice in writing when any construction work is being done contrary to the provisions of this Ordinance or a permit issued under it.

SECTION 604 ZONING PERMITS

604.1 Requirements

Until the Zoning Officer has issued a zoning permit applicable thereto, no person shall:

- A. Occupy or use any vacant land;
- B. Construct, reconstruct, move or enlarge any structure;
- C. Change a non-conforming use;
- D. Carry on a home occupation;
- E. Erect a sign.

604.2 Application and Fees

Each applicant for a zoning permit shall present with the application, a plot plan showing clearly and completely the location, dimensions and nature of any structures involved, and such other information as the Zoning Officer may require as to compliance with this Ordinance, together with a filing fee in accordance with a schedule annually affixed by resolution of the Board of Supervisors. This fee resolution may contain penalty provisions requiring the payment of an additional fee by anyone failing to obtain advance approval of the project.

604.3

No contractor, subcontractor or builder shall commence construction of any structure or sign without first ascertaining that a permit has been obtained. Failure to do so shall constitute a violation of this Ordinance.

604.4 Temporary Permits

A temporary permit may be authorized by the Zoning Officer for a period not to exceed one (1) year for non-conforming uses incidental to housing and construction projects, and including but not limited to, such structures and uses as storage of building supplies and machinery, and occupation as a residence during the construction period. Any extensions thereof shall, at the option of the Zoning Officer, be referred to the Zoning Hearing Board.

604.5 Record

The Zoning Officer shall maintain a permanent file of all zoning permits and applications as public record.

604.6 Permits

Any permit shall be exercised within one (1) calendar year from the date of its issue; otherwise, it shall become null and void.

SECTION 605 NOTICE OF VIOLATION

If the Zoning Officer shall find that any of the provisions of this Ordinance are being violated, he shall notify in writing by sending the owner(s) of record of the parcel on which the violation has occurred, to any person who has filed a written request to receive enforcement notices regarding that parcel, and to any other person requested in writing by the owner of record, notice as set forth below.

605.1 An enforcement notice shall state the following:

- .1a. The name of the owner(s) of record and any other person against whom the Township intends to take action.
- .1b. The location of the property in violation.
- .1c. The specific violation with a description of the requirements which have not been met, citing in each instance the applicable provisions of the Ordinance.
- .1d. The date before which the steps for compliance must be commenced and the date before which the steps must be completed.
- .1e. That the recipient of the notice has the right to appeal to the Zoning Hearing Board within a prescribed period of time, in accordance with procedures set forth in this Ordinance.
- .1f. That failure to comply with the notice within the time specified, unless extended by appeal to the Zoning Hearing Board, constitutes a violation, with possible sanctions clearly described.

SECTION 606 ENFORCEMENT PENALTIES

Any person, partnership or corporation who has violated or permitted the violation of the provisions of this Zoning Ordinance shall upon being found liable therefore in a civil enforcement proceeding commenced by the Township, pay a judgment of not more than \$500.00 plus all court costs,

including reasonable attorney fees incurred by the Township as a result thereof. No judgment shall commence or be imposed, levied or payable until the date of the determination of a violation by the district justice. If the defendant neither pays nor timely appeals the judgment, the Township may enforce the judgment pursuant to the applicable rules of civil procedure. Each day that a violation continues shall constitute a separate violation, unless the district justice determining that there has been a violation further determines that there was a good faith basis for the person, partnership or corporation violating the Ordinance to have believed that there was no such violation, in which event there shall be deemed to have been only one such violation until the fifth day following the date of the determination of a violation by the district justice and thereafter each day that a violation continues shall constitute a separate violation. All judgments, costs and reasonable attorney fees collected for the violation of zoning ordinances shall be paid over to the Township.