

**CHAPTER 103  
ADMINISTRATION AND ENFORCEMENT**

103.01	Enforcement	103.03	Certificate of Zoning Compliance
103.02	Zoning Administrator Duties and Responsibilities	103.04	Penalty for Violation

**CROSS REFERENCES**

Ch. 104	Zoning Commission and Township Trustees
Ch. 105	Board of Zoning Appeals
Ch. 109	Nonconforming Lots, Buildings, and Uses

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**103.01 ENFORCEMENT**

This Zoning Resolution shall be administered and enforced by the Administrative Officer, hereinafter called the Zoning Administrator, or his or her designated representative who shall be appointed by the Board of Township Trustees as is prescribed by Section 519.16, Ohio Revised Code, and is hereby empowered.

**103.02 ZONING ADMINISTRATOR DUTIES AND RESPONSIBILITIES**

The following constitutes the duties and responsibilities of the Zoning Administrator.

- A. Certificate of Zoning Compliance. To issue a Certificate of Zoning Compliance when these regulations have been followed or to refuse to issue the same in event of non-compliance.
- B. Collection of Fees. To collect the designated fees as set forth by the Township Trustees for Certificates of Zoning Compliance, application for Zoning Map Amendments or changes to the Zoning Resolution, Appeals, Variances, Conditional Use Permits, and any other applicable fee or service charge.
- C. Making and Keeping of Records. To make and keep all records necessary and appropriate to the office, including records of the issuance or denial of all Certificates of Zoning Compliance and of receipt of complaints of violation of this Zoning Resolution and action taken on the same.
- D. Inspection of Building or Land. To inspect any building or land to determine whether any violations of this Zoning Resolution have been committed or exist.
- E. Enforcement. To enforce this Zoning Resolution and make all necessary steps to remedy any condition found in violation by ordering in writing the discontinuance of illegal uses or illegal work in progress. The Zoning Administrator may request the Franklin County Prosecuting Attorney to commence appropriate action.
- F. Advise Zoning Commission. To keep the Township Zoning Commission advised of all matters other than routine duties pertaining to the enforcement of this Zoning Resolution and to transmit all applications and records pertaining to supplements and amendments.
- G. Advise Board of Zoning Appeals. To keep the Board of Zoning Appeals advised of all matters pertaining to Conditional Use permits, Appeals or Variances and to transmit all

applications and records pertaining thereto.

### 103.03 CERTIFICATE OF ZONING COMPLIANCE

No occupied or vacant land shall hereafter be changed in its use in whole or in part, no improvements shall be made to the property, and no structures shall be constructed or modified until a Certificate of Zoning Compliance has been issued by the Zoning Administrator. No existing or new building shall hereafter be changed in its use in whole or in part until a Certificate of Zoning Compliance shall have been issued by the Zoning Administrator. This section shall in no case be construed as requiring a Certificate of Zoning Compliance in the event of a change in ownership or tenancy only, without a change in use or intended use, provided that no repairs, alterations, or additions are proposed for such building.

- A. Application. A total of four (4) copies of an application for a Certificate of Zoning Compliance, on a form provided by the Zoning Administrator, shall be accompanied by a site plan in duplicate drawn to a reasonable scale. One (1) copy shall be returned to the applicant upon approval.

The site plan, which shall be prepared by a licensed surveyor or licensed civil engineer, shall show the following unless waived by the Zoning Administrator:

1. The actual dimensions of the lot including easements.
2. The exact size and location of all buildings on the lot.
3. The proposed new construction.
4. The existing and intended use of all parts of the land or buildings.
5. The proposed provisions of:
  - a. Water facilities.
    - 1) *A letter should be included indicating approval from the Franklin District Board of Health and/or Ohio Environmental Protection Agency, as directed by Zoning Administrator.*
  - b. Wastewater treatment and disposal facilities.
    - 1) *A letter should be included indicating approval from the Franklin District Board of Health and/or Ohio Environmental Protection Agency, as directed by Zoning Administrator.*
  - c. Stormwater drainage features and proposed surface and sub-surface stormwater drainage facilities indicating how storm run-off will be handled and in particular indicating proposed stormwater outlets.
    - 1) *A letter should be included indicating review and recommendations by the Franklin Soil and Water Conservation District, when determined necessary by the Zoning Administrator.*
  - d. Grading plan prepared by an engineer, in particular showing any impact to surface drainage from the proposed development.
    - 1) *A letter should be included indicating review and recommendations from the Franklin County Engineer's Office.*
  - e. Landscaping plan meeting the requirements of this code.
  - f. Affidavit relative to use of any agricultural structures.
6. Such other information with regard to the lot and neighboring lots as may be necessary to determine and provide for enforcement of this Zoning Resolution.

B. Procedure.

1. Acceptance of a Complete Application. The Zoning Administrator shall only accept a complete application and fee for a Certificate of Zoning Compliance.
2. Approval and Issuance. Certificates of Zoning Compliance shall be issued or refusal thereof given within thirty (30) working days after the submittal of a complete application. Written notice of such refusal and reason thereof shall be given to the applicant.

C. Fees. Applicable fees are established based upon the fee schedule and shall be paid at time of application submittal.

~~D. Effect of Approval. An approved Certificate of Zoning Compliance shall be valid for a period of one (1) year as measured from the date of issuance.~~

D. Effect of Approval. If the change or modifications described in any Certificate of Zoning Compliance has not begun within six (6) months from the date of issuance thereof; said Certificate of Zoning Compliance shall expire; it shall be revoked by the Zoning Administrator and written notice thereof shall be give to the persons affected.If the work described in any Certificate of Zoning Compliance has not been substantially completed within one (1) year of the date of issuance thereof; said Certificate of Zoning Compliance shall expire and be revoked by the Zoning Administrator and written notice thereof shall be given to the persons affected, together with notice that further work as described in the canceled Certificate of Zoning Compliance shall not proceed unless and until a new Certificate of Zoning Compliance has been issued.<sup>1</sup>

1. Building Permit. No building permit for the extension, erection or alteration of any building shall be issued before an application has been made and a Certificate of Zoning Compliance issued, and no building shall be occupied until such certificate is approved.

**103.04 PENALTY FOR VIOLATION**

Any person violating any provision of any article of this Zoning Resolution, or who shall violate or fail to comply with any order made thereunder, or who shall falsify plans or statements filed thereunder, or who shall continue to work upon any structure after having received written notice from the Zoning Administrator to cease work shall be guilty of a misdemeanor and subject to the penalty provided in Section 519.99 of the Ohio Revised Code.

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<sup>1</sup> Text Amendment #1-RZ-2000 approved by the Board of Trustees on February 15, 2000 following Zoning Commission hearing and approval on January 24, 2000.

Zoning  
Text  
Change  
  
2/15/2000