

JOB DESCRIPTION

ZONING OFFICER – WASHINGTON TWP, MORRIS COUNTY

The Zoning Officer is given the duty, power and authority to enforce the provisions of chapter 217 of the Township Code. He/she shall be responsible for the examination of all applications for permits and the issuance of zoning permits for the commencement of a use, and the construction, reconstruction, alteration, conversion, installation of or addition to any structure or building, including accessory structures, pillars, gates and signs, which are in accordance with the requirements of chapter 217 and all nonconforming uses existing at the time of passage of chapter 217.

Must also perform plan review to determine if applications to other departments require zoning permits or board approval in accordance with established inter-departmental procedures. Must be able to recognize when applications may need other approval under other land use ordinances, such as stormwater control or ridgeline disturbance and refer applicant to Engineer or appropriate official.

Issues Highlands exemptions as appropriate. Must be able to explain basic Highlands regulations to applicants, refer inquiries to Highlands Council as appropriate and maintain good working relationship with Highlands Council staff.

Produces monthly reports on permit applications and reported violations. Enters zoning complaints/responds to complaints entered in online municipal request system.

Responsible for enforcing zoning, ridgeline and conservation easement compliance. Issues notices of violation and summonses as appropriate. May have to appear in court. Must be able to explain zoning regulations to applicants, complainants and/or violators.

Must be able to maintain spreadsheets. Zoning Officer Certificate, familiarity with Highlands Act and conservation easements a plus.