**ZONING INSPECTOR**

The Township Zoning Inspector operates under the authority of the Board of Trustees as permitted by the Ohio Revised Code. The Zoning Inspector is responsible for issuing zoning certificates, confirming construction is in accordance with the Zoning Code, responding to complaints, and generally administering the Brunswick Hills Township Zoning Resolution.

**Job Qualifications:**

* Detailed knowledge of Brunswick Hills Township Zoning Resolution
* Knowledge of Township Zoning under Ohio law
* Professional telephone etiquette and personal image
* Ability to accurately obtain information, including field measurements
* Data entry skills, proficiency with word processing and database programs
* Good organizational skills
* Good oral and written skills

**Job Description / Duties:**

* Respond to public zoning inquiries
* Review zoning permit applications and conduct site inspections to verify zoning certificate information and conformance
* Review subdivision plans and respond to Department of Planning Services, as requested
* Collect zoning fees and deposit or forward to Township Fiscal Officer with documentation
* Prepare correspondence
* Prepare monthly reports to the Board of Trustees
* Review and process applications to be submitted to the Board of Zoning Appeals and Zoning Commission, and prepare comments as needed
* Verify information submitted by applicants for the Zoning Commission and Board of Zoning Appeals
* Advise applicants going before the Zoning Commission and Board of Zoning Appeals what materials and information is required
* Assist applicants with filling out Township zoning permits/applications
* Notify the Zoning Secretary when applications have been filed
* Update Township Zoning Map, as needed
* Attendance at Zoning Commission meetings
* Represent Township at Board of Zoning Appeals hearings
* Maintain monthly log of hours, mileage, and inspections performed

Revised 10/24