

55-209. ZONING OFFICER; DUTIES.

A. Appointment and Duties .

- (1) The Township Committee shall appoint a Zoning Officer, who shall be authorized to and shall administer and enforce the provisions of this chapter. At the discretion of the Township Committee, said position may be held by the Building Inspector.
- (2) The Zoning Officer shall receive applications for permits to construct, alter, use or occupy any building or land and shall issue such permits to applicants having complied with the provisions of this chapter. In no case shall a permit be granted by the Zoning Officer for the construction, alteration and use of any building or land that would be in violation of this chapter.
- (3) The Zoning Officer or his duly authorized agent shall have the right to enter and inspect any building or premises and examine any plans during the daytime course of his duties to determine whether or not any construction, alteration or use of any building or use of land is in conformance with any permit issued therefor under the provisions of this chapter.
- (4) The Zoning Officer shall order, in writing, the remedying of any conditions or the cessation of any construction, alteration or use found to be in violation of any provision of this chapter or of any conditions which may have been attached to the issuance of a permit to construct, alter or use a building or lot by an official or official body of the Township of Barnegat acting under this chapter.

B. *Records.*

- (1) The Zoning Officer shall keep a record of all applications for permits and certificates issued and denied, together with all notations of specific conditions involved. He shall file and safely keep copies of all site plans and information supplemental thereto, which shall be part of the records of his office and shall be available for the use of the Township Committee and of other officials of the Township of Barnegat, county or state.
- (2) The Zoning Officer shall prepare a monthly report **for the Township Committee summarizing for the** period since his last previous report all permits issued and all violations found and consequent actions taken by him. A copy of each such report shall be filed with the Tax Assessor.

C. *Cases of Doubt.* Should the Zoning Officer be in doubt as to the meaning or intent of any provision of this chapter as to the location of a district boundary line on the Zoning Map or as to the propriety of issuing any permit in the particular case, he shall appeal the matter to the Board of Adjustment for interpretation and decision.