CHAPTER 20
ZONING CERTIFICATES, GENERAL APPLICATION PROCEDURES AND FEES

20-1 ZONING CERTIFICATE

Except as expressly provided otherwise in this Resolution, no land shall be occupied or used and no building, structure or sign shall be located, constructed, reconstructed, enlarged or structurally altered, nor work commenced upon the same, nor occupied or used in whole or part for any purpose whatsoever until the Zoning Inspector has issued a Zoning Certificate. The Zoning Certificate shall state the zoning districts in which the proposed use is located and that the proposed uses and structures comply with the provisions of this Resolution. The Zoning Certificate shall also identify whether the proposed use is a Permitted Use, a Planned Unit Development, a Conditional Use, or a Nonconforming Use. No change of use shall be made in any building or part thereof, now or hereafter located, constructed, reconstructed, enlarged or structurally altered, without a Zoning Certificate issued by the Zoning Inspector. No Zoning Certificate shall be issued to make a change unless the changes are determined by the Zoning Inspector to be in conformity with the provisions of this Resolution.

20-1.1 Application for Zoning Certificate

Application for a Zoning Certificate of the type required by the provisions of this Resolution shall be made to the Zoning Inspector prior to the application for a construction permit at the Department of the Building Commissioner. A record of all Zoning Certificates issued shall be kept on file in the office of the Zoning Inspector and copies shall be furnished on request to any person having a proprietary or tenancy interest in the property or building affected.

20-1.2 Zoning Compliance Plan

Each application for a zoning certificate shall be accompanied by a specified number of zoning compliance plans and construction drawings, drawn to scale. Two (2) copies of the Plan shall be returned to the applicant when approved by the Zoning Inspector. All dimensions shown on these plans relating to the location and size of the lot to be built upon shall be based on an actual survey by a registered surveyor. The lot and location of the building or structure thereon shall be staked out on the ground before construction is started.

Applications that include multi-tenant structures (i.e. condominiums, apartments, office buildings, shopping centers) shall identify the address and unity number of each unit within a building on the Zoning Compliance Plan and no such unit(s) shall be consolidated or divided prior to issuance of a Zoning Certificate authorizing such division or consolidation.

20-1.3 Fee

The fee for a Zoning Certificate shall be established, from time to time, by the Board of Township Trustees upon recommendation of the Administrative Official.

20-1.4 Period of Validity

Subject to an extension of time by the Administrative Official, no Zoning Certificate shall be valid for a period longer than one (1) year unless a building permit application is submitted in compliance with the zoning certificate.

20-2 GENERAL APPLICATION PROCEDURES

All applications for zoning amendments, Zoning Certificates, or any other type of approval required by the provisions of this Resolution shall be submitted in accordance with the following procedures.

20-2.1 Application

Submission of an application on a form or forms provided by the Administrative Official shall be required for zoning amendments, Zoning Certificates, or any other type of approval required by the provisions of this Resolution.

20-2.2 Determination of Completeness of Any Application

Within eight (8) days after receipt of an application for an approval described in Section 20-2.1, the Administrative Official shall determine if the application is complete. If the applicant is unable to furnish the required plans, fees or forms, then the applicant will be notified.

20-2.3 Effect of Determination

The time limits for completion of the application review and the rendering of a final decision or Certification of Compliance as provided for specifically in the chapters of this Resolution governing approvals of zoning amendments, Zoning Certificates, or any other type of approval required by the provisions of this Resolution, shall commence on the date that the Administrative Official determines that the application is complete.

20-3 FEES

A schedule of non-refundable fees in connection with applications for a zoning amendment, a Zoning Certificate, or any other type of approval required by the provisions of this Resolution shall be established by the Board of Township Trustees and revised from time to time upon recommendation by the Administrative Official. The current Fee Schedule shall be made available upon request at the office of the Administrative Official.

20-4 ZONE DISTRICT CERTIFICATION

The existing zoning of a specified parcel or parcels can be certified by the Administrative Official upon receipt of the applicable fee and a type written request to the Sycamore Township Zoning Commission specifying the property's Book, Page and Parcel number and street address.