

## **Town of Strafford Zoning Administrator**

### **JOB DESCRIPTION**

The Zoning Administrator is responsible for the daily application of Zoning bylaws and the town plan. The ZA serves as the Town's Administrative Officer/Zoning Administrator with duties and responsibilities as prescribed under 24 VSA Ch. 117 §4448.

These duties include, and are not limited to issuing permits, providing forms and information, investigating violations, and coordinating efforts between the Planning Commission, Select Board, Development Review Board, and other local and state agencies.

The Zoning Administrator also serves as clerk for the Development Review Board.

#### **The Zoning Administrator interprets and implements:**

- Strafford Zoning Bylaws
- Strafford Subdivision Regulations
- Strafford Flood Hazard Area Zoning Bylaws
- Town Plan
- Federal and State laws as applicable

#### **Responsibilities**

##### **Permits:**

- Receives and processes all zoning, building, and floodplain permit applications.
- Reviews all applications for proper referral to Development Review Board as applicable.
- Processes, issues, and post all permits.
- Assist individuals who are researching the permit history of a property.
- Advises applicants in the permit/hearing preparation process.
- Makes local determinations regarding floodplain and wetland locations.
- Follow up with a site visit to issue a Certificate of Compliance.

##### **Enforcement:**

- Investigates violations and enforces compliances with local, state, and federal laws and bylaws.
- Issues Notice of Alleged Violation, when appropriate.
- Coordinates with Select Board to levy appropriate enforcement action(s).

##### **Assistance to the Public:**

- Office hours by appointment when needed.
- Provides guidance and instructions to complete the forms.
- Coordinates with other local, state, or federal agencies on the behalf of the applicant.
- Provide general guidance on local and state permitting processes.
- Assists citizens with FEMA map and wetland interpretation.

##### **Development Review Board:**

- Attends DRB hearing in the evening as required.
- Acts as the clerk of the DRB and ensures the DRB has the required information to perform their duties to include:
  - Receives, prepares, and disseminates agendas, minutes, applications, and related correspondence.
  - Ensures all public notices (Warns) are in accordance with state law.
- Drafts finding of fact and conclusion of law for the DRB hearings.
- Filing all appropriate documents into parcel folders.
- Does other duties as required or as requested by the DRB.