



DARBY TOWNSHIP TRUSTEES

Pickaway County, Ohio

P.O. Box 37

Derby, OH 43117

ZONING INSPECTOR DUTIES AND RESPONSIBILITIES

- Administering, maintaining, and updating the township's Comprehensive Plan and Zoning Code.
- Act as primary contact for citizens and developers to accept and process applications for rezonings, zoning amendments and variances. Manage the application process and assist residents and developers in understanding and navigating the process.
- Work with applicants to ensure development proposals align with the vision and reflect the planning principles identified in the township's comprehensive plan.
- Draft reports for zoning amendments and present to the Zoning Commission.
- Draft reports for conditional uses and variance requests and present to the Board of Zoning Appeals.
- Provide notification to surrounding properties for all public hearings in accordance with the zoning code requirements.
- Act as the primary liaison to the Planning and Zoning Commission and the Board of Zoning Appeals.
- Review zoning permits for compliance with Township Zoning Code and other applicable regulations.
- Conduct field inspections for zoning inspections. Enforce the zoning code through property inspections and code enforcement actions. Work with the Prosecutor's office on zoning violation matters.
- Maintain records on all zoning related matters.