



PLUNKETT'S CREEK T O W N S H I P

179 Dunwoody Road • Williamsport, PA 17701 • Phone/Fax (570) 478-2231

Zoning Officer Duties

It is the duty of the zoning officer to:

1. Administer the zoning ordinance and issue permits only where there is compliance with the provisions of the zoning ordinance.
2. Conduct inspections and surveys as prescribed by the governing body or ordinance to determine compliance or non-compliance with the terms of the zoning ordinance.
3. Enforce the zoning ordinance, including the issuance of enforcement notices and, where authorized by the governing body, the filing of summary citations with the magisterial district judge, and keep records of all enforcement activities.
4. Perform a review of applications for conditional uses, special exceptions, and variances for compliance with the zoning ordinance, and provide testimony at hearings on such applications. Where directed by the governing board, the zoning officer may be charged with receiving appeals and applications for conditional uses, special exceptions, and variances, forwarding them to the governing body or the zoning hearing board, as appropriate, scheduling hearings, advertising, posting notices, and issuing written notices of the hearings.
5. Perform a review of applications for subdivision and land development for compliance with the zoning ordinance, and provide review comments to the planning commission and governing body.
6. Upon the request of the planning commission, governing body, or zoning hearing board present facts, records or information to assist in making decisions.
7. When required by the zoning ordinance, identify and register nonconforming uses and structures and record the reasons for the nonconforming status.
8. Where authorized by the governing body, to take action on behalf of the municipality in any appropriate action or proceedings to prevent the unlawful erection, construction, reconstruction, alteration, repair, conversion, demolition, maintenance, or use of any building or structure, to restrain, correct, or abate such violation so as to prevent the occupancy or



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use of any building, structure, or land, or to prevent any illegal act, conduct, business, or use in or about such premises.

9. Revoke by order a permit issued under a mistake of fact or contrary to the law or the provisions of the zoning ordinance.

10. Keep records of all applications and plans for permits and the action taken thereon.

11. Maintain a map or maps showing the current zoning districts and overlay districts for all the land within the municipality. Upon request – via permit applications, or verbal and/or written requests – the zoning officer shall make determinations of any zoning map district boundary question.

12. Upon request, issue preliminary opinions under Section 916.2 of the MPC.