

**TOWNSHIP OF LEET  
ZONING CERTIFICATE OF COMPLIANCE APPLICATION**

Zoning certificates per Township Ordinance No. 168. A zoning certificate shall be obtained before any person may:

1. Occupy or use any vacant land: or
2. Occupy or use any structure hereafter constructed, reconstructed, moved altered or enlarged; or
3. Change the use of a structure or and to a different use; or
4. Change a nonconforming use, to a permitted use.
5. Applications for a zoning certificate shall be accompanied by a plot plan showing clearly and completely the location, dimension and nature of and structure involved and such other

information as the Zoning Officer may require for the administration of this chapter, together

with a filing fee in accordance with a schedule affixed by resolution of the Board.

**The following is to be completed by the Buyer/Proposed Landowner/Permit Applicant:**

Date of Application \_\_\_\_\_

Name \_\_\_\_\_

Parcel number \_\_\_\_\_

Address of

Property \_\_\_\_\_

Applicants mailing address \_\_\_\_\_

Email address \_\_\_\_\_ Phone \_\_\_\_\_

Will Applicant be occupying home? Yes \_\_\_ No \_\_\_

If no, who will? \_\_\_\_\_

What is current use of property? Single-Family Dwelling [ ] Vacant Land [ ] Other [ ] \_\_\_\_\_

What is the proposed use of property: \_\_\_\_\_

Do your planned activities constitute a Home Occupation, business and/or require a license?

Yes \_\_\_ No \_\_\_

If Yes, please provide details and copy of license. \_\_\_\_\_

Under penalty of law, I/we certify that the above information is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed

*NOTICE! This Certificate does not pertain to Building Code Compliance*

\* Township Use Only \*

Zoning District \_\_\_\_\_

[ ] The stated occupancy is in accordance with the provisions of the Zoning Ordinance.

[ ] The stated occupancy is not in accordance with the provisions of the Zoning Ordinance.

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature, Zoning Officer

\_\_\_\_\_  
Certificate No.

FEE \$65.00

Date Paid: \_\_\_\_\_

Check # \_\_\_\_\_ Cash \_\_\_\_\_

Additional documents may be attached as needed.

§27-802. Building Permits.

1. No building or structure shall be erected, added to or structurally altered until a permit therefor has been issued by the Zoning Officer. No building permit shall be issued for any building where said construction, addition, or alteration or use thereof would be in violation of any of the provisions of this Chapter, except after written order from the Township Board of Commissioners. Any building permit issued in conflict with the provisions of this Chapter shall be null and void.

2. All applications for building permits shall be in writing to the Zoning Officer and accompanied by plans in duplicate, drawn to scale, showing the actual dimensions and shape of the lot to be built upon; the exact sizes and locations of the lot or buildings and structures already existing, if any; and the location and structure alteration. The application shall include such other information as lawfully may be required by the Building Inspector, including the existing or proposed building or alteration; all proposed changes of grade, walls, fences, drains, driveways, parking area and landscaping plan; existing or proposed uses of the building and land; the number of families, housekeeping units, or rental units the building is designed to accommodate; conditions existing on the lot; and such other matters as may be necessary to determine conformance with, and provide for the enforcement of this Chapter.

3. In approving an application for a building permit, the Zoning Officer may require such changes in plans for construction, addition or alteration or use of such buildings or lots as may be necessary to assure compliance with this Chapter.

4. A building permit for any building or use may be revoked and withdrawn by the Zoning Officer if the holder of the building permit has failed to comply with the requirements of this Chapter or with any conditions attached to the issuance of the permit, and the holder of the building permit may be subject to penalties as provided by Part 11 of this Chapter.

5. The Zoning Officer shall act upon an application for a building permit no later than 30 days after receiving the application, unless additional information or plans are required to process the application. In case of refusal of permit, the applicant shall be informed of his right of appeal to the Zoning Hearing Board.

6. One copy of the plans shall be returned to the applicant by the Zoning Officer after he shall have marked such copy either as approved or disapproved and attested to same by this signature on such copy. The second copy of the plans, similarly marked, shall be retained by the Zoning Officer.

7. If the work described in any building permit has not begun within 6 months from the date of issuance thereof, said permit shall expire; it shall be canceled by the Zoning Officer and written notice thereof shall be given to the persons affected.

8. The work described in any building permit shall be substantially completed within the time stated on the permit or within 1 year of the date of issuance thereof, whichever is sooner. This may be extended for an additional period of time by the Zoning Officer if in his discretion he deems it necessary.

(Ord. 168, 7/10/1978, §802; as amended by Ord. 260, 3/11/1996, §27-802) §27-803.

### Occupancy Permits.

1. It shall be unlawful to use or occupy or permit the use of occupancy of any building or lot, or part thereof, hereafter erected, connected, or wholly or partly altered or enlarged in its use of structure until an occupancy permit has been issued therefor by the Zoning Officer. Said occupancy permit shall state that the proposed use of the building or land conforms to the requirements of this Chapter. [Ord. 260]
2. Application for occupancy permit shall be made in writing to the Zoning Officer and shall be issued within 5 working days after the erection or alteration has been completed, inspected by the Zoning Officer as complying with the provisions of this Chapter. In case of refusal, the applicant shall be informed of his right to appeal to the Zoning Hearing Board. [Ord. 260]

### §27-803 Zoning §27-804

3. Application for occupancy permits for a new or changed use of land where no building permit is required shall be made directly to the office of the Zoning Officer, and a copy forwarded to the Township Board of Commissioners. Occupancy permits shall be issued, or written notice stating why an occupancy permit cannot be issued, shall be given to the applicant no later than 10 days after the application has been received by the office of the Zoning Officer. [Ord. 260]
4. A temporary occupancy permit maybe issued by the Zoning Officer for a period not exceeding 6 months, during alterations, as partial occupancy of a building pending its completion; provided, that such temporary permit may require such conditions and safeguards as will protect the safety of the occupants and the public. [Ord. 260]
5. Failure to obtain an occupancy permit shall be a violation of this Chapter and may be subject to penalties as provided by this Chapter.
6. The Zoning Officer shall maintain a record of all occupancy permits and copies shall be furnished upon request to any person, at reasonable cost, having a proprietary or tenancy interest in the building or lot affected. [Ord. 260] (Ord. 168, 7/10/1978, §803; as amended by Ord. 260, 3/11/1996, §27-803)