

ZONING ADMINISTRATOR JOB DESCRIPTION

OCTOBER 2021

Administrate the municipal by-laws of the Town of Moretown

Approve or deny applications for zoning permits

Maintain records of all applications and associated fees

Maintain records of all permits issued, denied and Notice of Violations issued

Use Microsoft Office and Excel computer programs to maintain town records

Meet with applicants as necessary to help with the permit applications

Follow procedures and processes as directed in the Moretown Zoning Regulations

Make periodic inspections of properties to determine compliance

Work with the Development Review Board to schedule review hearings

Meet with the Planning Commission on an as needed basis to update current zoning regulations and answer questions

Respond to Federal forms regarding land use in Moretown

Report zoning activity annually in the Moretown Town Report

Attend training meetings

All other necessary functions to carry out the provisions of the regulations