

ARTICLE 9 – ZONING ADMINISTRATION AND ENFORCEMENT

SECTION 80 – PLANNING AND DEVELOPMENT DEPARTMENT

80.1 STAFF

In accordance with the provisions of Chapter XIV Land Use of the City Charter the Mayor shall appoint a Commissioner of Planning and Development (hereafter **Commissioner**) who shall also serve as Chief **Zoning Enforcement Officer** of the City of West Haven. The staff of the Planning and Development Department shall be appointed as approved and budgeted by the City Council and in accord with the provisions of the City Charter.

80.2 COMMISSIONER OF PLANNING & DEVELOPMENT

In addition to those duties which may be prescribed herein or assigned by the Charter. The **Commissioner** shall be responsible for overseeing the enforcement and interpretation of the Regulations. The **Commissioner** shall act as liaison between the **Commission** and all other boards, commissions, agencies, or departments of the City with respect to the Comprehensive Plan of Conservation and Development and the interpretation of these Regulations.

80.2.1 **Counsel, Advice and Assistance.** However, nothing herein shall prevent the **Commission, Board, or Commissioner** from requesting counsel, advice or assistance in interpretation of these Regulations.

80.3 ZONING ENFORCEMENT OFFICER(S)

There shall be **Zoning Enforcement Officer(s)** whose duties shall include the enforcement of these Regulations, subject to appropriate supervision and direction by the **Commissioner**. A **Zoning Enforcement Officer (ZEO)** is authorized to cause any **building, structure**, place, premises or use to be inspected or examined and to order, in writing, the remedying of any condition found to exist therein or thereon in violation of any provision of these regulations.

80.3.1 **ZEO Administrative Regulations.** The **Zoning Enforcement Officer (ZEO)** shall have the power to adopt such administrative regulations as deemed necessary to carry out the enforcement responsibilities, which regulations shall have general applicability to cases of similar character.

80.4 STAFF RESPONSIBILITIES

80.4.1 Staff Acceptance and Review of Plans

Staff of the Planning and Development Department shall be responsible for staff acceptance and review of applications for site plans, special permits, coastal site plan reviews and applications to the **Zoning Board of Appeals** and shall determine if plans are complete and meet the requirements of these regulations. Staff shall also provide for review of plans by other city departments. The acceptance of plans for review shall not constitute formal acceptance of the plans by the West Haven Planning and Zoning Commission.

80.4.2 **Preparation of Public Hearing Notices and Mailings.** Staff shall prepare legal advertisements and public hearing notices as required by Articles 8-10 and in accordance with the provisions of the Connecticut General Statutes.

80.4.3 **Certificates of Decision.** Whenever an application for a **Variance, Special Use Exception, Zoning Map or Zoning Text change, or Special Permit** is decided staff shall issue a Certificate of Decision which shall set forth with specificity the property owner, location, nature and decision, and any conditions or restrictions of any approval granted. Such Certificate of Decision shall be sent by certified U.S. Mail to the applicant.

The applicant shall immediately record an approval, together with any restrictions or conditions, on the Land Records of the City of West Haven. Failure to record such Certificate within ninety (90) days of its issuance shall automatically void the grant thereof.