

Baraga Township Zoning Administrator

Duties and Responsibilities:

Overall administration and enforcement of the Twp Zoning Ordinance

Site Plan Review

Issuance of Zoning Compliance Permits

Review of Special Land Use Requests / Preparation of materials for Planning Commission

Communication with residents concerning the Ordinances of the Township

Patrol of the Township, as needed

Court Time, if necessary

Maintain accurate records

Attendance of Planning Commission and Zoning Board of Appeals Meetings

Attending Township Board Meeting upon request of the board

Attend Appeal Hearings

Wages/Salary:

\$ 250.00 / month

Zoning Compliance Permit Fee (Current rate of Permit when issued)

Mileage Reimbursement

Meeting Attendance Reimbursement

Budget:

A budget for supplies will be provided for the necessities of carrying out the duties of the office. Such supplies will be requested by the Administrator and approved by the Township Board.

Training/Education:

The Baraga Township Board encourages attendance to the Zoning Administrator Certificate Program hosted by Michigan State University Extension. All costs associated to the training will be reimbursed by the Township of Baraga. The township board will also encourage continued education and with prior board approval, will reimburse costs associated.