

## TOWN OF PROSPECT LAND USE INSPECTOR

### Broad Function

The Land Use Inspector is responsible for the professional and technical support necessary to ensure proper compliance with town regulations and related state statutes with regard to zoning and inland wetlands matters. The Land Use Inspector works under the guidance of the Planning & Zoning Commission and serves as staff to the Inland Wetlands Commission, the Zoning Board of Appeals and the Planning & Zoning Commission. The Land Use Inspector is required to attend evening meetings and perform site inspections after hours and on weekends.

### Duties and Responsibilities:

1. Reviews all applications for submittal to a commission or board. Provides assistance with site plan, special permit and subdivision application preparation, applications for regulated activities involving wetlands and watercourses and zoning variance requests. Attends all meetings of the Planning & Zoning Commission, the Inland Wetlands Commission, and the Zoning Board of Appeals. Prepares various reports, permit resolutions of approval, enforcement logs and other written and oral communications as required. Supervises clerical staff in the preparation of meeting agendas, meeting minutes, legal notices, letters of approval and other correspondence.
2. Provides assistance to the general public, attorneys, engineers, architects, land surveyors, etc. to interpret, answer, advise and coordinate on matters related to the zoning, subdivision and inland wetlands regulations, permit requirements and procedures for permit submittals and approvals.
3. Issues zoning permits and Certificates of Zoning Compliance. As authorized agent for the Inland Wetlands Commission may issue Inland Wetlands permits in accordance with state statutes. Maintains a complete and current file on all applications relative to zoning and inland wetlands.
4. Performs routine site inspections on all construction sites involving zoning, subdivision or inland wetlands permit approvals. Ensures work performed is consistent with permit conditions granted. May initiate enforcement actions if discovered violations of the permit issued are not resolved promptly to town satisfaction.
5. Continually reviews regulations for consistency with current statutory authority. Provides recommendations for regulation amendments, deletions or additions to the responsible commission. Advises Town Attorney on all proposed changes or amendments to the zoning regulations, subdivision regulations, inland wetlands regulations and Plan of Conservation and Development.

6. Conducts general inspections for adherence to zoning regulations and investigates and responds to complaints of zoning violations. Inputs and maintains records of inspections and investigation. Drafts correspondence and may issue enforcement orders directing the abatement of zoning violations. Prepares documentation/records required for enforcement of zoning regulations in civil court actions and criminal prosecutions, and appears in court when required.

7. As Inland Wetlands Agent conducts site inspections of properties to confirm compliance with issued permits and permit conditions; conducts town wide patrols to detect violations of the inland wetlands regulations and responds to all reports of violations of the inland wetlands regulations or issued permits. Advises the Inland Wetlands Commission on detected violations and initiates enforcement action as directed by the commission. Prepares and submits Statewide Inland Wetlands & Watercourses Activity Reporting Form to DEEP.

#### Knowledge, Skills and Abilities

- Knowledge of the principles and practices of municipal land use. Ability to analyze, interpret and administer the provisions of Town regulations and related State statutes with regard to planning, zoning and inland wetlands.
- Ability to analyze and interpret technical reports, topographical maps, aerial photographs, general soils maps and engineering/construction drawings.
- Ability to express ideas effectively in oral and written form to associates, general public, and appointed boards or commissions.
- Considerable ability to keep accurate records and to prepare comprehensive and accurate reports.
- Ability to enforce the zoning and inland wetlands regulations of the Town.
- Must possess computer skills in MS Office and GIS software.
- Must possess a valid Connecticut driver's license and provide own transportation.
- Must possess the ability to access construction sites and traverse rough terrain.

#### Experience and Training

- Associate's degree plus two years of related work experience or 4 years or more of work related experience.
- DEEP Inland Wetlands and CAZEO certifications are required or attainable within three years of hire.