

Certification: Zoning Inspector

Exam ID: 75



Scope:

A Zoning Inspector is responsible for enforcing the local zoning ordinances. This includes, but is not limited to, the permitting, development, erection, enlargement, alteration, repair, movement or removal of all buildings, structures and parcels of land in the jurisdiction. Other areas of responsibility may also include the conversion, occupancy, use, height, area, parking, and landscaping.

- 50 multiple-choice questions
- 2-hour limit
- Open book

01	Legal Aspects of Zoning Inspection	28%
0101	<u>Notices and Orders</u> Prepare and post notices of violations, citations, correction notices, and stop work orders to comply with zoning codes related to land use regulations. Conduct follow-up inspections to ensure compliance with applicable codes.	10%
0102	<u>Public Information</u> Provide general zoning code compliance information to the public and to other governmental agencies. Advise persons affected by regulatory actions of their right to due process.	6%
0103	<u>Enforcement Process</u> Gather, maintain, and present evidence as necessary to enforce zoning code provisions, with due consideration for procedural and substantive due process of law.	12%
02	Administrative Aspects of Zoning Inspection	14%
0201	<u>Land Use</u> Determine whether lots or structures, or additions thereto, are required to meet current code requirements. Process applications for signs, buildings, and use permits. Perform inspections to insure compliance with approved permits. Determine that nonconforming structures and uses comply with applicable zoning regulations.	10%
0202	<u>Administrative Zoning Relief and Variances</u> Process applications for relief under zoning ordinances and sign regulations, research variance requests, and conduct inspections to insure that variances conform with approved requests. Process conditional use applications and perform inspections to insure compliance with such use.	4%
03	Planned Zoning	16%
0301	<u>Zoning Classifications</u> Following review of submitted site plans, inspect properties for compliance with legal zoning classifications and allowances.	8%
0302	<u>Bulk Regulations</u> Based upon submitted plans, determine compliance with zoning bulk regulations. Following review of site plans, inspect properties for proper zoning classification, lot areas, maximum density, lot dimensions, setback requirements, and maximum building height.	8%

04	Development Regulations	22%
0401	<u>Parking</u> Determine that a minimum amount of off-street parking and loading spaces are planned and constructed, with adequate provision for ingress and egress - including required number, location of lot, parking stall dimensions, driveway widths, slopes, accessibility, screening, and lighting.	6%
0402	<u>Fences, Walls, Landscaping, and Grading</u> Enforce ordinance related to fence and retaining wall locations and heights. Regulate landscaping, grading, and excavation requirements. Insure that adequate passageways from entrances to public ways exist.	4%
0403	<u>Accessory Buildings</u> Check for location of accessory buildings in accordance with adopted standards. Review and/or inspect for allowable projections into yards.	4%
0404	<u>Home Occupations</u> Insure that home occupations comply with zoning regulations regarding permissible numbers and types of employed persons, maximum area of residence used for employment, exterior display of goods and services, advertising signs, and parking; verify that home occupations have appropriate conditional use permits when required.	4%
0405	<u>Adult Uses</u> Inspect to determine compliance with special regulations related to adult use businesses, including compliance with zoning regulations and minimum distance to other businesses, residences, or public facilities.	2%
0406	<u>Yards and Passageways</u> Inspect for compliance with allowable projections into yards and the location and spacing of passageways.	2%
05	Sign Regulations	22%
0501	<u>General Sign Inspections</u> Inspect signs for compliance with approved permits, approved materials, size, condition, height, illumination, area, location, operation, and maintenance. Insure that all signs have been properly installed and located on the lot. Inspect to determine that signs which do not relate to new land or structures are altered or removed within the maximum period of time allowed. Ensure the enforcement of provisions governing existing signage which do not conform to the requirements of the current zoning code.	4%
0502	<u>Signs in Residential Zones</u> Insure that residential development signs comply with local zoning requirements related to number, location, and size.	2%
0503	<u>Signs in Commercial and Manufacturing Zones</u> Insure that signs in commercial and manufacturing zones comply with local zoning requirements related to location size, height, and number.	2%
0504	<u>Prohibited Signs</u> Verify that signs do not obstruct traffic or constitute a traffic safety hazard and do not encroach or overhang public right-of-way.	4%

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| 0505 | <u>Portable Signs</u>
Verify that portable signs comply with local ordinances for size, location, and mounting. | 2% |
| 0506 | <u>Temporary Signs</u>
Insure that temporary signs comply with local zoning requirements related to materials, size, location, and maximum display period. | 4% |
| 0507 | <u>Specific Sign Requirements</u>
Inspect to insure that the provisions for specific signs are met and that such signs meet minimum regulatory requirements. | 2% |