

**ARTICLE 5**  
**ADMINISTRATION AND FEES**

**ZO-5.00.00 Zoning Administration**

The provisions of this Ordinance shall be administered and enforced by a Township Zoning Administrator. He/she shall be appointed by the Bridgehampton Township Board upon the recommendation of the Planning Commission for such term and subject to such conditions and at such compensation as the Township Board shall determine as reasonable.

**ZO-5.00.01 The Township Zoning Administrator shall:**

- A) Process applications for land use permits and review related site plans (See Article 3).
- B) Issue permits when requirements are complete and standards are met.
- C) Inspect parcels of land for which permits are requested.
- D) Send written notification of any violation of this Ordinance to the owner(s) and tenant(s) of the property at issue.
- E) Initiate stop-work orders on violating construction project(s).
- F) Provide quarterly reports and copies of notices of violation, land use permits and site plans to the various Township boards on matters of land use.
- G) Maintain the official township zoning map and compile a list of legal descriptions (by use district) of all parcels of real estate rezoned pursuant to actions of the township board.
- H) Testify at any legal proceedings regarding this Ordinance.
- I) Issue and enforce civil Notices of Violation (Citations for infractions).
- J) The Zoning Administrator shall not make changes in this Ordinance or vary its terms, in carrying out his/her duties.
- K) The Township may appoint a Deputy Zoning Administrator empowered to perform all or only specific duties of the Zoning Administrator.
- L) In the absence of the Zoning Administrator and Deputy Zoning Administrator (if one has been appointed and authorized), the Township Supervisor, or a designated member of the Planning Commission shall have the authority and power to process applications for land use permits and to issue such permits, if the application meets ordinance requirements.

**ZO-5.01.00 Fees**

The Bridgehampton Township Board shall, by annual resolution, set all fees concerned with administration and enforcement of this Ordinance.