

## Section 5

### Zoning Enforcement Officer

#### 5.1 Zoning Enforcement Officer:

5.1.1 The Commission shall designate a ZEO who shall have the responsibility and authority to enforce the Clinton Zoning Regulations.

(Amended 1/1/2012)

(a) The Commission shall appoint an individual or individuals who will assume the duties and responsibilities of the ZEO during his or her absence or incapacity.

(Amended 1/1/2015)

5.1.2 The ZEO, as authorized, may institute, in accordance with these Regulations, appropriate action or proceedings:

(a) To prevent unlawful erection, construction, reconstruction, alteration, repair, conversion, maintenance or removal of any building or structure or the unlawful use of land;

(b) To restrain, correct or abate any violations of these Regulations;

(c) To prevent the occupancy of any such building, structure or land;

(d) To prevent any illegal act, conduct business or use in, on about the premises or to cancel any permit for cause.

5.1.3 Inspections: The ZEO is authorized to inspect, or cause to be inspected, with or without notice, any building, structure or premises to determine compliance with these Regulations.

5.1.4 Records: The ZEO shall keep records for all fees collected, all applications received, and all Zoning Permits issued, all inspections made by him and all violations and Orders to Discontinue thereon and the action taken by him.

5.1.5 Additional Procedures: The Commission, from time to time, by resolution, adopt enforcement rules, policies and procedures which it may deem advisable or necessary for the enforcement of the Zoning Regulations.

5.2 Violations: The ZEO is authorized to take whatever action necessary in accordance with the following procedures and with the provisions of CGS Section 8-12, except with respect to violations involving excavation and grading permits. When violations involve excavation and grading permits, the ZEO shall proceed in accordance with Section 12.53 of these Regulations. The ZEO shall keep written reports describing in detail all violations and the action taken thereon.

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- 5.2.1 Upon knowledge, whether by observation or complaint, that a violation exists, the ZEO shall notify the violator, in writing, of the nature of the violation, the pertinent sections of the Zoning Regulations which are violated, and stating that the violation must be corrected within ten (10) days of the receipt of such notice.
- 5.2.2 If the violation still exists at the expiration of the ten (10) day period, the ZEO shall deliver an Order to Discontinue, either in person or mailed postage prepaid to the owner of the property as shown on the most recent Town of Clinton Tax Assessment Records, requiring compliance within ten (10) days of receipt. Such order shall refer to the penalties, costs and attorney's fees provide in CGS Section 8-12.  
(Amended 1/1/2012)
- 5.2.3 In the event the violation still continues ten (10) days after the issuance of the Order to Discontinue, the ZEO may turn the matter over to Commission counsel for legal action and shall inform the Commission of such action within forty-eight (48) hours of such referrals.
- 5.3 Lot Line Revisions: All lot line revisions must receive approval of zoning compliance by the ZEO before any such revision can be filed on the Clinton Land Records.
- 5.3.1 The agent or applicant must submit the map to the ZEO for his signature no less than one week prior to the anticipated filing date.
- (a) One complete fixed line photographic mylar set of plans, two (2) print copies of the plan and a digital copy in a format conforming to the "Clinton Geospatial (GIS) Data Standard," (which is available in the Land Use Office) shall be provided.  
(Amended 1/1/2012)
- 5.3.2 The map must be an A-2 survey, showing the existing conditions and the proposed conditions. It must also provide a signature and date block for the ZEO.
- 5.3.3 Monuments: Monuments shall be shown on the plan for both existing and proposed permanent monuments, which shall comply with Section 3.19(a) of the Subdivision Regulations.
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