



TOWN OF CORNWALL

P.O. Box 97, Cornwall, CT 06753
Office (860) 672-4959 | Fax (860) 672-4068
Selectmen@CornwallCT.gov

POSITION: Land Use Administrator
DEPARTMENT: Land Use
IMMEDIATE SUPERVISOR: First Selectman
Planning and Zoning Commission
Inland Wetlands Commission
Zoning Board of Appeals

SUMMARY OF RESPONSIBILITY:

The Land Use Administrator will have overall responsibility for the effective implementation and administration of all aspects of land use and environmental planning and is responsible for coordinating municipal land-use permitting, policy, and regulation.

MINIMUM QUALIFICATIONS:

- Valid Driver's License
- Certified Zoning Enforcement Official
- Connecticut Municipal Inland Wetlands Agency Comprehensive Training Program certified
- Must possess at least two years of practical experience working in Land Use

ESSENTIAL FUNCTIONS:

- Administers and coordinates land-use policy and enforcement for the Town under the direction of the Planning and Zoning Commission, Inland Wetlands Commission and Zoning Board of Appeals.
- Reviews, coordinates and processes applications for land-use and enforces the municipal zoning and wetland regulations in a timely manner.
- Provides information and advice to citizens, engineers, developers, and other interested parties on matters relating to zoning regulations and the general planning and development requirements of the community.
- Coordinate all proposals for land-use development and building with the Town's commissions, agencies, Cornwall Building Department and Torrington Area Health District
- Attends and clerks Planning and Zoning Commission meetings, Inland Wetlands and Zoning Board of Appeals meetings as required. Prepares and gives testimony when necessary. With the permission of the Commission, works with engineers for project reviews.
- Reviews all site plans, subdivision plans and plans of proposed building construction and alterations to assure conformance with the Planning and Zoning and Inland Wetlands requirements; conducts field inspections of new construction to determine compliance.
- Approves zoning permits not requiring action by the Planning and Zoning Commission. Investigates complaints of regulation violations; keeps necessary records and prepares written reports to the Planning and Zoning Commission and others as required.

- Maintains regular office hours at the Town office that allow for easy public access. This may be by appointment or as walk-ins.
- Maintains land use records. Must be prepared to assist in the future digitalization of these records.
- Forwards information concerning training opportunities to the appropriate Commissioners.
- Maintains a relationship with related organizations like TAHD, NHCOCG and other regional entities.
- Performs other related duties as required.
- The Land Use Administrator will be accountable to the Board of Selectmen but will also work closely with the Chairs of the P&Z Commission and the IWWC.
- The Land Use Administrator is directly accountable to the Planning and Zoning Commission for enforcement of all regulations and the processing of all applications and permits pertaining to the Commission.
- The Land Use Administrator will assist in the administration of the Flood Plain Ordinance.

KNOWLEDGE, SKILL, AND ABILITY:

- Knowledge of principles and practices of Planning and Zoning and Inland Wetlands regulations as applied to municipalities and legal procedures as related to the enforcement of regulatory codes. Ability to understand subdivision maps, site plans, building plans; some knowledge of erosion control, drainage, building construction and site planning.
- Ability to readily acquire a working knowledge of applicable Zoning and Wetlands regulations and related departmental policies and procedures and to prepare a variety of records and reports.
- Ability to make inspections, to follow oral and written assignments and to ascertain facts through investigation.
- Ability to develop and maintain effective working relationships with other town employees, the general public, and elected officials.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position. As with all positions, the responsibilities and duties of this position may change.