



Job Description Permitting and Compliance Officer

Review Date:

02/27/2025

JOB TITLE: Permitting and Compliance Officer

POSITION CLASSIFICATION: Part-time, Hourly/Non-Exempt

JOB SUMMARY: The Permitting and Compliance Officer's function is to verify adherence to the Town Zoning Ordinance in the review of septic designs, building, occupancy, and sign permits, and appeal applications to the ZBA; to verify adherence to the Subdivision, Site Plan, and Earth Excavation Regulations, making recommendations or comments to the Selectmen, ZBA or Planning Board, if necessary. This includes site visits that ensure the adherence of New Hampton zoning regulations.

SUPERVISION RECEIVED: This position works under the general supervision of the Town Administrator, who assigns and reviews projects, and is available for technical advice, if problems are encountered. This position will also work on various tasks with the Land Use Administrator.

SUPERVISION EXERCISED: None

REPRESENTATIVE JOB DUTIES: The following job duties are illustrative, but not exhaustive. The Permitting & Compliance Officer may perform such other duties as may be directed by the Town Administrator, Land Use Administrator, and Board of Selectmen.

- Stay up to date with the New Hampshire Planning and Land Use Regulations.
- Have an understanding of New Hampton Zoning Ordinance, Subdivision, Site Plan, and Earth Excavation regulations.
- Have an understanding of the Comprehensive Shoreline Protection Act.
- Review compliance concerns on a property related to zoning regulations, building permits, occupancy permits, sign permits, septic system setbacks, and approvals of the Planning Board or Zoning Board of Adjustment.
- Prepare written and oral correspondence for properties that are becoming or have been out of compliance.
- Assist the Land Use Administrator with building permit applications and associated fee calculations.
- Perform site visits to estimate setback distances before and after a structure has been completed. Any disputed distances will require a surveyor pay for by the owner.
- Prepare written reports on the compliance of properties in question and review the report with the Town Administrator before submission to the Board of Selectmen for any action that may be required.
- Assist in the maintenance of building, occupancy, and sign permit files and records.
- Attend evening Planning Board meetings (typically monthly); supply guidance as needed.
- Prepare reports for Planning Board as needed.



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- Occasionally drive sections of town to check on compliance issues.
- Work with the Land Use Administrator to maintain a list of Subdivision, Site Plan, Variance, & Special Exception deadlines and perform site visits as need to ensure the completeness of these projects.
- Uses Town provided vehicle and occasional use of personal vehicle (milage reimbursable) to drive sections of town to monitor projects or find properties out of compliance.

JOB QUALIFICATIONS: The following are qualifications that would be needed to perform the duties of this position:

- This position requires attention to detail, with excellent oral, written, and interpersonal skills.
- Knowledge of and the ability to interpret NH Statutes/Regulations/Administrative Rules and Town Policies & Procedure/Ordinances is required.
- Three years' experience in planning or planning associated fields.
- A Bachelor's degree in Community Planning, Urban Planning, or related field is preferred.

OR

- Equivalent combination of education and experience which demonstrates an ability to be successful in the position.