

Enrollment is limited to about fifty participants. According to a policy established by the Certification Committee of the North Carolina Association of Zoning Officials, preference will be given to current members of the Board of Directors of NCAZO, if the member meets the application deadline. Others in the course will be randomly selected from those whose qualifying applications are received by February 2. The following week we will notify those accepted, and a full course schedule and additional materials will be sent. If you have any questions, please call Beverly Howarth at 919.966.4171. Applicants will be accepted without regard to race, color, religion, sex, national origin, age, disability status, veteran status, or sexual orientation. If you have a disability and need accommodation to participate in any Institute program, please let us know. We will be glad to assist you.

**REGISTRATION AND FEES.** The course registration and materials fee is \$345. The fee includes two lunches. Please do not mail a check before you have been notified of acceptance. Those in the course may register after 10:00 A.M. on Monday morning, March 12. The course will begin promptly at 11:15 A.M.

**MATERIALS.** A notebook of materials will be distributed to each student at the beginning of the course.

**FACULTY.** The director for the course will be Richard Ducker of the Institute of Government. He, other Institute faculty members, and local government practitioners will present the program.

**LOCATION.** All sessions of the course will be held at the Knapp-Sanders Building on the campus of the University of North Carolina in Chapel Hill.

**LODGING INFORMATION.** Accommodations are available at a number of motels in the Chapel Hill–Durham area. A list of these will be sent to accepted applicants.

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## Twelfth Offering

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# ZONING OFFICIAL CERTIFICATION COURSE

March 12–15, 2007  
and  
April 10–12, 2007

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*Sponsored jointly by*

THE NORTH CAROLINA ASSOCIATION OF  
ZONING OFFICIALS

and

INSTITUTE OF GOVERNMENT

The University of North Carolina at Chapel Hill

# Zoning Official Certification Course

## A course for those seeking certification as North Carolina zoning officials

**THE COURSE.** The Zoning Official Certification Course is a course spanning two weeks that is designed for local government zoning officials seeking to be certified by the North Carolina Association of Zoning Officials. The course is designed to help students develop administrative skills in reviewing plans, inspecting sites, enforcing the ordinance, and providing service to customers. Special attention will be given to the enforcement of the ordinance in the field. The course will serve as both a prerequisite to and a review of the skills and knowledge upon which the zoning official certification program examination will be based.

**SYLLABUS.** The course will include presentation of the following topics:

- Zoning Principles
- Site Plan Review
- Investigative and Research Techniques
- Field Inspections
- Legal Issues in Field Enforcement
- Inspector and Local Government Liability
- Communication Skills
- Dealing with Conflict
- Enforcement Actions
- Ethics

**PREREQUISITES.** The Zoning Official Certification Course is intended for the more experienced zoning official who qualifies as a candidate for certification and is eligible to take the certification examination, which will be given at the end of the course. As a result, the course is open only to an individual who meets at least one of the following eligibility requirements or will do so by the time the certificate examination is given:

- A candidate must have the equivalent of at least five years' experience as a local government zoning official OR
- A candidate must have at least two years' experience as a local government zoning official and have completed the week-long introductory zoning course at the Institute of Government.

Part-time experience as a zoning official qualifies to the same extent as full-time experience.

Each applicant for the certification course and candidate for the examination must fill out and submit the enclosed summary-of-experience form.

**SCHEDULE.** The course will be spread over a period of two weeks in March and April. The first portion will begin at 11:15 A.M. on Monday, March 12 and end at noon on Thursday, March 15. The second portion will begin at 8:30 A.M. on Tuesday, April 10. The certification examination will be given the last day of the course at 9:30 A.M. on Thursday, April 12. Most morning sessions will begin at 8:30 A.M., and most afternoon sessions will end at 5:00 P.M. A catered lunch will be provided on Monday, March 12 and Tuesday, April 10.

**EXAMINATION CERTIFICATION.** No person is eligible to sit for the examination unless he or she has completed the certification course. To complete the course, a student may miss no more than the equivalent of one full day of the course. No certificate will be awarded simply for completing the course. However, the North Carolina Association of Zoning Officials will award a special certificate to those who pass the certification examination. Each person who attends the course will be expected to take the examination.

**APPLICATION AND ENROLLMENT.** To apply, please return a completed application form and summary of experience so that it is received no later than Friday, February 2, 2007. **Do not send a check for your registration fee with the application.** Send the application to:

Zoning Official Certification Course  
c/o Beverly Howarth  
Institute of Government  
CB# 3330 Knapp-Sanders Building  
The University of North Carolina at Chapel Hill  
Chapel Hill, NC 27599-3330  
howarth@sog.unc.edu  
Fax: 919.962.0654 Phone: 919.966.4171

APPLICATION  
07549M

ZONING OFFICIAL CERTIFICATION COURSE  
March 12-15 and April 10-12

DO NOT MAIL CHECK WITH THIS FORM.

Name (Mr. or Ms.) \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial \_\_\_\_\_  
Position Title \_\_\_\_\_ Department \_\_\_\_\_  
Unit of Government \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
FAX \_\_\_\_\_ eMail \_\_\_\_\_  
County in Which Your Office is Located \_\_\_\_\_  
Phone \_\_\_\_\_  
I have completed the "summary of experience" form. \_\_\_\_\_  
Dates I attended the Introductory Zoning course at the Institute of Government: \_\_\_\_\_  
(Month/Year)

Please send the completed application form to Zoning Official Certification Course, c/o Beverly Howarth, Institute of Government, CB# 3330 Knapp-Sanders Building, UNC Chapel Hill, Chapel Hill, NC 27599-3330; Fax to 919.962.0654; or email to howarth@sog.unc.edu so that it will be received no later than February 2, 2007.

**SUMMARY OF EXPERIENCE**

This summary of experience is part of your application to take the zoning official certification course and certification examination. Complete it carefully and sign and date the statement at the bottom of the page. Also, obtain the signature of your supervisor.

Name \_\_\_\_\_

City or County \_\_\_\_\_

Have you taken the course "Introduction to Zoning in North Carolina"? \_\_\_\_\_ Yes \_\_\_\_\_ No If so, when?

Experience as a local government zoning official:

<b>Job Title and Unit of Government</b>	<b>Dates of Employment</b>	<b>Dates during Period in which You Acted as Zoning Official</b>	<b>Percent of Time Spent as Zoning Official</b>
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(1)

(2)

(3)

I hereby certify that I have read the "Experience Requirements" below and that the summary of experience that I completed on the front page accurately and faithfully describes my prior work experience as a zoning official. I also certify that the person signing below has supervised the work I perform as a zoning official.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

I authorize this applicant to apply for the Zoning Official Certification Course and support his or her efforts to qualify as a certified zoning official. You may contact me if any questions arise about the qualifications of this applicant.

Signature of applicant (or facsimile) \_\_\_\_\_ Title \_\_\_\_\_

Phone number \_\_\_\_\_ Email \_\_\_\_\_

### **EXPERIENCE REQUIREMENTS**

Experience as a local government zoning official shall mean experience reviewing plans for conformity with the zoning ordinance, interpreting the zoning ordinance, making field inspections, preparing cases for the zoning board of adjustment, and enforcing the ordinance through administrative or judicial actions. Experience as a zoning official shall not include drafting zoning ordinance provisions, preparing recommendations concerning the adoption or amendment of a zoning ordinance, or performing the clerical work associated with zoning administration unless these activities are clearly incidental to work as a zoning official. A local government zoning official may either be employed by a city or county or be designated a zoning official according to an agreement for services with such a local government. Part-time experience as a zoning official qualifies to the same extent as full-time experience. For example, a building inspector, a town clerk, or a planner who for three years spends 30% of his or her time as a zoning official may list three years of experience just as someone may who for three years spends all of his or her time as a zoning official.