

*Updated by the CAZEO Certification Committee
March 28, 2023*

Things to consider when choosing and preparing a case study.

The purpose of a case study is for an Applicant to identify skills and experience with the enforcement of zoning violation from start to finish. This includes proper application of zoning principles to a specific enforcement action.

The general format and layout sections will be reviewed to see if the Applicant demonstrates the ability to follow instructions by preparing the case study following the case study requirement outline.

Case studies should be clear and to the point. Case studies must be focused on the case and not on municipal or regional issues creating the enforcement problem.

The facts and events sections of the case study will be evaluated to determine if the Applicant can identify a zoning violation in a clear and concise manner in addition to an Applicant's ability to successfully enforce and/or resolve violation.

Exhibits will be reviewed to determine if the Applicant's exhibits are pertinent to the case study and supporting exhibits such as Notices of Violations (NOVs) and Cease & Desist Orders (C&Ds) are properly prepared and executed by the Applicant. Preparation of NOVs and C&Ds by legal counsel or other staff members or orders signed by a supervising ZEO will not qualify as exhibits demonstrating the Applicant's ability to properly conduct an enforcement action.

The overall quality of the submittal and effort made by the Applicant will be considered. Is the case study, well organized and well presented? Understandable or confusing? Is the case study poorly presented, sloppy and included typos and grammatical errors?

Prior to making application, please make sure you have satisfied the experience requirements for making application for CZEO.

- Time employed strictly in an administrative capacity with no enforcement duties does not qualify as enforcement experience. Enforcement experience does not include preparation of notices of violation or other orders for the designated ZEO to sign.
- CZEO Applicant must actively serve as a full-time or part-time ZEO and not a fill in for a ZEO.
- Applicant must routinely conduct enforcement as part of job duties.
- If there is a ZEO supervisor, the CZEO Applicant must demonstrate that they sign permits, sign the C&D orders and practice enforcement as part of routine job duties.