

ARTICLE 14-19 ADMINISTRATION AND ENFORCEMENT

14-19-1 Administration Official

14-19-2 Zoning compliance Certificates Required

14-19-3 Inspection Fees

SECTION 14-19-1 ADMINISTRATIVE OFFICIAL

A. The provisions of this Ordinance shall be administered and enforced by the Zoning Administrator and/or Enforcement Officer, who may employ the assistance of such other persons as the Council may approve or direct.

1. Duties of the Zoning Administrator: The Zoning Administrator shall:
 - a. Receive and examine applications for and issue building permits and Zoning compliance certificates.
 - b. Make such inspections of buildings, structures and premises as are necessary to enforce the provisions of this Ordinance.
 - c. Carry out the order of the Commission authorized by this Ordinance.
2. Limitations of the Zoning Administrator: Under no circumstances shall the Zoning Administrator:
 - a. Make changes in or vary this Ordinance.
 - b. Refuse to issue a building permit or zoning compliance certificate when the applicant has complied with all provisions of the Ordinance, The Town Code and other applicable ordinances and codes, despite any violations of contracts, covenants or private agreements which may result therefrom.

SECTION 14-19-2 ZONING COMPLIANCE CERTIFICATES REQUIRED

A. It is unlawful to commence any excavation for, or erection, alteration, enlargement, extension, or moving of any building or structure, or part thereof, or to change or extend the use of any lot, or to change the use or type of occupancy of any building or structure, except as may be provided elsewhere in this ordinance, until a zoning compliance certificate for such work has been issued by the Zoning Administrator. Accessory buildings or structures, when proposed for erection at the same time as main building and included on the application therefor, shall not require a separate certificate. No zoning compliance certificate shall be issued except in conformity with the provisions of this Ordinance, except after written order by the Board of Adjustment.

1. Applications for Zoning Compliance Certificates: All applications for zoning compliance certificates shall be filed on standard forms provided for the purpose and shall be accompanied by plans in duplicate, drawn to scale, showing the following and such other information as the Zoning Administrator may require to insure conformity of the proposed building or structure with the provisions of this Ordinance.
 - a. Dimensions, area and shape of the property to be built upon, and the boundaries of all lots or parcels under separate ownership contained therein.
 - b. Dimensions, size, height and use of any buildings or structures already existing on the property, and their exact location thereon.
 - c. Width and alignment of all streets, alleys and easements for public access, in or abutting the property.
 - d. size and height of all buildings, structures and land, including the number of families or dwelling units, if any, the building is designed to accommodate.

e. Proposed uses of buildings, structures and land, including the number of families or dwelling units, if any, the building is designed to accommodate.

3. Issuance of Zoning Compliance Certificate; within ten (10) days after the filing of an application for zoning compliance certificate, according to the provisions of this Ordinance, the Zoning Administrator shall either issue or refuse to issue same; when such permit is refused, the Zoning Administrator shall state in writing his reasons for such refusal, so informing the applicant of same and retaining file copy of the action,. One copy of the plans shall be returned to the applicant marked either "Approved" or "Disapproved" by the Zoning Administrator and attested to by his signature. The second copy of plans, similarly marked and signed, shall be retained in the files of the Zoning Administrator.

SECTION 14-19-3 INSPECTION FEES

Before any zoning compliance certificate shall be issued, the inspection fee therefor e shall have been paid to the Town Clerk. Inspection fees shall be determined according to a schedule established by resolution of the Council and posted in the office of the Zoning Administrator.