

SECTION 1.05

ADMINISTRATIVE OFFICIAL

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1.05.01 - ADMINISTRATIVE AND ENFORCEMENT

An Administrative Official shall be designated by the City Council to administer and enforce the Ordinance. The term Administrative Official, where used in this Ordinance, includes any designated Assistants. It is the intent of this Ordinance that the City Council, by resolution, shall designate the person responsible for the administration and enforcement of this Ordinance on a day to day basis, and shall also exercise his responsibility when questions arise or interpretation is required.

If the Administrative Official shall find that any of the provisions of this Ordinance are being violated, he shall notify in writing the person responsible for such violations, indicating the nature of the violation and noting the action necessary to correct it. He shall also notify the City Attorney, who shall take any action necessary to correct the violation.

1.05.02 - ZONING CERTIFICATES REQUIRED

No building or other structure shall be erected, moved, added to, or structurally altered without a Zoning Certificate therefore issued by the Administrative Official. No Zoning Certificate shall be issued by the Administrative Official except in conformity with the provisions of this Ordinance, unless he/she receives a written order from the Board of Adjustment in the form of an administrative review, special exception, or variance and shall be considered to be approved as a Zoning Certificate when stamped "Zoning Approved" and signed by the Administrative Official.

(Amended by Ordinance No. 155)

1.05.03 - ALL APPLICATIONS FOR ZONING APPROVED

All applications for zoning approval shall be accompanied by the same set of submissions as are required for Building Permit approval.

One copy of the Site Plan shall be returned to the applicant by the Administrative Official, after he shall have marked such copy either as approved or disapproved and attested to the same by his signature on such copy. One copy of the Site Plan, similarly marked, shall be retained by the Administrative Official and kept on permanent file.

1.05.04 - CERTIFICATES OF OCCUPANCY FOR NEW, ALTERED, OR NON-CONFORMING USES

It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises, or both, or part thereof hereafter created, erected, changed, converted, or wholly or partly altered or enlarged in its use or structure until a Certificate of Occupancy shall have been issued therefore by the Administrative Official stating that the proposed use of the building or land conforms to the requirements of this Ordinance.

A temporary Certificate of Occupancy may be issued by the Administrative Official for a period not exceeding six (6) months during alterations or partial occupancy of a building pending its completion, provided that such Temporary Certificate may include such conditions and safeguards as will protect the safety of the occupants and the public.

The Administrative Official shall maintain a record of all Certificates of Occupancy, and copies shall be furnished upon request to any person.

Failure to obtain Certificates of Occupancy shall be a violation of this Ordinance and punishable under Section 1.09.03 of this Ordinance.

1.05.05 - EXPIRATION OF ZONING CERTIFICATE

A Zoning Certificate shall expire 6 months from the date of issuance. The same may be extended for additional 6 months periods upon application to and approval of the City Council provided that said application for extension is made during the original 6 month period or any extension thereof. A separate application fee shall be paid for each extension.

(Amended by Ordinance No. 155)

1.05.06 - SUSPENSION OR REVOCATION OF ZONING CERTIFICATE

The Administrative Official may, in writing, suspend or revoke a permit issued under the provisions of this Ordinance whenever the permit is issued in error or on the basis of incorrect information supplied, or in violation of any of the provisions of this Ordinance.

1.05.07 - CONSTRUCTION AND USE TO BE AS PROVIDED IN APPLICATION, PLANS AND PERMITS

Building and Zoning Certificates issued on the basis of plans and applications approved by the Administrative Official authorized only the use, arrangement, and construction set forth in such approved plans and applications, and no other use, arrangement, or construction. Use, arrangement, or construction at significant variance with that authorized shall be deemed a violation of this Ordinance, and punishable as provided by Section 1.09.03 hereof.