

## SECTION 8. ZONING ADMINISTRATION\*

### A. Zoning administrator-[Generally].

The provisions of this appendix shall be administered by a zoning administrator appointed by the mayor.

**Cross reference**—Officers and employees, § 2-46 et seq.

### B. Zoning administrator—Notice of violation.

If the zoning administrator shall find that any of the provisions of this appendix are being violated, he shall notify, in writing, the person responsible for such violation, indicating the nature of the violation and ordering that actions be taken to correct the same. He shall order discontinuances of illegal uses of land, buildings, or structures, removal of illegal buildings, structures, or addi-

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\***Cross reference**—Administration generally, Ch. 2.

tions, alterations or structural changes and the discontinuance of any illegal work being done.

### **C. Zoning permit.**

It shall be unlawful to commence the excavation or filling of any lot for the construction of a building, or to begin the construction of any building, or to move or alter any structure, or begin the development of land for a use not requiring a building permit, until the zoning administrator has issued a zoning permit for such work.

### **D. Application for zoning permit.**

Application for a zoning permit shall be made prior to construction, alteration, or moving of any structure or change of land use. The applicant shall submit the following information to the zoning administrator:

- (1) Two (2) copies of a dimensional plan, scaled not less than one inch to one hundred (100) feet.
- (2) The dimension plan shall indicate:
  - (a) The shape, size and location of the lot to be built upon;
  - (b) The exact shape, size, use and location of existing structures on the land; and
  - (c) The number of dwelling units.
- (3) The dimension plan shall show all information necessary to determine conformance with and provide for the enforcement of this appendix.
- (4) If the proposed excavation, filling, or construction as set forth in the application is in conformity with the provisions of this appendix, the zoning administrator shall issue a zoning permit and return one copy of the approved plan to the applicant. The zoning administrator shall mark the plans as approved and attest to the same by his signature. The second copy of the plan, similarly marked, and a copy of the zoning permit shall be retained by the zoning administrator.

**E. Expiration of zoning permit.**

Any zoning permit shall become invalid unless the work authorized by it shall have been substantially begun within a period of six (6) months from date of issue. If a zoning permit expires, the zoning administrator shall then notify the persons affected that further work shall not proceed until a new zoning permit has been obtained.

**F. Conditions for approval.**

Zoning permits issued on the basis of plans and applications approved by the zoning administrator authorize only the use, arrangement, and construction set forth in such approved plans and applications. Use, arrangement, or construction that differs from that authorized shall be deemed a violation and is punishable under Section 8I. of this appendix.

**G. Records.**

The zoning administrator shall maintain a record of all zoning permits on file at his office, and copies shall be made available on request to interested parties.

**H. Penalties for violation.**

Any person violating any provision of this appendix shall be guilty of a misdemeanor and may be punished by a fine not to exceed one hundred dollars (\$100.00) or thirty (30) days in jail or both. When any violation is continued after notice by the zoning administrator, each day such violation continues shall be deemed a separate violation.

**I. Remedies.**

In case any building or structure is erected, constructed, reconstructed, altered, repaired, converted, or maintained, or any building, structure or land is used in violation of this appendix, the zoning administrator or any other appropriate authority, or any adjacent or neighboring property owner who would be damaged by such violation, in addition to other remedies, may insti-

tute an action for injunction or other appropriate action or proceedings to prevent or restrain such violation.

**J. Complaints regarding violations.**

Whenever a violation of this appendix occurs, or is alleged to have occurred, any person may file a written complaint with the zoning administrator. Such complaint shall state the source, location and nature of the violation. The zoning administrator shall promptly investigate such action and take action as deemed appropriate.

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