

SECTION 1103.00 ZONING ADMINISTRATION.

1103.03 ENFORCEMENT OFFICER.

This Ordinance shall be administered and enforced by the Zoning Administrator, who shall be the City Planner, unless the City Council specifically appoints someone else. The Zoning Administrator shall be responsible for the enforcement of this Ordinance. The Zoning Administrator is authorized to do the following:

1. Examine all applications pertaining to the use of land, buildings or structures, and grant approval of, and issue permits or take other appropriate action on, such applications when in conformance with the provisions of this Ordinance.
2. Periodically inspect buildings, structures and uses of land to determine compliance with the terms of this Ordinance.
3. Notify, in writing, any person responsible for violating a provision of this Ordinance, indicating the nature of the violation and ordering the action necessary to correct it.
4. Order discontinuance of illegal use of land, buildings or structures; order removal of illegal buildings, structures, additions or alterations; order discontinuance of illegal work being done; or take any other action authorized by this Ordinance to ensure compliance with or to prevent violation of its provisions.
5. Maintain permanent and current records of this Ordinance, including maps, amendments, conditional uses and variances.
6. Maintain a current file of all permits, zoning certificates, certificates of occupancy and notices of violation, discontinuance or removal for such time as necessary to insure continuous compliance with the provisions of this Ordinance and, on request, provide information to any person having a proprietary or tenancy interest in any specific property.
7. Maintain a record of the elevation of the first floor (including basement) of all new structures or additions to existing structures in the Flood Plain Districts; and shall also maintain a record of the elevations to which structures or additions to structures are floodproofed.
8. File a certified copy with the County Recorder of conditional use permits granted.