

ARTICLE XI. ADMINISTRATION, ENFORCEMENT, APPEALS, COMPLAINTS AND REMEDIES

1100 Administration and enforcement.

It shall be the duty of the duly appointed Zoning Administrator, and he is hereby given the authority, to administer and enforce the provisions of this Ordinance. If the Zoning Administrator 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 ordering the action necessary to correct it. He shall order discontinuances of illegal uses of land, buildings, or structures, or of illegal additions, alterations, or structural changes; discontinuance of any illegal work being done; or shall take any other action authorized by this Ordinance to ensure compliance with or to prevent violation of its provisions.

1101 Buildings and sign permits required.

No building, sign or other structure shall be erected, moved, added to, or structurally altered without a permit therefor, issued by the Zoning Administrator. No building or sign permit shall be issued by the Zoning Administrator except in conformity with the provisions of this Ordinance, unless he receives a written order from the Board of Zoning Appeals in the form of an administrative review or variance as provided by this Ordinance. The Zoning Administrator shall issue sign and building permits in accordance with the provisions of the Building Code in effect in the City of Georgetown. Unlawful signs shall be made to comply with all regulations or shall be removed in accordance with the appropriate provisions set forth in the Building Code.

1102 Application for building permit.

All applications for building permits shall be accompanied by plans in duplicate drawn to scale, showing the actual dimensions and shape of the lot to be built upon; the exact sizes and locations on the lot of buildings already in existence, if any; and the locations and dimensions of the proposed building or alteration. The application shall include such other information as lawfully may be required by the Zoning Administrator, including existing or proposed buildings or alterations; existing or proposed uses of the building and land; the number of families, housekeeping units, or rental units the building is designed to accommodate; conditions existing on the lot; and such other matters as may be necessary to determine conformance with, and provide for the enforcement of, this Ordinance. One copy of the plans shall be returned to the applicant by the Zoning Administrator, after he shall have marked such copy either as approved or disapproved and attested to same by his signature on such copy. The original copy of the plans, similarly marked, shall be retained by the Zoning Administrator.

1103 Certificates of zoning compliance for new, altered, temporary or nonconforming structures or uses.

It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises, or both, or parts thereafter created, erected, changed, converted, wholly or partly altered or enlarged in its use or structure until a Certificate of Zoning Compliance

shall have been issued therefore by the Zoning Administrator stating that the proposed use of the building or land conforms to the requirements of this Ordinance.

1103.1 Nonconforming structures and uses. No nonconforming structure or use shall be maintained, renewed, changed or extended until a Certificate of Zoning Compliance shall have been issued by the Zoning Administrator. The Certificate of Zoning Compliance shall state specifically wherein the nonconforming uses differ from the provisions of this Ordinance. Owners or occupants of nonconforming uses or structures shall have three months to apply for Certificates of Zoning Compliance. Failure to make such application within three months shall be presumptive evidence that the property was in conformance at the time of enactment or amendment of this Ordinance.

1103.2 Temporary structures and uses. The Zoning Administrator is authorized to issue a Temporary Certificate of Zoning Compliance for the following temporary uses:

1103.201 Carnival, circus or fair for a period not to exceed twenty-one days;

1103.202 Religious meeting in a tent or other temporary structures for a period not to exceed thirty days;

1103.203 Open lot sale of Christmas trees for a period not to exceed six months;

1103.204 Real estate sales office for a period not to exceed six months, provided no cooking or sleeping accommodations are maintained in the structure;

1103.205 Contractor's office and equipment shed for a period not to exceed six months, provided that the structure(s) is placed on the property to which it is appurtenant;

1103.206 Any non-residential use of a mobile unit in any commercial or industrial district for a period not to exceed six months; this regulation shall not apply to mobile home sales offices; and,

1103.207 All Temporary Certificates of Zoning Compliance may be renewed by the Zoning Administrator, provided such use will not cause traffic congestion nor create a nuisance to surrounding uses.

1103.3 The Zoning Administrator shall maintain a record of all Certificates of Zoning Compliance, and a copy shall be furnished upon request to any person.

1103.4 Failure to obtain a Certificate of Zoning Compliance shall constitute a violation of this Ordinance, and is punishable under Section 1106 of this Ordinance.

1104 Expiration of building permit.

If the work described in any building permit has not begun within six months from the date of issuance thereof, said permit shall expire; it shall be canceled by the Zoning Administrator; and written notice thereof shall be given to the persons affected.

1105 Complaints regarding violations.

Whenever a violation of this Ordinance occurs, or is alleged to have occurred, any person may file a written complaint. Such complaint stating fully the causes and basis thereof shall be filed with the Zoning Administrator. He shall record properly such

complaint, immediately investigate, and take action thereon as provided by this Ordinance.

1106 Penalties for Violation.

Any person violating any provision of this Ordinance shall be guilty of a misdemeanor and, upon conviction, shall be fined as determined by the Recorder's Court for each offense. Each day such violation continues shall constitute a separate offense.

Nothing herein contained shall prevent the City from taking such other lawful action as is necessary to prevent or remedy any violation. It is the intention of this Ordinance that all questions arising in connection with the enforcement of the Ordinance shall be presented first to the Zoning Administrator and that such questions shall be presented to the Board of Zoning Appeals only on appeal from the decisions of the Zoning Administrator.