

ARTICLE XIV-A ADMINISTRATION AND ENFORCEMENT

Section 1401-A Purpose and Intent

It is the purpose and intent of this Article to set forth the duties, powers and limitations of officials, departments, committees and other groups which are or may be concerned with the administration and enforcement of this Ordinance.

Section 1402-A Office of the Zoning Administrator

There is hereby established the Office of Zoning Administrator within the auspices and staff of the Department of Planning and Development, who, under general supervision of the Planning Director, will administer and enforce provisions of this Ordinance, and whose duties shall include, though not be limited to:

1. Maintaining the Official Zoning Map in good and useful condition and properly recording on the Map all of the amendments to the Ordinance that change boundaries of the Zoning District.
2. Issuing of Zoning Applications and other forms.
3. Providing public information relating to zoning matters.
4. Registration and maintenance of records and maps on non-conforming uses, structures and undeveloped lots.
5. Provide staff for Planning Board, preparing routine staff reports and recommendations on zoning and planning matters to be heard by the Board.
6. Report any zoning violations noted to Code Services Inspectors.
7. Keeping permanent records of zoning decisions, Site Plan Review Committee decisions, and other zoning matters.
8. Defining words or phrases of this Ordinance which are not found under Article II, Interpretation and Definitions.
9. Act as advisor to City Council on zoning and zoning-related matters.
10. Preparing recommendations for Comprehensive rezonings.
11. Preparing Conservation Overlay District text and recommending specific areas which could benefit from overlay district requirements.

Section 1403-A Administrative Interpretation of Ordinance

In the event there is a question concerning the general intent or meaning of any provision of this Ordinance text, or the positioning of district boundaries, or of district designation, or other matter relating to the Official Zoning Map, the Zoning Administrator shall have the right to make such administrative decisions and interpretations.

1403.01-A Limitations: Administrative interpretation shall in no manner be construed as permitting or granting an exception or variance to the provisions of this Zoning Ordinance.

Section 1404-A Enforcement

The Zoning Ordinance shall be enforced by the Community Improvement Manager or his designee. Where and when Code Services Inspectors find violations of the provisions of

this Ordinance, they shall notify in writing, by mail, the person or persons responsible for such violations, indicating the nature of the violation, and ordering the action necessary to correct it. The Community Improvement Manager or his designee shall order discontinuance of illegal use of land, buildings or structures; removal of illegal 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.

Section 1405-A Building Permits Required

No building, fence, wall, satellite dish antenna, commercial communication tower or other structure shall be constructed, erected, enlarged, altered, repaired, moved, or demolished, and the occupancy (use category) of any building or structure shall not be changed, without first obtaining a permit from the Building Official for the City of Jackson. No building permit shall be issued by the Building Official except in conformity with the provisions of this Ordinance.

Section 1406-A Application for Building Permit

Every application for a building permit shall be accompanied by a drawing to scale, showing the actual shape and dimensions of the lot to be built upon or to be changed in its use, in whole or in part; the actual shape, location, size, and height of any building or structure; the number of dwelling units; and such other information as the Building Official may require as necessary to satisfy the provisions of all construction codes adopted by the City of Jackson.

Section 1407-A Zoning Review of Building Permit Application

All applications for building permits shall be reviewed by the Zoning Administrator and approved or disapproved as to zoning requirements.