

ARTICLE XXI

ADMINISTRATION AND ENFORCEMENT

21.0 ZONING ADMINISTRATOR

The provisions of this Ordinance will be administered and enforced by the Zoning Administrator.

- A. Except as otherwise provided, the Zoning Administrator will administer and enforce this Ordinance.
- B. The Zoning Administrator will be designated by the City Commission for such term and subject to such conditions and at such rate of compensation as the City Commission may determine.

21.1 ZONING PERMIT REQUIRED

- A. No person shall commence construction of any building or structure or make structural changes in any existing structure without first obtaining a zoning permit from the Zoning Administrator.
- B. The Zoning Administrator shall not issue a zoning permit for the construction, alteration, or remodeling of any structure until an application has been submitted showing that the proposed construction complies with all of the provisions of this Ordinance.
- C. A zoning permit will be issued when the Planning Commission, Zoning Administrator, Board of Appeals, or City Commission has approved an application under the terms of this Ordinance. Any property owner, developer, or applicant proposing any potential use or change of use of any lands within the City requiring a building permit will first need a zoning permit. Allowed uses not requiring review or approval by the above responsible parties will also require a zoning permit. No building permit will be issued, nor any construction activities initiated without the Zoning Administrator having issued and the applicant having received a zoning permit.

1. Issuance of zoning permit: Within 10 working days after receipt of a completed request for a building permit, the Zoning Administrator will either:
 - a. Issue a zoning permit if the proposed work is in conformance with the terms and provisions of this Ordinance, or
 - b. Deny issuance of a zoning permit and state the reason(s) or cause(s) for such denial in writing.

In each case, the zoning permit or the written reason(s) or cause(s) for denial will be transmitted to the owner or his agent.

- D. Board of Appeals approval: When the terms and provisions of this Ordinance require authorization by the Zoning Board of Appeals as a variance and such authorization is given, the application shall be marked approved by the Board of Appeals and a copy forwarded to the Zoning Administrator
- E. Expiration of zoning permit: A zoning permit for a residential building for which all construction work has not been started within one year from the date of its issuance will expire automatically. A zoning permit for any other building or structure for which all construction work has not been started within two years from the date of issuance will expire automatically. A zoning permit expiring automatically pursuant to this subsection may, upon re-application, be renewable once for additional terms of one and two years, respectively (one year for residential buildings, two years for any other building or structure).

21.2 CANCELLATION OF ZONING PERMITS

The Zoning Administrator will have the power to revoke and cancel any zoning permit if there is failure or neglect to comply with all of the terms and provisions of this Ordinance or if there were any false statements or misrepresentations in the application of the zoning permit. Notice of such cancellation and revocation will be securely posted on the construction site, such posting to be considered as service upon and notice to the zoning permit holder of the cancellation and revocation of the zoning permit.

21.3 FEES

For each permit issued, a fee, to be established by the Fennville City Commission, will be paid to the Zoning Administrator, who will remit the same to the City Clerk. The payment of such fees is a condition precedent to the validity of the permit.

21.4 CERTIFICATION OF COMPLIANCE

No building or structure which is erected, moved, placed, reconstructed, extended, enlarged, or altered will be used in whole or in part until the owner thereof shall have been issued a certificate by the Zoning Administrator affirming that such building or structure conforms with all respects to the provisions of this Ordinance. Such certificates will be issued after the work is complete and final inspection has been made.

21.5 OCCUPANCY PERMIT ? CERTIFICATE OF OCCUPANCY

No land, structure, or altered structure will be used or occupied until a Certificate of Occupancy is obtained from the building inspector. The building inspector will not issue a Certificate of Occupancy unless the proposed use is in compliance with the approved plans and specifications and is in accordance with any other relevant information submitted by the applicant to obtain required building and zoning permits. The building inspector will keep a record of all certificates and a copy of all such certificates provided to the City Clerk.