

SECTION 1500 ADMINISTRATION AND ENFORCEMENT

Subdivision 1501. The Administrative Official.

The Mayor is hereby authorized and directed to enforce all the provisions of this Ordinance. He may delegate the enforcement of this Ordinance to any administrative official of the City and supporting staff if deemed necessary, who shall be directly under the control of the Mayor and shall be known as the Zoning Administrator or Zoning Enforcement Officer. The Zoning Administrator shall perform the following duties.

- 1501.1 Examine all applications pertaining to use of land, buildings, or structures, and approve same when the application conforms with the provisions of this Ordinance.
- 1501.2 Keep a record of all non-conforming uses.
- 1501.3 Periodically inspect buildings, structures, and uses of land to determine compliance with the terms of this Ordinance. In regard to performance standards the Zoning Administrator may require the services of a testing laboratory to determine compliance. The cost of employing said laboratory shall be paid for by the owner if a violation of this Ordinance is established, otherwise by the City of Baxter, Iowa.
- 1501.4 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.
- 1501.5 Order discontinuance of illegal use of land, buildings or structures; order removal of illegal buildings, structures, additions, alterations; order discontinuance of illegal work being done; or take any action authorized by this Ordinance to insure compliance with or to prevent violation of its provisions.
- 1501.6 Maintain permanent and current records of the Zoning Ordinance, including all maps, amendments, conditional use, and variations.
- 1501.7 Maintain a current file of all permits, all certificates, and all copies of notices of violations, discontinuance, or removal for such time as necessary to insure a 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.
- 1501.8 Provide technical assistance to the Zoning Board of Adjustment.