

1107.03 ZONING INSPECTOR.

(a) Appointment. The Zoning Inspector shall be appointed by the Mayor subject to the approval of Council by majority vote thereof. His duties shall be those prescribed by this Zoning Code.

(b) Office of Zoning Inspector. It shall be the duty of the Zoning Inspector to administer and enforce this Zoning Code.

(c) Duties of the Zoning Inspector. For the purposes of administering and enforcing this Zoning Code, the Zoning Inspector shall have the following duties.

- (1) Develop and distribute applications for all permits, certificates, appeals, amendments, and the like, which are necessary for effective administration of this Zoning Code.
- (2) Approve or deny applications for zoning certificates, and the like, upon determination of compliance with this Zoning Code.
- (3) Enter upon any premises within the Village in order to conduct inspections of buildings, structures, and use of land to obtain evidence and to determine compliance with this Zoning Code.
- (4) Maintain complete and current records concerning actions taken in conjunction with this Zoning Code, including a listing of nonconforming uses.
- (5) Institute injunction, mandamus, abatement, or any other appropriate action, actions, proceedings or proceedings to prevent, enjoin, abate, or remove the unlawful location, erection, construction, reconstruction, enlargement, change, maintenance, or use.
- (6) Upon finding that any of the provisions of this Zoning Code are being violated, the person responsible for the violation shall be notified in writing of the violation, ordered to institute actions to correct the violation and informed of the actions to be taken by the Zoning Inspector.
- (7) Take any other actions or perform any such administrative duties as are authorized by this Zoning Code or which are permissible under the law to ensure compliance.
- (8) Initiate, direct, and review from time to time a study of the provisions of this Zoning Code, and make reports of his recommendations to the Planning Commission no less frequently than once a year.