

ARTICLE XX

PLANNING AND ZONING ADMINISTRATOR

SECTION 1. ENFORCEMENT BY ZONING ADMINISTRATOR.

Subsection A. The position of Planning and Zoning Administrator shall be appointed by the Marshall County Board of Supervisors. It shall be the duty of the Planning and Zoning Administrator, or his/her designee, to enforce this Ordinance with its provisions. All departments, officials and public employees of Marshall County who are vested with the duty or authority to issue permits shall ensure conformance to the provisions of this Ordinance and shall issue no permit for any use, building or purpose if the same would be in conflict with the provisions of this Ordinance.

Subsection B. The Planning and Zoning Administrator shall have the following powers and duties in connection with the enforcement of the provisions of this Ordinance:

- (1)** Issue all permits and certificates required by this Ordinance.
- (2)** Upon a finding that any of the provisions of this Ordinance are being violated, shall notify in writing, through the use of a Notice of Violation Letter, the person responsible for such violations, indicating the nature of the violation and the action necessary to correct it. The Administrator or his designee shall order the discontinuance of the illegal use of land, buildings or structures; the removal of illegal buildings or structures, or of additions, alterations or structural changes thereto; the discontinuance of any illegal work being done (through the use of a "Stop Work Order"); or shall take any other action authorized by this Ordinance and the Board of Supervisors to ensure compliance with or to prevent violation of its provisions.
- (3)** Keep a record of all permits, appeals, variances, special use permits, text amendments to the Ordinance, rezoning requests and such other transactions and correspondence pertaining to the administration of this Ordinance.