

### **SECTION 3: ZONING ADMINISTRATION.**

Subd. 1. This Ordinance shall be administered by a Building Official and a Zoning Administrator who shall be appointed by the Council and serve at its discretion. The general powers and duties of the Building Official and Zoning Administrator shall include the following:

A. Receive and process all applications and requests pertaining to the use of land, buildings and structures; and the subdivision or resubdivision of land.

B. The Building Official reviews applications for and will issue or deny building permits and certificates of occupancy.

C. Forward applications for variances, conditional use permits, petitions, appeals, subdivisions and plan and ordinance amendments to the appropriate official bodies.

D. Inspect buildings and land to ensure compliance with applicable permits and the provisions of this ordinance.

E. Maintain permanent and current records pertaining to the City's land use plan and ordinances and applications, permits and order pertaining thereto including, but not limited to: building permits, certificates of occupancy, conditional uses, variances, subdivisions, planned unit developments, orders, appeals, nonconforming uses, the zoning map and plan and ordinance amendments.

F. The Zoning Administrator shall effectively enforce all the provisions of the ordinance. The Zoning Administrator is authorized to stop a development, project, plan or other occurrence which is in violation of the Zoning Ordinance of the City of Long Lake..

G. Provide technical assistance to the Council and the Planning Commission.

H. Provide information and assistance to the public relative to matters relating to the land use plan and ordinances.