

Article 3 - Administration, Permits, Enforcement

Section 1 Zoning Administrator

- A. Appointment of administrator. The County Commissioners shall designate a zoning administrator who will be charged with the authority and responsibility of administering, establishing rules of procedures for and enforcing the terms of these regulations. The zoning administrator may be more than one staff person in the Planning and Zoning Administration Office, or an employee of an entity contracted as the Planning and Zoning Administration.
- B. Duties and powers of administrator. The zoning administrator shall receive all applications for permits to construct, alter, repair, occupy and use or change the use of land, buildings and structures as required by these regulations; collect a fee for administration where required by these regulations; and issue such permits to construct, alter, repair, occupy and use or change the use of land, buildings and structures when the provisions of these regulations have been complied with; and shall deny any permit which would allow violations of the terms of these regulations. The administrator shall issue all necessary notices or orders to cease illegal use or construction of land, buildings or structures as required to insure compliance with the intent and terms for amendments to the zoning map and transmit such applications to the Planning Commission as required by these regulations.

Section 2 Permits and Certifications

- A. Permit required. It shall be unlawful to commence dirt work, or construct, enlarge, alter, remove or demolish structures, signs or buildings, or change the occupancy of the land or buildings from one use to another without first filing an application with the zoning administrator in writing and obtaining the required permit.
- B. Every building erected or moved shall be on a lot or parcel which abuts a public or approved private improved road, which is built to county standards, to provide safe and convenient access for servicing, fire protection and required off street parking, except for those streets or road right-of-ways platted prior to the January 15, 1975 original Keith County Zoning and Subdivision Regulations shall be exempt from county road standards.
- C. Form of application. The application for a permit shall be submitted in such form as the zoning administrator may prescribe.
- D. Fees for permits. Fees paid for permits shall be adopted by resolution of County Commissioners.
- E. Expiration of permit. Construction shall start within six (6) months of the date issuance of the permit, and be completed with one (1) year of the date of issuance of the permit. Permit shall be extended upon request to the zoning administrator prior to the expiration date.
- F. Renewal of permit. Renewal (extension) of a permit shall be acquired prior to the end date of the original permit. Renewal for one (1) year from original expiration date shall be granted. If the original permit has expired prior to renewal, or the renewal expires, a new permit shall be acquired with double the applicable fees.
- G. Certificate of use and occupancy. Provisions for the issuance of a certificate of use and occupancy as contained in the building code shall apply to the enforcement of these regulations.
- H. Exemptions. Permits are required, at no fee, for agricultural buildings in the Agricultural District.

Section 3 Enforcement

- A. Notice of violation. The zoning administrator shall serve a "notice of violation" or order on the person responsible for the erection, construction, alteration, extension, repair use or occupancy of a building, structure, or land in violation of these regulations, or in violations of a permit or certificate issued under the provisions of these regulations, and the order shall direct the discontinuance of the illegal action or condition and the abatement of the violation.
- B. Prosecution of violation. If the notice of violation is not complied with promptly, the zoning administrator shall request the County Attorney to institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation or to require the removal or termination of the unlawful use of the building, structure or land in violation of the provisions of these regulations, or of the order or direction made pursuant thereto.
- C. Covenants or Deed Restrictions. Keith County does not enforce homeowner covenants or deed restrictions. Homeowner covenants and deed restrictions are private agreements, which can only be acted upon by those who have agreed to encumber their properties according to those rules, forms and conditions.