ARTICLE 12

ZONING PERMITS

1. GENERAL PROVISIONS:

No building, or additions to buildings, except inside alterations where no enlargement of structure is concerned, shall be erected, reconstructed, altered, repaired or converted without first obtaining a zoning permit from the Zoning Administrator. This does not apply to farm structures. No permit shall be issued unless there is filed in the office of the Zoning Ad­ministrator, information including but not limited to a plot plan, drawn to scale, showing the exact location or locations of any proposed structures on the building site to be occupied, and other information necessary to determine if the proposed application meets the requirements of this and any other regulat­ion applicable, with respect to land use. Said application shall include, in writing, the proposed use or uses of said buildings or premises.

2. ADMINISTRATIVE PROCEDURE:

For a Zoning Permit application to be considered at the next regularly scheduled meeting of the Carbondale Planning Commission, it must be received at City Hall a minimum of Ten (10) days prior to the meeting date. Applications received less than Ten (10) days prior to the next meeting may not be considered until the following regularly scheduled meeting. The Zoning Administrator will approve or deny the application within Ten (10) days of the respective meeting. If the application is denied, the reason for such denial shall be stated in writing, attached to the application and sent to the applicant.

a. There shall be a fee accessed (per fee schedule on page 14) for each zoning permit issued in accordance with this resolution.

b. A zoning permit shall expire after one (1) year, provided, how­ever, that extensions may be made where warranted.

c. A record of all zoning permit applications and zoning permits issued shall be kept in the office issuing such permits.

d. A zoning permit issued in accordance with the provisions of this and other pertinent regulations may be revoked by the issuing officer if such issuing officer finds, that prior to the comple­tion of the structure for which the permit was issued, there is a departure from the approved plans, specifications and/or requirements or conditions required under the terms of the zon­ing permit, or the same was issued under false representation, or that any other provisions of this regulation or other regu­lations are being violated.

**3. VIOLATION AND NOTIFICATION:**

**Failure, refusal or neglect of any property owner, or his author­ized representative to apply for and secure a valid zoning per­mit, including the payment of the prescribed fee, as provided, shall be reason for the issuance of a ‘stop order’ by the Zoning Administrator, provided said owner or authorized representative shall have been notified in writing at least forty-eight (48) hours prior to the issuance of said ‘stop order’ that he is in violation of regulations of the City. Said ‘stop order’ shall be posted on or near the property in question, in a conspicuous place, and no further construction shall proceed. Where such building or construction has pro­ceeded without filing for and receiving a valid permit, the fee for the issuance of a subsequent zoning permit shall be charged according to the fee schedule on page 14 plus and additional penalty fee of $15.00**