

500 ADMINISTRATION

501 PERMITS REQUIRED

A permit is required for the placement of structures or structure additions, including such activities as construction of residences, garages, decks, signs, second story additions, basements, (but not including agricultural accessory structures), the installation and/or alteration of sewage treatment systems, and those grading and filling activities not exempted by this Ordinance. Permits are also required for variances, conditional uses, and subdivisions. Application for a permit shall be made to the City of Chickamaw Beach on the forms provided by the City. The application shall include the information necessary in order that the Planning and Zoning Administrator can determine the site's suitability for the intended use. Photographs of existing conditions on the property may be required. For additions to a principal structure or guest cabin other than a deck, the application shall also include an individual sewage treatment system (ISTS) certificate of compliance or ISTS permit application including site evaluation and design. All permits shall be valid for a period one year from the date of issuance except for conditional uses which are valid for two years.

501.1 Responsibility to Obtain Other Permits

The granting of any permit or variance under provisions of this Ordinance shall in no way affect the owner's responsibility to obtain the approval required by any other federal or state statute, Ordinance or legislation of any state agency or state subdivision thereof. Approval may be expressly given in conjunction with other permit(s) applied for but no approval shall be implied from the granting of any City of Chickamaw Beach permits nor from the necessity to apply for a permit described in this Ordinance.

502 EXISTING VIOLATIONS

No permit application will be accepted from landowners or their agents on property on which there are current or past unresolved violations or delinquent property taxes.

503 PERFORMANCE BOND

The City may require a surety bond, cash escrow or letter of credit prior to the issuing of land use permit or initiation of work on the proposed improvements or development. Said security shall be irrevocable, conditioned in favor of the City, and shall guarantee conformance and compliance with the conditions of the permit, conditional use, or variances and the Ordinances of the City. The amount of the bond may be set at up to 150% of the estimated cost of soil stabilization, water quality protection, and pollution control measures.

504 NOTIFICATION TO THE DEPARTMENT OF NATURAL RESOURCES

504.1 Notices of Public Hearing

Copies of all notices of any public hearings to consider variances, amendments, or conditional uses under local shoreland management controls shall be sent to the commissioner or the commissioner's designated representative and postmarked at least ten (10) days before the hearings. However, failure to so notify the Commissioner shall not invalidate such proceedings. Notice of Hearings to consider proposed subdivisions/plats shall include copies of the subdivision/plat.

504.2 Notices of Approval

A copy of approved amendments and subdivisions/plats, and final decisions granting variances or conditional uses under local shoreland management controls shall be sent to the commissioner or the commissioner's representative and postmarked within ten (10) days of final action. However, failure to so notify the Commissioner or his/her representative shall not invalidate any approval, denial, decision, or other action taken

505 FEES

505.1 Schedule

The City Council shall establish, by resolution, a schedule of fees applicable to all permits, applications, petitions, appeals and administrative fees required for the administration and enforcement of this Ordinance. The fee schedule resolution shall be made available to the public.

When costs to the City involved in processing and reviewing an application exceeds the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to retain in reviewing permits.

505.2 Payment

No application for a land use permit, conditional use permit, planned unit development permit, subdivision plat, nor any other required permit, petition to amend the Land use, nor any appeal shall be recognized, acted upon, issued or granted unless and until all required fees have been submitted in full by means of cash, check or money order, or other acceptable form of payment to the City of Chickamaw Beach. If a fee is submitted by check or money order, no permit granted or action taken shall be of any force until the check or money order so submitted shall prove collectable.

505.3 Refunds

Should an application for a permit, or an appeal be denied, the fee shall not be refunded.

506 ZONING ADMINISTRATOR

1. The Zoning Administrator shall be appointed by the City Council.
2. Duties and responsibilities of the Zoning Administrator:
 - A. Determine if applications are complete and comply with the terms of the Ordinance.
 - B. Ensure the inspection of sewage systems and other uses of the land to determine compliance with the terms of the Ordinance.
 - C. Maintain permanent and current records of the Ordinance, with a copy of all records forwarded to the City Clerk, including, but not limited to, maps, amendments, Zoning or Use Permits, Conditional Use Permits, Variances, appeals and applications, and a separate file for future conditions or expiration of permits.
 - D. Review, file and forward applications for appeals, Variances, Conditional Uses and Zoning amendments.
 - E. Enforce the provisions of this Ordinance by reviewing complaints and by pursuing contacts with any violator in accordance with standard procedures as adopted and modified from

- time to time.
- F. Mail notices relative to public hearings for Variances, Conditional Uses and Zoning Changes.
 - G. Attend meetings and provide research and findings to the Board of Adjustment/Planning Commission.
 - H. Issue permitted Zoning Permits upon application for structures on lots conforming to this Ordinance when the conditions of the Ordinance are met; to issue Conditional Use Permits when directed by the City Council; to issue notices of a Zoning change when directed by the City Council.
 - I. To mail a copy of the findings to applicants.
 - J. To file copies of Conditional Use Permits and Variances with the County Recorder.
 - K. To communicate with the DNR where required by the Ordinance or State Law.
 - L. To ensure that the City Council, Planning Commission and Board Adjustment review land use application or public hearing applications as prescribed by State Statutes.
 - M. To conduct periodic and final inspections with a member of the Planning & Zoning Committee, of property subject to conditions of approval relating to variances, conditional use permits and other land use applications.
 - N. To issue Land Use Certificates of Compliance.
 - O. Keep the City up to date with regards to changes in state and county land use regulations.