

**CITY OF GRAYSON, KENTUCKY
PLANNING AND ZONING REGULATIONS**

ARTICLE 5

ADMINISTRATION, ENFORCEMENT AND VIOLATIONS

ESTABLISHED BY: ORDINANCE #13-2001 on NOVEMBER 6, 2001

AMENDED: NONE

5.1 ADMINISTRATION AND ENFORCEMENT.

The Enforcement Officer of the City of Grayson shall administer and enforce this Zoning Ordinance except as otherwise provided herein.

The City Council shall designate and appoint an Enforcement Officer who shall be charged with and provided with the authority to enforce the ordinances, regulations, and orders of the Planning Commission and City Council and to issue zoning permits and certificates of occupancy. The Enforcement Officer in the performance of his/ her duties and functions may enter upon any land and make examinations and surveys that do not occasion damage or injury to private property. The Enforcement Officer may perform other functions for the City such as building inspector.

The Enforcement Officer shall promptly investigate complaints of violations and report his/her findings and actions to complainants. He/she shall use his best efforts to prevent violations and to detect and secure the correction of violations. If he/she shall find any of the provisions of this Zoning Ordinance are being violated, he/she shall in writing notify the person responsible for such violations, indicating the nature of the violation and ordering the action necessary to correct it. He/she shall order discontinuance of illegal use of land, buildings, structures; removal of illegal buildings or structures or of illegal work being done; and shall take or cause to be taken any other action authorized by this Zoning Ordinance to ensure compliance with, and prevent violations of, the provisions hereof.

The Enforcement Officer shall make records of all official actions of his/her office relating to the administration and enforcement of the provisions of this Zoning Ordinance including, but not limited to, written records of all complaints and actions taken with regard thereto, all violations discovered with actions taken thereto, and the final disposition of all such matters.

5.2 BUILDING PERMITS REQUIRED.

No building or other structure shall be erected, moved, added to or structurally altered, nor shall any of said activities be commenced without a building permit therefore, issued by the Enforcement Officer. No building permit shall be issued by him/her except in conformity with the provisions of this Zoning Ordinance unless he/she has a written order from the Board of Adjustment in the form of an administrative review decision, a conditional use permit, or dimensional variance as provided under the provisions of Section 6.3 herein below. The Planning Commission may establish a schedule of fees to be charged for building permits and certificates of occupancy.

- 5.21 All applications for building permits shall be accompanied by a dimensioned sketch in duplicate showing the actual shape and dimensions of the lot to be built upon; the size and location on the lot of any existing principal buildings and

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accessory buildings; the lines within which the proposed building or structure is to be erected or altered; the proposed height; the existing and intended use of each building or part of building; the number of families or housekeeping units the building is designed to accommodate and such other information with regard to the lot and neighboring lots as may be necessary to determine and provide for the enforcement of this Zoning Ordinance.

One copy of the plans shall be returned to the applicant by the Building Inspector, after he/she shall have marked such copy either as “Approved” or “Disapproved” and attested to same by signature on such copy. The Building Inspector shall retain the original plan, similarly marked.

5.3 CERTIFICATE OF OCCUPANCY REQUIRED.

No persons shall use or permit the use of any structure or premises or part thereof hereafter created, erected, changed, converted, enlarged or moved, wholly or partly, until a certificate of occupancy shall have been issued by the Building Inspector. Such certificate shall show that the structure or use, or both, or the premises, or the affected part thereof, are in conformity with the provisions of this Zoning Ordinance. It shall be the duty of the Building Inspector to issue such certificate if he/she finds that all of the provisions of this Zoning Ordinance have been met and to withhold such certificate unless all requirements of this Zoning Ordinance have been met.

- 5.31 Temporary Certificates of Occupancy. A temporary certificate of occupancy may be issued by the Building Inspector for a period not exceeding six (6) months during alterations or partial occupancy of a building pending its completion in accordance with general rules or regulations concerning such temporary certificate and with such additional conditions or safeguards as are necessary in the circumstances of the case to protect the safety of the general public.

5.4 COMPLAINTS REGARDING VIOLATIONS.

Whenever a violation of this Zoning Ordinance occurs or is alleged to have occurred, any person may file a written complaint with the Building Inspector. He/she shall record the complaint, immediately investigate, and immediately take action as provided by this Zoning Ordinance.

5.5 VIOLATIONS AND PENALTIES.

Wherever by the provisions of this Ordinance the performance of any act is required or the performance of any act is prohibited or wherever any regulation, dimension or limitation is imposed on the use or change of use of or upon any land or on the erection or alteration of any structure or the use or change of use of such structure or the uses within such structure, a failure to comply with the provisions of this Ordinance shall constitute a violation of this Ordinance. Any person, firm or corporation who violates, disobeys, omits, neglects or refuses to comply with or who resists the enforcement of any of the provisions of this Ordinance shall be cited by Civil Injunction to Carter County District Court as provided by Kentucky Revised Statute 431.015 upon conviction, be fined not less than ten dollars (\$10.00), but not more than five

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hundred dollars (\$500.00) for each conviction. Each day of violation shall constitute a separate offense.

Any person who intentionally violates any provision of KRS 100.3681 to 100.3684 shall be guilty of a misdemeanor punishable by a fine of not less than one hundred dollars (\$100.00) nor more than five hundred dollars (\$500.00).