

ARTICLE XII

ADMINISTRATION

Section 1. Zoning Enforcement Official.

This ordinance shall be administered and enforced by the Director. If the Director shall find that any of the provisions of this ordinance are being violated, he shall notify in writing the person responsible for such violation, indicating the nature of the violation and ordering the action necessary to correct it. He shall order discontinuance of illegal use of land, buildings, or structures; removal of illegal buildings or structures or of additions, alterations, or structural changes thereto; discontinuance of any illegal work being done; or shall take any other action authorized by this ordinance to insure compliance with or to prevent violations of its provisions.

Section 2. Certificate of Occupancy.

No land shall be used or occupied (except for agricultural purposes), no building shall be structurally altered, erected, or moved, and no commercial or industrial building shall have its use changed until a Certificate of Occupancy shall have been issued by the Director stating that the building and/or the proposed use thereof complies with the provisions of this ordinance and other applicable codes and ordinances.

A like certificate shall be issued for the purpose of maintaining, or renewing, a nonconforming use. A Certificate of Occupancy either for the whole or a part of a building shall be applied for coincident with the application for a building permit and shall be issued within ten (10) days after the erection or structural alteration of such building, or part, shall have been completed in conformity with the provisions of this ordinance. Where no structural changes are involved, a Certificate of Occupancy shall be applied for before a change in use occurs within a commercial or industrial structure. No new use may be begun prior to the issuance of such certificate.

A record of all certificates shall be kept on file in the office of the Director and copies shall be furnished, on request, to any persons having a proprietary or tenancy interest in the building erected. No permit for excavation for, or erection of, any building, or part of a building, or for repairs to, or alterations of, a building shall be issued until such a Certificate of Occupancy use has been filed by the applicant. No building shall be occupied until that certificate is approved.

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Section 3. Certificate of Zoning Compliance.

In the city limits and the extraterritorial zoning jurisdiction areas where the City of Reidsville enforces this Zoning Ordinance, a Certificate of Zoning Compliance shall be applied for and must be issued before any land is used or occupied, any existing building is used or occupied, any building is altered, erected or moved. The City's Certificate of Zoning Compliance shall state that the proposed use of land or structure complies with the provisions of this Ordinance.

Section 4. Temporary Certificate.

The Director may issue a temporary Certificate of Occupancy or Zoning Compliance for bazaars, carnivals, religious revivals, and similar uses. Such certificate shall be issued for a fixed period of time, but not to exceed ninety (90) days, shall be subject to such limitations as the Director may impose to protect the character of the district affected, and may be considered for reapplication.

Section 5. Application Procedures.

- (a) Each application for a certification of Zoning Compliance shall be accompanied by a plan in duplicate, drawn to scale, one copy of which shall be returned to the owner upon approval. The plan shall show the following:
1. The shape and dimensions of the lot on which the proposed building or use is to be erected or conducted;
 2. The location of the said lot with respect to adjacent rights-of-way;
 3. The shape, dimensions, and location of all buildings, existing and proposed, on the said lot;
 4. The nature of the proposed use of the building or land, including the extent and location of the use, on the said lot;
 5. The location and dimensions of off-street parking and the means of ingress and egress to such space; and

6. Any other information which the Director may deem necessary for consideration in enforcing the provisions of this ordinance.
- (b) If the certificate of Zoning Compliance is denied, the applicant may appeal the action of the Director to the Board of Adjustment.

Section 6. Duties of Director, Board of Adjustment, and City Council as to Matters of Appeal.

It is the intention of this ordinance that all questions arising in connection with the enforcement of this ordinance shall be presented first to the Director and that such questions shall be presented to the Zoning Board of Adjustment only on appeal from the Director; and that from the decision of the Board of Adjustment recourse shall be to courts as provided by law. It is further the intention of this ordinance that the duties of the City Council in connection with the ordinance shall not include the hearing and passing upon disputed questions that may arise in connection with the enforcement thereof, but that the procedure for determining such questions shall be as herein set out in the ordinance, and that the duties of the City Council in connection with this ordinance, shall be only the duty of considering and passing upon any proposed amendment special use permit or repeal of the ordinance as provided by law.