

## 7.28 ADMINISTRATION AND ENFORCEMENT

- (1) **Town Zoning Administrator.** The provisions of this ordinance shall be administered and enforced by the Town Zoning Administrator (hereinafter referred to as the "Administrator"). The Town Administrator shall be the Town Zoning Administrator. The Administrator is authorized to act through aides and assistants. In the performance of the duties of the office of Zoning Administrator, the Administrator may request the assistance of any appropriate officer or agency of the County or State of Wisconsin.
  - (a) The duty of the Town Zoning Administrator shall be to interpret and administer this Chapter and issue, after on-site inspection, all permits required by this Chapter.
  - (b) **Duties.** In enforcing and administering this Chapter, the Town Zoning Administrator shall perform the following duties:
    - (1) Issue the necessary permits required by the provisions of this Chapter provided its provisions have been complied with.
    - (2) Keep an accurate record of all permits, numbered in the order of issuance, in a record book for this purpose.
    - (3) In case of a violation of a provision of this Chapter, notify in writing the actual violator where known, the owner of the property on which the violation has taken place, and the Town Board, indicating the nature of the violation and the action necessary to correct it.
    - (4) Receive, file and process all applications for special uses, variances and amendments to this Chapter.
    - (5) Initiate, direct and review, from time to time, a study of the provisions of this Chapter and make recommendations to the Planning Commission for investigation and appropriate action.

(6) Carry out such additional responsibilities as are hereinafter set forth in this Chapter.

(c) **Authority.** In the enforcement of this Chapter, the Town Zoning Administrator or their designee shall have the following power and authority:

(1) At any reasonable time and for any proper purpose to enter upon any public or private premises and make inspection thereof.

(2) Upon reasonable belief of improper compliance to revoke any building or occupancy permit and issue cease and desist orders requiring the cessation of any building, moving, alteration or use which is in violation of the provisions of this Chapter, such revocation to be in effect until reinstated by the Town Zoning Administrator or the Board of Zoning Appeals, or to take any other action directed by the Town Board to insure compliance with, or to prevent violation of, its provisions.

(2) **Town Building Inspector - Duties and Powers.**

(a) Receive and examine all applications for building permits and forthwith transmit copies of all such applications to the Administrator.

(b) Issue building permits only where there is compliance with the provisions of this ordinance. Building permits for structures requiring connection to a private domestic sewage treatment and disposal system shall be issued only where there is compliance with applicable sanitary codes. Building permits which require site plan approval under Section 7.25 of this ordinance shall only be issued by order of the Planning Commission. Building permits for development in the floodplain, shoreland and wetland jurisdiction of the Town of Greenville shall not be issued until approved by the Zoning Administrator and if necessary Outagamie County.

- (c) Receive and forthwith transmit to the Administrator all applications for building permits which require site plan approval under Section 7.25 of this ordinance.
  - (d) Conduct inspections to determine compliance or noncompliance with the provisions of this ordinance and report any violations of this ordinance to the Administrator.
- (3) **Remedies.** Compliance with the provisions of this ordinance shall be enforced by appropriate fines and penalties. Compliance may also be enforced by injunctive suit of the Town or by the owner or owners of real estate within the district affected by the regulation.
- (4) **Penalties.** Any person who violates any provision of this ordinance or any order, rule or regulation made hereunder shall, upon conviction, forfeit not less than ten dollars (\$10.00) nor more than two hundred dollars (\$200.00) for each offense, together with the costs of prosecution. Each day that a violation continues to exist shall constitute a separate offense.
- (5) **Notice of Violation.** If the Administrator finds that any of the provisions of this ordinance are being violated, he shall notify, in writing by registered or certified mail, the person(s) responsible indicating the nature of the violation and ordering the action necessary to correct the violation. Whenever a person shall have been notified in writing that he is in violation of the provisions of this ordinance, such person shall commence correction of all violations within ten (10) days of notice and shall correct all violations within (45) days of notice. If such corrections are not commenced within ten (10) days of written notice or not corrected within forty-five (45) days of written notice, each day that a violation continues shall be considered a separate offense.