

**ARTICLE 18
ADMINISTRATION**

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18-101 Enforcement: It shall be the duty of the Zoning Administrator to enforce the provisions of these Regulations and to refuse to issue any certificate for any building, or for the use of any premises, which would violate any of the provisions of these Regulations. It shall also be the duty of all officers and employees of Gray County, Kansas, to assist the Zoning Administrator by reporting any seeming violation in new construction, reconstruction or land use. In case any building is erected, constructed, reconstructed, moved, altered, repaired or converted or any building or land is used in violation of these Regulations, the Zoning Administrator is hereby authorized and directed to institute any appropriate action to put an end to such violation.

18-102 Zoning Certificate: No land vacant on the effective date of these Regulations shall be used for any other purpose; and no use of any land or structure shall be changed to any other use, unless a zoning certificate shall first be obtained from the Zoning Administrator certifying that the proposed use or occupancy complies with all the provisions of these Regulations.

18-102A Building Permit: No New Building or Structure, or New Addition thereto shall be constructed or built, reconstructed or moved to a new location, after the effective date of this Section of the Zoning Regulations, until a properly completed Building Permit Application has been filed with the Zoning Administrator of Gray County and approved by the Governing Body of Gray County. Upon approval of said Building Permit Application, the Zoning Administrator shall issue to the applicant, a Building Permit Certificate which shall be the final authorization needed to commence construction, reconstruction, or relocation of a building or structure as outlined in said approved "Building Permit Application".

18-103 Application for Zoning Certificate: The application for a zoning certificate shall be made on forms provided by the Zoning Administrator and shall be accompanied by a site plan of the real estate upon which said application is made. Said site plan shall be drawn to scale showing the following items:

1. Legal description of the real estate involved.
2. Location and size of all buildings, structures, yards and open space.
3. Width and length of all entrances and exits to and from said real estate.
4. All adjacent and adjoining roads or highways.
5. Sufficient grades and elevations to establish the proper placement of buildings, adequate sewage disposal systems, the proper drainage of the property, and the applicability of possible floodplains.

6. Location and specifications of all signs, lighting, fencing, screening, landscaping and other such site improvements.

Site plans so furnished shall be filed by the Zoning Administrator and shall become a permanent record. A record of all zoning certificates shall be kept on file in the Office of the Zoning Administrator.

18-104 Fees: An application for a Building Permit or Zoning Certificate shall be accompanied by the appropriate fee as shall be determined from time to time by Resolution of the Governing Body.

18-105 Issuance of Zoning Certificate: A Building Permit or Zoning Certificate shall either be issued or refused by the Zoning Administrator within 15 working days after the receipt of the application thereof, or within such further period as may be agreed to by the applicant. When the Zoning Administrator refuses to issue a Building Permit or Zoning Certificate, the applicant shall be advised of the reasons for the refusal in writing.

18-106 Revocation of Certificate: A Building Permit/Zoning Certificate issued in accordance with the provisions of these Regulations may be revoked by the Zoning Administrator if he 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 Building Permit, or there is a departure from the proposed use of the property authorized by the issued Zoning Certificate, or the same was issued under false representation, or that any other provisions of these Regulations are being violated.

18-107 Stop Order: Failure, refusal or neglect of any property owner, or his authorized representative, to apply for and secure a valid zoning certificate, including the payment of the prescribed fee, 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 48 hours prior to the issuance of said stop order that he is in violation of regulations of the County. 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 construction has proceeded without filing for and receiving a valid permit, the fee for the issuance of a subsequent zoning certificate shall be quadrupled.

18-108 Period of Validity: A Building Permit and/or Zoning Certificate shall become null and void ninety (90) days after the date on which it is issued unless within such ninety (90) day period construction, building, moving, remodeling or reconstruction of a structure is commenced or a proposed use is commenced.

18-109 Reports: The Zoning Administrator shall periodically report in writing to the Governing Body and Planning Commission a summary of all zoning certificates and certificates of occupancy issued during the preceding period, giving details of any permitted variations, as well as the current status of all applications in process for amendments, conditional uses, appeals, and variances. Such report shall include comments on any problems encountered in the administration of these Regulations which may need correction by amendment to these Regulations.

18-110 Administrative Permit: A manufactured home on an individual lot may be authorized by the Zoning Administrator, on an emergency basis for a period not to exceed six (6) months, on any lot where the permanent dwelling unit has been destroyed by fire, storm or other such calamity and the dwelling unit has been rendered uninhabitable. If the authorization for the emergency placement of such mobile home unit lasts longer than six (6) months, a Special Exception may be granted by the Board of Zoning Appeals for an additional period of time, provided, the procedures for approval of Special Exceptions outlined in Article 17 herein are followed.