

**ARTICLE XXV**  
**ADMINISTRATION, FEES AND VIOLATIONS**

**Section 25.01 - Zoning Administrator.** The provisions of this Ordinance shall be administered by the Zoning Administrator appointed by the Village Council. Said Zoning Administrator's duties shall be the administration of this Ordinance as prescribed by this Ordinance, including issuance of all zoning compliance statements whether individual statement or as part of the issuance of a building permit pursuant to the Village Building Code, acceptance of any and all applications required in the administration of the Ordinance any other duties assigned or delegated to the Zoning Administrator by the Village Council or any other law regulation or Ordinance of the State of Michigan or the Village of Three Oaks.

**Section 25.02 - Enforcement Officer.** The enforcement of this ordinance shall be administered and enforced by the Enforcement Officer designated by and responsible to the Village Council.

**Section 25.03 - Duties and Powers - Zoning Administrator and Enforcement Officer.** The Zoning Administrator and Enforcement Officer shall have the following powers in addition to those set forth in Section 25.01 above:

1. **Form of Application, Permits and Certificates.** The Zoning Administrator may prescribe the form of all applications, permits (including a Zoning compliance permit when required by the terms of this Ordinance), and certificates required under the terms of the ordinance. If no form is prescribed, a written document in the form of a letter requesting permission, in the case of an application stating precisely what permission is requested, or granting permission, in the case of a permit, stating precisely what permission is granted will suffice.
2. **Receive Applications.** The Zoning Administrator will receive and examine and certify completeness of all applications for permits, certificates, variances, and all other applications required under the terms of this ordinance.
3. **Refer Applications to the Planning Commission or Board of Appeals.** The Zoning Administrator shall upon a finding that an application is complete must refer all applications for permits, certificates, variances, special use permits and any other applications to the appropriate body within twenty (20) days upon making determination that the submission is complete.
4. **Issue or Refuse Permits.** The Zoning Administrator must issue permits for constructions, alternation, and occupancy of those uses which comply with the requirements of this Ordinance, within thirty (30) days after the receipt of the application. The refusal of permit must be in writing and shall state the reasons for the denial.
5. **Issue Notice of Violation.** The Zoning Administrator or Enforcement Officer must issue a written notice of violation to each violator of this Ordinance, stating the nature of the violations. Duplicate copies of the notice must be sent to the Planning Commission.
6. **Make Recommendations.** The Zoning Administrator or Enforcement Officer may make recommendations to the Planning Commission, Board of Appeals for any action deemed necessary.
7. **Records.** The Zoning Administrator must keep records of applications, permits, or certificated issued, of variances and special use permits granted, inspections made, any report issued and notices or orders issued.
8. **Additional Duties and Powers.** The Zoning Administrator or Enforcement Officer must preform all other duties, and may exercise all other powers and privileges, as may be provided or made necessary by the terms of this Ordinance.

**Section 25.04 - Fees.** A schedule of fees necessary for the administration of the Ordinance shall, from time-to-time, be established by resolution of the Village Council.

**Section 25.05 - Violations and Penalties.** Any person who shall violate any of the provisions of this ordinance is responsible for a municipal civil infraction, subject to payment of a civil fine of not less than Fifty (\$50.00) Dollars or more than Five Hundred (\$500.00) Dollars, plus costs and other sanctions, for each infraction. Repeat offenses shall be subject to an increased civil fine as follows:

1. The fine for any offense which is a first repeat offense shall be not less than Two Hundred Fifty (\$250.00) Dollars, plus costs and other sanctions.
2. The fine for any offense which is a second repeat offense or any subsequent repeat offense shall be not less than Five Hundred (\$500.00) Dollars, plus costs and other sanctions. A repeat offense means a second (or any subsequent) violation of this Ordinance (i) committed by a person within any six (6) month period and (ii) for which the person admits responsibility or is determined to be responsible.

Each day on which any violation of this Ordinance continues constitutes a separate offense and shall be subject to penalties or sanctions as a separate offense.

The imposition of any penalties or sanctions hereunder shall not exempt the offender from compliance with the requirements of this Ordinance.