

Public Hearing
2/17/2015: 6:45pm

DEPARTMENT OF ZONING

C27-1

There shall be a Department of Zoning headed by a Zoning Officer who shall be appointed by the Council. He shall serve at the pleasure of the Mayor and or the Mayor's designee, be directly responsible to the Mayor and or his designee.

C27-2 Powers and Duties

The Zoning Officer shall have the following powers and duties:

- A. To enforce the Zoning Laws of the City of Cortland.
- B. To serve as Floodplain Administrator for the City of Cortland.
- C. To attend all Historic, Zoning Board, Planning Commission Meetings and to assist their members in them.
- D. To prepare and distribute Agendas for each meeting of the Historic, Zoning and Planning Board.
- E. To assist citizen's in preparing accurate variance applications, or requests of Interpretation regarding Zoning issues, and site plans to be presented to the Historic, Zoning Planning Boards.
- F. To assist the Fire Department Code Enforcement Office and Department of Law in the enforcement of Zoning and Flood plain Laws.
- G. To make recommendation for amendments to the Zoning Map of the City of Cortland.
- H. To enforce, monitor and make recommendation for changes to Chapter 250 of the City Code "Subdivision of Land".
- I. To answer complaints of the Zoning Ordinance and issue Order to remedy as required by law.
- J. To maintain minimum training as required?
- K. Issue flood development, fence, sign and dumpster permits. Issue
- L. Issue Certificates of Zoning according to Chapter 300.
- M. Make records according to law, maintain and keep record with property file.