159.80 ADMINISTRATION AND ENFORCEMENT

A. DIRECTOR OF COMMUNITY DEVELOPMENT. The Village President, with the approval of a majority of the Board of Trustees, shall appoint a Director of Community Development who shall have primary responsibility for the interpretation, administration, and enforcement of this code.

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

C. COMPLAINTS. Whenever a violation of this code occurs, or is alleged to have occurred, any person may file a written complaint. Such complaint shall fully state the causes and basis thereof and shall be filed with the Director of Community Development. He shall record properly such complaint, immediately investigate, and take action thereon as provided by this code.

D. CERTIFICATE OF OCCUPANCY. It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises, or both or part thereof hereafter created, erected, moved, changed, converted, or wholly or partly altered or enlarged in its use or structure, until a certificate of occupancy shall have been issued therefore by the Director of Community Development.

1. Content. All certificates of occupancy shall state that the use or property in question is in conformity with the provisions of this code or amendments thereto.

2. Authorization. Certificates of occupancy issued on the basis of plans and applications approved by the Director of Community Development authorize only the use, arrangement, and construction set forth in such approved plans and applications, and no other use, arrangement or construction.

3. Temporary Certificate. A temporary certificate of occupancy may be issued by the Director of Community Development for alterations or partial occupancy of a building pending its completion, provided that such temporary certificate may require such conditions and safeguards as will protect the safety of the occupants and the public.

4. Record. The Director of Community Development shall maintain a record of all certificates of occupancy, and copies shall be furnished on request to any person.

E. SPECIAL DUTIES. The Director of Community Development in furtherance of his authority shall:

1. Special Permit Review. Maintain a file on all special use permits and planned development permits granted, and conduct an annual review of the compliance to the special conditions and requirements of each permit.
2. **Code Review.** Initiate, direct and review from time to time, a study of the provisions of this code, and make reports of his recommendations to the Plan Commission not less frequently than once a year.

F. **ASSISTANCE.** It shall also be the duty of the Police Department and all officers and employees of the Village to assist the Director of Community Development in enforcing the prevention or remedy of any violations of this code.

G. **ZONING BOARD OF APPEALS.** Decisions made by the Director of Community Development in the enforcement of this code may be appealed to the Zoning Board of Appeals as provided elsewhere in this code.

H. **(Ordinance No.: 4030, December 21, 2010) ZONING CERTIFICATES.** No building permit pertaining to the construction, remodeling, moving, or reconstruction of any structure, nor the improvement of land preliminary to any use of such land shall be issued by the Village of Matteson unless a zoning certificate is obtained from the Director of Community Development or his/her designee. Permits pertaining to the use of land or structures shall not be issued by any official, officer, employee, department, or board of the Village of Matteson. Any application for a building permit that contains the information required below shall be deemed an application for a zoning certificate. Any zoning certificate issued in conflict with the provisions of this Ordinance shall be null and void.

1. **Application for Zoning Certificate.** Every application for a zoning certificate shall include the following required information:

   a. **Principal Structures –** Detailed construction drawings containing the certificate of a registered architect or registered structural engineer licensed by the State of Illinois, or of an owner-designer, that proposed construction, remodeling, or reconstruction complies with all to the provisions of this Ordinance.

   b. **Accessory Structures –** Schematic details such as cut-sheets, copies of applicable pages from instructional (construction) manuals, or other detailed construction plans as determined acceptable by the Director of Community Development or his/her designee.

   c. A plat of the property or parcel of land, lot, or parts or portions thereof, drawn to scale showing the actual dimensions of the property or parcel land, lot, or parts or portions, thereof, according to the recorded plat of such land.

   d. A site plan drawn to scale and in such form as may from time to time, be prescribed by the Director of Community Development or his/her designee, showing location, ground area, height, and bulk (dimensions, setbacks) of all present and proposed structures, drives, off-street parking and loading spaces, the building lines in relation to lot lines, the use to be made of such present and proposed structures on the land, and other such information as may be required by the Director of Community Development or his/her designee for the proper enforcement of this Ordinance.

One copy of the plat and site plan shall be retained by the Director of Community Development or his/her designee as a public record.
2. **Issuance of a Zoning Certificate.**

   a. A zoning certificate shall be issued by the Director of Community Development or his/her designee in accordance with review of an applicable building permit within three (3) business days from the date of receipt by the Planning Division, unless it has been determined by the Director of Community Development or his/her designee that the materials submitted by the applicant are incomplete and/or that additional information is needed to finalize review of the zoning certificate.

   b. The fee(s) for such zoning certificate shall be in accordance with the established Administration and Planning & Zoning Fees Schedule as adopted by the Village Board of Trustees.

3. **Validity of Zoning Certificate.** A zoning certificate shall become null and void six (6) months after the date on which it is issued unless within such six (6) month period, construction, moving, remodeling or reconstruction of a structure is commenced or a use is commenced. In accordance with a building permit, a zoning certificate shall expire one (1) year after the date on which it is issued.