

**Division 8. City Auditor and Clerk**

**Section III- 801. Powers and Duties**

In addition to those powers and duties set forth in the City Charter, the City Auditor and Clerk shall perform certain functions relating to land development approvals, as more fully set forth herein.

**Section III-802. Creation and Appointment**

The City Auditor and Clerk shall be appointed by and serve at the pleasure of the City Commission.

**Section III-803. Jurisdiction, Authority and Duties**

In addition to the jurisdiction, authority and duties that may be conferred by other ordinances, the City Auditor and Clerk shall have the following jurisdiction, authority and duties:

- A. Maintain a registration list of persons or organizations that wish to receive notices of development approval applications.
- B. Receive all applications for development approval, except for building permits and temporary commercial activity permits, review same for completeness and forward to DRC for review.
- C. Receive fees associated with development approval applications, and administer the City's billable fee system.
- D. Prepare and mail all notices required by these regulations.
- E. Receive any appeals relating to development approval applications as set forth in these regulations and forward to the appropriate board.
- F. Serve as the Clerk to the City Commission for all land development hearings, and record all official actions.
- G. Maintain development approval files and other public records of all official actions taken by the Department of Planning and Development with respect to the administration of these regulations.
- H. Keep a current copy of the official Zoning District Map.