

Township Of Grattan County of Kent, Michigan

At a regular meeting of the Township Board of the Township of Grattan, held at the Township Hall, 12050 Belding Road, within the Township on the 10th day of January, 2011, at 7:00 p.m.

Present: S. Freeman, F. Force, J. Fues, P. Knoerl, D. Heffron

Absent: None

RESOLUTION UPDATING CERTAIN TOWNSHIP FEES AND CHARGES (re: resolution 10-025)

WHEREAS, the Township of Grattan is authorized by law to update fees and charges for certain Township services: and

WHEREAS, the Township Board desires to adjust certain Township fees and charges.

NOW, therefore, be it resolved, that the Township of Grattan does hereby establish the fees and charges stated on the attached schedule are established with effective date of November 8, 2010.

The foregoing resolution offered by board member J. Fues.

Supported by board member P. Knoerl.

Upon a roll call vote, the following voted: S. Freeman (absent), F. Force (yes), J. Fues (yes), P. Knoerl (yes), D. Heffron (absent)

Ayes - 3

Nays - 0

The Supervisor declared the resolution adopted.

Jim Fues, Township Clerk

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board of the Township of Grattan, at a meeting held on the date stated above. I further certify that public notice of such meeting was given as provided by law.

Jim Fues, Township Clerk

GRATTAN TOWNSHIP CHARGES & FEES FOR SERVICES

Returned Check (NSF) \$30.00

General Information & Freedom of Information Act Requests

Agenda Notices: Township Board, Planning Commission, Zoning Board of Appeals
Audit
Budget (proposed & adopted)
Minutes: Township Board, Planning Commission, and Zoning Board of Appeals
Planning Commission Meeting Packet
(Available Tuesday before meeting)
Township Board Meeting Packets
(Available Thursday afternoon before Board meeting)
Zoning Board of Appeals Meeting Packets
(Available Friday before Meeting)

Copies 8 /12 x 11 B&W	\$.25 page
8 /12 x 11 Color	\$.40 page
11 x 17 B&W	\$.35 page
11 x 17 Color	\$.60 page
Fax copies:	\$1.00 (1st page)
(No charge for outgoing for twp residents)	\$.50 ea. additional page
*Labor	\$12.50/hour

*If a township staff member is required to make copies, there will be an additional charge for the labor of the township employee to perform this task.

The cost of postage and handling will be charged for all items mailed. Payment is required at the time of service, or in the case of postal customers, prior to service.

Planning and Zoning Publications:

Township Map	\$3.00
Township Zoning Map	\$3.00
Township Precinct Map	\$1.00
Audit Report	\$10.00
Master Plan	\$20.00
Dock Ordinance	\$5.00
Wetlands Ordinance	\$5.00
Storm Water Ordinance	\$5.00
Ordinance Book (all Ordinances, including updates)	\$50.00
Ordinance Book (zoning only, including updates)	\$25.00

The cost of postage and handling will be charged for all items mailed. Payment is required at the time of service, or in the case of postal customers, prior to service.

Assessor's Office Property Information

Address Labels	\$40.00
Cross Reference	\$ 9.00
Property Record Cards	\$.25 per page
Property Characteristics List	\$ 7.50
Tax Roll, Assessment Rolls, Similar Reports	\$50.00

Building Permits

Value for determining Building Permit Fees

Residential permit fees for one and two family houses and accessory buildings are based upon a calculated valuation from the following cost schedule:

<u>Value</u>	<u>Fee</u>
\$1.00- \$1,000	\$75.00
\$1,001- \$10,000	\$75.00 plus \$1 per \$100 over \$1,000
\$10,001 and up	\$140.00 plus \$3 per \$1,000 over \$10,000

Base rates for other structures and items

Modular home (single in park)	\$25.00
Modular home-double	\$40.00
Modular construction	\$45.00
Residential Addition	\$55.00
Residential/Custom construction	\$60.00
Second Floor Addition	\$38.00

Additions to Base Rates above

Crawl Space	\$4 per sq. ft.
Basement-unfinished	\$12.00 per sq. ft.
Basement –finished	\$20.00 per sq. ft.
Additional bath	\$2,200 each
Additional half bath	\$1,100 each
Fireplace & chimney (prefabricated)	\$2,000
Masonry fireplace	\$4,000
Secondary masonry fireplace	\$1,500
Porches & breezeways	\$13
Wood decks	\$8 per sq. ft.
Carports w/0 sides	\$6 per sq. ft.
Pools	Contract price
Private Garages-wood frame	\$14 per sq. ft.
Pole Building	\$7.50 per sq. ft.
Pole building over 10' sidewalls	\$1 per sq. ft over 10'
Sheds	\$7 per sq. ft.
Fee for Starting a Plumbing, Mechanical Or Electrical project BEFORE a permit Is issued (includes admin time and one Inspection)	\$47.50
Fee for starting a Building project BEFORE a permit is issued (includes Admin time and one inspection)	\$87.50
Miscellaneous	Labor/material or contract Price

Note: Above rates cover three inspections. Additional inspections will be charged at \$35.00 per inspection.

Visit the Township office or website to view/receive copies of Applications for Plumbing, Mechanical and Electrical Permits.

A \$500.00 Certificate of Occupancy Deposit to ensure compliance with the Michigan Building Code, Section 110, is also required for all new residential construction.

Cemetery Gravesite Sales

Grave Sites-residents	\$250.00 each
Non-residents	\$500.00

(Note – Cemetery Lot Fees administered by Resolution 07-001)

Consultants

Attorney, Engineer, Planner **As billed**

Note: 1. Requests requiring consultant services may require a deposit of up to \$1,500.
 2. For zoning applications, separate escrow account and reimbursement requirements apply. See "Planning and Zoning" fees.

Kent County Dog License Fees

NOTE – Dog License fees are collected at the Township Hall between Dec. 01 and March 01. Between March 02 and Nov. 30, dog licenses are available at the County office.

<u>Regular</u>	<u>Before March 1st</u>	<u>After March 1st</u>
Spayed/Neutered	\$11.00	\$22.00
Un-sterlized	\$24.00	\$48.00
 <u>Seniors (62 years+)</u>		
Spayed/Neutered	\$6.00	\$12.00
Un-sterlized	\$12.00	\$24.00

Note: owner must have proof of current rabies vaccination

Election Material

Diskettes	\$25.00
Labels:	
Absentee (all precincts)	\$20.00 plus .04 per name
Active Registered Voters	\$125.00 plus .04 per name
Voters in last primary	\$40.00 plus .04 per name
Voters in last general	\$75.00 plus .04 per name
 Voter Lists (any variation)	 \$35.00

Meeting Rooms

Township Meeting Hall (O'Brien Room)	\$100.00 per day
Refundable Cleaning/Room Deposit Fee	\$100.00

The "refundable cleaning/room deposit fee" is at the discretion of the Township Clerk and may be reduced if the facility needs cleaning or maintenance after your event.

Only Available for use on Friday, Saturday & Sunday by Grattan Township residents.

Grattan resident must pick up key during regular scheduled business hours, Monday thru Thursday from 9:00AM until 4:00PM.

Planning and Zoning

Note: In addition to the fixed fees specified below, certain types of zoning applications require reimbursement by the applicant of the Township's direct costs and expenses of reviewing the application, and establishment of an escrow account and an initial \$1500.00 deposit that can be drawn on by the Township for this purpose. See the section titled "Escrow Account Requirements for Zoning Applications" for more information on these requirements

Land Division

Administrative Approval by Zoning Administrator and Assessor for divisions creating fewer than 3 new parcels, excluding the remainder of the parent parcel:

**\$50.00 plus
\$50.00 per new
parcel created.**

For divisions creating 3 or more new parcels, excluding the remainder of the parent parcel, referred to Planning Commission for site plan approval:

\$500.00

Administrative charge:

\$75.00

Land Combination

Administrative Approval by Zoning Administrator and Assessor for combining parcels:

\$50.00

Planned Unit Development:

Pre-Application Conference with Planning Commission

No charge

Preliminary PUD Application:

 Planning Commission Review:

\$500.00

 Administrative Charge:

\$75.00

Draft: January 5, 2011 Resolution Number: 2011-001

Approved: January 10, 2011

Final PUD Application:

Pre-Application Conference with Planning Commission	No charge
Preliminary PUD Application:	
Planning Commission Review:	\$500.00
Administrative Charge:	\$75.00
Private Road Permit (<i>After Special Use Granted by Planning Commission</i>)	\$100.00
Administrative Charge:	\$75.00
Rezoning of Property (excluding PUD)	\$500.00
Administrative Charge:	\$75.00
Site Plan Review:	
Planning Commission Review:	\$500.00
Administrative Charge:	\$75.00
Special Use Permit	
Planning Commission Review:	\$500.00
Administrative Charge:	\$75.00
Zoning Board of Appeals – Variance, Appeal or Interpretation Request:	
ZBA Review	\$500.00
Administrative Charge	\$75.00
Storm Water Permit – Regulation and control of storm water:	
Engineering Review under Planning Commission	Escrow Req.
Administrative Charge	\$75.00
Safety Board of Appeals -Variance request to Dock Ordinance	
SBA Review	\$250.00
Administrative Charge	\$75.00
Construction Board of Appeals	
CBA Review	\$500.00
Administrative Charge	\$75.00
Wetlands Ordinance -variance request and applications	
Wetland Advisory Committee Review	\$500.00
Administrative Charge	\$75.00
Limited Excavation Vehicles and Equipment -annual application for annual license	
Application/Registration Charge	\$50.00
Barn Storage -annual application for annual license	
Application/Registration Charge	\$50.00

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Annual Surveillance Fee-for removal of natural resources

Charge per cubic yard **\$00.05**

Sign Permit-for application/permit for a permanent sign

Charge **\$50.00**

Zoning Approval Permit Fee -for application/permit for zoning approval

Charge **\$50.00**

Annual License Fee for Plumbers -for license to work on Grattan Township Sewer system

Charge **\$25.00**

Annual License Fee for Excavator -for license to work on Grattan Township Sewer system

Charge **\$25.00**

2 Year License Fee for Fertilizer Applicator -for license to apply commercial fertilizer in Grattan Township

Charge **\$10.00**

Renewal charge for additional 2 year increments with copies provided **\$10.00**

Renewal charge for additional 2 year increments without copies provided **\$00.00**

Escrow Account Requirements for Zoning Matters & Applications:

1. In addition to the fixed zoning application fees specified above, all other expenses and costs incurred by the Township which are directly associated with reviewing and processing a zoning application for uses specified in Section 2, below, shall be paid (or reimbursed to the Township) from the funds in an Escrow Account established by the applicant as provided herein. The Township may draw funds from the Escrow Account in order to recover direct costs and expenses incurred by the Township relating to the application. Such reimbursable expenses include, but are not limited to, expenses related to the following:

- Mailing, legal notices and commission member compensation for special Planning Commission meetings and Planning Commission subcommittee meetings.
- Mailings, legal notices and Township Board member compensation for special Township Board meetings and Township Board subcommittee meetings.
- Mailings, legal notices and Zoning Board of Appeals member compensation for special Zoning Board of Appeals meetings.
- Services of the Township Attorney directly related to the application.
- Services of the Township Engineer directly related to the application.
- Services of the Township Planner directly related to the application.
- Environmental Impact Studies
- Traffic Studies

- Services of all other professionals working for the Township, which are directly related to the application.
 - Any additional public hearings, required mailings and legal notice requirements necessitated by the application.
2. Applications involving the following shall be subject to this Escrow Fund requirement:
- Site Plan reviews, whether by full Planning Commission or Sub-Committee
 - Planned Unit Developments (PUD)
 - Special Use Permits
 - Subdivisions
 - Site Condominiums
 - Rezoning requests
 - Variance or interpretation proceedings before the Zoning Board of Appeals
3. The escrow fees for each application for uses specified above (except ZBA and Wetlands) are established in \$500.00 increments, commencing with an initial deposit of not less than \$1,500.00 by the applicant with the Township Clerk or Treasurer. The applicant shall provide the initial \$1500.00 escrow fee to the Township Clerk or Treasurer at the time of application. Note that the initial escrow deposit for the Zoning Board of Appeals (ZBA) is \$500.00 versus \$1,500.00. No application shall be processed prior to the required fee having been deposited with the Township Treasurer. Any excess funds remaining in the Escrow Account after the application has been fully processed and reviewed, and the final Township decision has been rendered regarding the project, will be refunded to the applicant with no interest paid on those funds. At no time prior to the Township's final decision on an application shall the balance in the Escrow Account fall below \$500.00. If the funds in the Escrow Account drop below \$500.00, an additional deposit of \$500.00 by the applicant into the Escrow Account shall occur before the application review process will be continued. Additional amounts above \$1500.00 may be required to be placed in the Escrow Account by the applicant at the discretion of the Township Clerk.
4. No building permit, certificate of occupancy or other permit for the project shall be issued until all outstanding out-of-pocket costs and expenses incurred by the Township, as specified above, have been reimbursed to the Township from the Escrow Account. If such expenses remain unpaid for 14 days, The Township Supervisor, Zoning Administrator, or building official may issue appropriate stop work orders or take other action to halt work on the project. In addition, the Township may take legal action to collect unpaid fees.
5. The Township Clerk shall maintain accurate records regarding the expenditures made on behalf of each applicant from the Escrow Account and shall authorize the disbursement of escrow funds in writing. Such escrow funds (from one or more applicants) shall be kept in a separate bank account or bank account category.

6. The Township shall collect and apply escrow funds in a reasonable fashion. If an applicant objects to the reasonableness or amount of escrow funds it must deposit with the Township or how the escrow funds have been applied, it can appeal the Township's determination regarding these matters to the Township Board. All such appeals shall be in writing and shall be made no less than thirty (30) days after the receipt of any Township bill regarding the application.

7. The application for zoning approval or other approvals shall indicate that the applicant agrees to pay the Township's expenses for review of the application and other above stated expenses.

Note: Grattan Township Escrow Policy is administered by a resolution adopted on March 13, 2000.

Sewer Connection

Availability Fee:	\$900.00
Service Stub:	\$450.00
Trunkage Fee:	\$3,400.00
Capital Improvement:	\$1,200.00
Inspection Charge:	\$100.00
Pre-Engineering:	<u>\$100.00</u>
Total Fees & Charges:	\$6,150.00

Note – Pre-Engineering charge may vary depending on conditions of the hook up.

Fire Dept. and Emergency Services

1. Grattan Township may recover costs for Fire Dept. and Emergency Services per ordinance 10-008 or subsequent revisions to ordinance 10-008.

For additional questions with regard to Fees & Charges please contact the Township Office
M-Th, 9 a.m.-4 p.m. at (616) 691-8450 or, visit the Grattan Township website at:
www.grattantownship.org