



# SAUGATUCK TOWNSHIP

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## NOTICE OF FEE AND ESCROW

September 2007

To: All applicants requesting adjudication by administrative or legislative action by the Township through the Planning Commission, ZBA, Township Board or Zoning Administrator.

Prior to any review, approval, denial, inspection, permit, certificate, license, hearing, meeting, ordinance amendment or other administrative or legislative action by the township for which a fee has been established, that fee must be paid prior to the adjudication.

The Township Board has also required that an escrow fund be established and deposited for any of the above items by an applicant with the Township from which actual costs for inspections and /or review services required by the Township will be paid. This escrow fund will be established prior to any action taken by the appropriate individual or group. These costs associated with services provided by professional consultants for a request will be deducted from the escrow fund. The services of a Planner, Attorney or Professional Engineer would be the normal consultants, although the escrow may not be limited to those individuals or groups.

If a fund becomes depleted, the applicant must replenish the fund with sufficient monies to cover the anticipated expenses. Any surplus in the fund after all expenses are paid will be refunded to the applicant.