

# SAUGATUCK TOWNSHIP

WWW.SAUGATUCKTOWNSHIP.ORG

3461 BLUE STAR HIGHWAY  
P.O. BOX 100  
SAUGATUCK, MI 49453

PHONE (269) 857-7721  
FAX (269) 857-4542

## SAUGATUCK TOWNSHIP CONSOLIDATED FEE SCHEDULE February 3, 2016

### Article I – General Provisions

Purpose. This Consolidated Fee Schedule shall establish and require the payment of fees for administrative expenses incurred by the Township of Saugatuck, in processing requests for reviews, approvals, permits, certificates, inspections, meetings, licenses, ordinance amendments, and such other requests requiring action by the Township of Saugatuck; as allowed or provided by federal, state, county, or local law or ordinance.

Definition. For purposes of interpreting this Consolidated Fee Schedule, the following words and phrases in this section have the following meanings:

Applicant. Any person who requests, or is required by law to receive from the township 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.

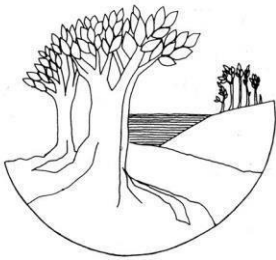
Fees. Fees mean those sums of money established and required to be paid to the township as a charge for administrative or legislative activity in accordance with the provisions of this fee schedule which are a part hereof.

Inspection/Review Escrow. Sums of money required to be deposited by an applicant with the township from which actual costs for inspection and/or review services required by the township will be paid.

Township. Township of Saugatuck, including its officers, employees, boards, commissions, agents, and professional consultants.

### Article II – Fee and Escrow Regulations

Time of Payment. Fees shall be paid by the applicant at the time a request for action is submitted to the township. The inspection/review escrow shall be paid to the township prior to commencing any construction or site alterations which will require inspection and/or review.



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Non-Payments. No application, petition, or request from an applicant shall be accepted, reviewed, processed, or acted upon until the required fees or escrow are paid. Checks used for payment must be finally paid by the payer bank and unconditionally credited to the township's account in order for fees or escrow to be considered paid.

Duplicate of Escrow. Upon a request from an applicant, the township board may waive or reduce any escrow upon a finding that the applicant has supplied an escrow to another governmental agency for the same service and that the other governmental agency's inspection and/or review will satisfy the purpose for which the township inspection and/or review is required.

Duplication and Escrow. The fees set forth in the schedules are intended to reflect the actual cost of the administrative or legislative activity indicated as of the date of the schedule, and as such, may be hereafter amended by the township board.

Additional Escrow. The township may at any time, require the applicant to place additional monies in escrow if the township reasonably determining existing escrows to be insufficient to cover anticipated inspection or review services. Where the actual cost of providing inspection or review exceeds or is anticipated to exceed the escrow which has been paid. The township may bill the applicant for the excess costs which shall be paid prior to any further inspection or review by the township.

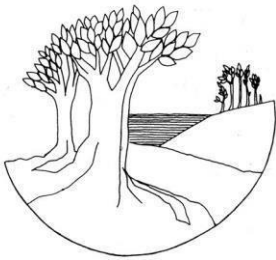
Refunds of Escrow. Where the actual cost of inspection and/or review is less than the escrow which has been paid, the township will refund the unused portion within 30 days of completion of the project which required inspection and/or review.

Waiver of Fees. Where an applicant is a township official, agent, or employee making a request for the purpose of receiving assistance, clarification, or guidance on a matter within his duties and responsibilities, no fees shall be required to be paid.

Reduction of Fees. Fees established pursuant to this schedule may be waived or reduced by the Saugatuck Township Board in accordance with this section.

A. Fees may be waived or reduced by the township board if any of the following conditions exist:

1. If the applicant can demonstrate that the actual costs to the township are materially less than the fees proposed to be charged.



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2. If the applicant can demonstrate that a reduced or waived fee would provide an incentive to improve a pre-existing non-conforming site.
3. If the applicant can demonstrate that the fees to be charged will result in a significant financial hardship to the applicant.
4. Any other reason as determined by the township board in its sole discretion.

### Article III – Interpretation and Effective Date

Repealer. Any previously adopted resolution, fees, fee schedules, inconsistent or conflicting with this schedule are, to the extent of the conflict or inconsistency and upon this ordinance taking effect, repealed.

Severability. If any section, paragraph, clause, provision, or schedule of this schedule is held to be invalid or unconstitutional, such holding shall not affect the validity of the remaining provision thereof.

Effective Dates. This schedule took effect March 5<sup>th</sup> 2014.

### Schedule I

A.	Rezoning	\$1,200
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\$10 additional fee per parcel per acre as it appears on township tax rolls is to be considered a separate application for purpose of determining fees.

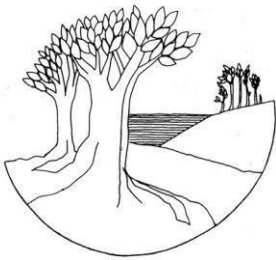
B.	Zoning Board of Appeals	\$400
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C.	Land Divisions	\$75 per parcel created
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D.	Boundary Line Adjustments or Combination.	\$50 application
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Boundary line adjustments include compliant movement of a lot line in a platted subdivision that the Township Board must approve, or an adjustment of a lot line for a metes and bounds survey which may be administratively approved by the Zoning Administrator.

E.	Special Meeting Request - other than a regularly scheduled meeting	\$250
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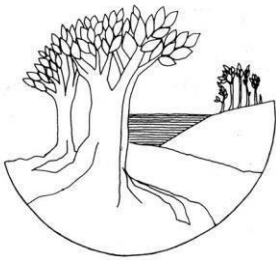
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F.	Special Approval Use – plus appropriate fees from Schedule II		\$400
	Special Approval Use – signs		\$125
G.	Signs – as required by Sign Ordinance as amended	\$1.50 per sq. ft. per number of sides	
H.	Home Occupation Permit	\$50 per year (annual renewal)	
I.	Pond Permit		\$50
J.	Private Road Permit		\$50
K.	Land Division	\$125 (one time issue)	
L.	Site Condominium, PUD, Multiple or mobile	\$350 (one time issue)	
M.	Temporary Mobile Home Location Permit	\$100 (one time issue for 1 year)	
N.	Temporary Use Permit	6 month duration	\$300
	Seasonal Use Permit	2 month duration	\$100
O.	Building Permit Fees – see Schedule of Building Permit Fees		
P.	Zoning Permit		\$50
Q.	Rental Dwelling Permit	\$250 (\$60 per re-inspection)	
R.	Mechanical, Electrical and/or Plumbing Permit	\$60 (per inspection)	
S.	Water Service Connection Permit	\$4,000 (per R.E.U) \$60 per inspection	
T.	Sewer Service Connection Permit	\$7,069.57 (per R.E.U) \$60 per inspection	
U.	Water Debt Service Fee	\$8 per R.E.U per month	



**Schedule II**

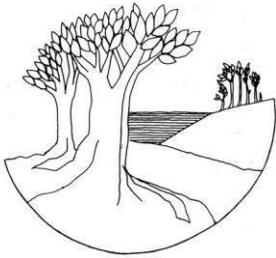
Site Plan Review

Added to all the fees below will be the actual cost of planner, engineer, attorney, or other consultant in attendance, and any special reports or special reviews. An escrow fund may be established at the beginning of the project or the actual cost billed to the applicant at the end. These costs must be paid whether the project is approved or denied.

A.	Commercial, Office, Industrial, or Institutional	
1.	Preliminary	\$450
2.	Detailed Plan	\$900
3.	Minor projects less than 1000 sq. ft.	\$600
B.	Multiple or Mobile Home	
1.	Preliminary	\$450
2.	Detailed Plan	Fees from A2 above plus \$10 per unit
C.	Condominium (site condo not included)	Fees from A2 above
1.	Private Road (if applicable)	\$350 plus \$35 per unit
2.	Tax Description Change	\$0
D.	Site Condominium Plan Review	
1.	Conceptual (Information Consultation)	\$250
2.	Preliminary	\$1,000
3.	Final Approval	\$250
E.	Tax Description Change	\$0
F.	Administrative Site Plan Review (when applicable)	\$350
G.	Amend previously approved Site Plan	\$150

Plat Review

A.	Conceptual (sketch plan)	\$350 plus \$10 per acre
B.	Tentative Preliminary	\$750 plus \$45 per lot



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- |    |                                  |                         |
|----|----------------------------------|-------------------------|
| C. | Final Preliminary                | \$750 plus \$45 per lot |
| D. | Engineering (construction plans) | Actual Cost             |

## Planned Unit Development

- |    |             |       |
|----|-------------|-------|
| A. | Preliminary | \$650 |
| B. | Detailed    | \$900 |

## Landscape Plan

Only applies if not included above Plan/Plat review \$200 plus \$10 per acre

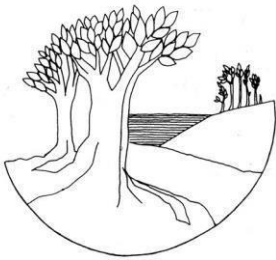
## Additional Fees

Each review for Site Plan and Plat Review entitles applicant to two plan submissions (original and one revision) for each stage listed. Each additional submission (revision 2, 3, etc.) will require an additional fee equal to 50% of the initial fee for that stage.

## Construction Inspection

\$45/inspection

Any site or improvement will be done in accordance with approved plans and will be inspected by the township. Actual inspection timing and costs will be determined by the township following a pre-construction meeting.



### Building Permit Fees

Residential on-site construction: single family, duplexes, additions

\$35 base fee plus  
\$10 per thousand to \$10,000 plus  
\$3 per thousand to \$100,000 plus  
\$2 per thousand to \$100,000  
(Includes 2 inspections and plan review)

Manufactured dwellings: Singlewide, doublewide and modular:

\$35 base fee plus  
\$5 per thousand to \$10,000 plus  
\$2 per thousand to \$100,000 plus  
\$1 per thousand to \$100,000  
(Includes 2 inspections and plan review)

Garages, pole barns, and storage buildings:

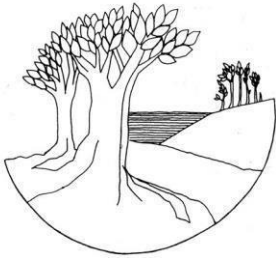
\$35 base fee plus  
\$1 per hundred to \$10,000 plus  
\$2 per thousand over \$10,000  
(Includes 2 inspections)

Residential remodeling fee is the same as residential on-site construction.

Demolition and moving of a building \$50

Commercial, industrial, and other residential construction:

\$35 base fee plus  
\$5 per thousand to \$10,000 plus  
\$3 per thousand to \$250,000 plus  
\$4 per thousand to \$250,000  
(3 inspections and plan review included)



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All project values declared on the permit application will be compared to the “Bureau of Construction Codes Square Foot Construction Cost Table” and will be adjusted if found to be substantially lower than the table indicates.

If a project is begun before a building permit is issued a \$100 investigation fee will be added to the permit fee.

If additional inspections are necessary they will be billed to the permit holder at \$50 per inspection. The Certificate of Compliance will not be issued until all fees are paid.

### Schedule III

#### Administration Fees:

Photocopies B/W	\$.25 per side
Photocopies Color	\$.35 per side
Envelope Labels	\$.75 per sheet
Compact Disc/ DVD R	\$5.00 per disc

Non-Sufficient Funds or check Returned check Payment \$10.00/per check

F.O.I.A photocopies	\$0.10 per side
F.O.I.A Compact Discs	\$1.00 per disc
F.O.I.A Copy Service	\$12.00 per hour