

## Resolution R-032425-6

### ADA TOWNSHIP CHARGES & FEES

**PRESENT:**

**ABSENT:**

The above resolution was offered by Member \_\_\_\_\_ and supported by Member \_\_\_\_\_.

#### **Clerk's Office**

**Notary Services** – No charge for Ada residents. Non Ada residents will be charged \$5.00 per signed page.

**Board / Department Meeting** - Ada Township Board, Planning Commission, Zoning Board of Appeals

- No charge if picked up at Ada Township office.
- Current postage rate fee for packets requested to be mailed.
- Call our office (616-676-9191) to check availability of meeting packets.

**Audit Information** \$ .25/page

**Budget Information** \$ .25/page

**Copies (general)** \$ .25/page

**Note:** If staff is required to make copies, there will be a charge based on the hourly rate of the lowest paid employee of the township employee qualified to perform the task.

#### **Solicitation:**

Application for each permit \$50.00/each

Solicitor Badge \$10.00/each

#### **Freedom of Information Act (FOIA):**

Per printed page \$ .10/page

Mailing fee – Current postage rate

Electronic Transmission - \$24.00

Research and time to compile information, format per FOIA request) is charged in increments of 15 minutes, representing the hourly wage and 50% of the benefit costs of the lowest paid township employee qualified to perform the task.

### **ASSESSOR'S OFFICE PROPERTY INFORMATION**

|   |              |
|---|--------------|
| Address Labels  | \$ .75/sheet |
| Property Record Card (Color photo, property data, digital sketch) | \$ .50/page  |
| Property Index (by Parcel, Owner or Address)                      | \$ 9.00      |
| Assessment Rolls (or similar reports)                             | \$50.00      |
| Treasurer's Tax Roll  | \$75.00      |
| Treasurer's Tax Roll on CD  | \$50.00      |

### **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 \$1000.00 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 Divisions/Combinations/Boundary Line Adjustments:**

Administrative Approval by Zoning Administrator  
and Assessor for divisions creating fewer than 3 new parcels,  
excluding the remainder of the parent parcel: **\$75.00 plus  
\$75.00 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: **\$250.00**

Lot Combinations **\$100.00**  
Boundary Lines Adjustments **\$100.00**

#### **Parking Area Construction or Expansion Permit:**

Administration (10 or fewer spaces) **\$100.00**  
Planning Commission Review (11 or more spaces) **Site Plan Review**

#### **Planned Unit Development:**

Pre-Application Conference with Planning Commission **\$50.00**  
Preliminary PUD Application **\$500.00**

|   |   |
|---|---|
| Final PUD Application   | <b>\$250.00</b>   |
| <b>Private Road Permit/Shared Driveway:</b>   | <b>\$300.00</b>   |
| <b>Stormwater Permit:</b>   |   |
| Single-family residential:  | <b>\$100.00</b>   |
| All others:   | <b>\$200.00</b>   |
| <b>Rezoning Property (excluding PUD):</b>   | <b>\$750.00</b>   |
| <b>Sign Permit:</b>   |   |
| Temporary   | <b>\$20.00</b>  |
| Permanent   | <b>\$50.00</b>  |
| <b>Site Condominium:</b> (except PUD) per condo unit  | <b>\$25.00/Unit</b><br><b>Plus Site Plan Review fee</b> |
| <b>Site Plan Review:</b>  |   |
| Administrative (Staff) review   | <b>\$250.00</b>   |
| Planning Commission review (including PVM Departures)   | <b>\$500.00</b>   |
| <b>Special Use Permit:</b>  |   |
| For Residential Accessory Building or Type II Home Occupation   | <b>\$250.00</b>   |
| All Others, Including Commercial/Industrial Uses<br>and Non-Residential Uses in Residential Districts | <b>\$600.00</b>   |
| <b>Subdivision Plat, except PUD:</b>  | <b>\$250.00</b>   |
| <b>Zoning Board of Appeals (ZBA) – Variance, Appeal or Interpretation Request:</b>                    |   |
| Residential   | <b>\$300.00</b>   |
| Non-Residential   | <b>\$500.00</b>   |
| <b>Zoning Compliance Permits:</b>   | <b>\$25.00</b>  |

### **Escrow Account Requirements for Zoning Applications:**

1.

In addition to the fixed zoning application fees specified above, all other expenses and cost 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 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.
- Services of all other professionals working for the Township 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
- Plats and Site Condo
- Rezoning requests, at the discretion of Township officials and staff.
- Variance or interpretation proceedings before the Zoning Board of Appeals where Township officials determine that the scope of the project or application will probably require the assistance of the Township professionals or involve additional costs referred to in Section 3.
- Land division applications if the Township Board or Zoning Board of Appeals is involved.
- Planning Commission Subcommittees, at the discretion of Township officials and staff.

3. The escrow fees for each application for uses specified above are established in \$500.00 increments commencing with an initial \$1,000.00 deposit by the applicant with the Township Treasurer. The initial \$1000.00 escrow fee shall be provided by the applicant to the Township Treasurer at the time of application. 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 \$1000.00 may be required to be placed in the Escrow Account by the applicant at the discretion of the Township.

4. No building permit or final Township approval or permit shall be granted for an application 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.
5. The Township Treasurer shall maintain records regarding the Escrow Account and shall authorize the disbursement of escrow funds in writing. Such escrow funds (from one or more applicants) shall be accounted for separately and maintained in a Trust and Agency account.
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. Nothing herein shall be constructed or interpreted as limiting the authority of the Township to adopt separate fee schedules relative to non-zoning matters involving the design, engineering, and construction of buildings, improvements and developments within the Township.

#### **Planning and Zoning Publications:**

|  |                 |
|--|-----------------|
| Ada Township Map                                   | <b>\$ 5.00</b>  |
| Ada Township Zoning Map                            | <b>\$ 5.00</b>  |
| Ada Township Precinct Map                          | <b>\$ 5.00</b>  |
| Audit Report                                       | <b>\$ 25.00</b> |
| Community Recreation Plan                          | <b>\$ 25.00</b> |
| Master Plan  | <b>\$ 25.00</b> |
| Open Space Protection Plan                         | <b>\$ 10.00</b> |
| Ordinance Book (all Ordinances, including updates) | <b>\$125.00</b> |
| Ordinance Book (zoning only, including updates)    | <b>\$ 25.00</b> |

#### **Planning Department document printing fees:**

|                    |                |
|--------------------|----------------|
| 8 1/2 X 11         | <b>\$ 1.00</b> |
| B&W 11 X 17        | <b>\$ 2.50</b> |
| Color 11 X 17      | <b>\$ 5.00</b> |
| 24 X 36 and larger | <b>\$10.00</b> |

**Planning and Zoning Consultant fees:**

Attorney, Engineer, Planner

**As billed**

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

**Special Meeting Request:**

Request for Special Meeting of Township Board, Planning Commission,  
or Zoning Board of Appeals - see staff for Special Meeting fees

YEA:

NAY:

ABSENT:

I, HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by the ADA  
TOWNSHIP BOARD of the TOWNSHIP OF ADA at a regular held on Monday, March 24, 2025.

DATE: \_\_\_\_\_

SIGNED: \_\_\_\_\_

Jo DeMarco

Ada Township Clerk