

RESOLUTION R-032519-1
(Amendment #2 to R-072814-2)

ADA TOWNSHIP CHARGES & FEES

Present: Supervisor Haga, Clerk Smith, Treasurer Moran, Trustees Hurwitz and Jacobs.
Absent: McAleenan and Proos.

Clerks Office Fees

Notary Services

No Charge for Residents
\$ 3.00 per signed page for non-residents

NO CHARGE FOR:

Agenda Notices: Township Board, Planning Commission, Zoning Board of Appeals
Budget (proposed) - If picked up at Township Hall
Minutes: Township Board, Planning Commission, Zoning Board of Appeals
Planning Commission Meeting Packet
(Available Tuesday before meeting)
Township Board Meeting Packets - If picked up at Township Hall
(Available Thursday afternoon before Board meeting)
Zoning Board of Appeals Meeting Packets
(Available Friday before Meeting)

The cost of postage will be charged for Budget, Planning Commission, Township Board and Zoning Board of Appeals Packets mailed.

Note: All of the above can be emailed upon request, and are also available on the Township website:
www.adatownshipmi.com

*Audit (need to make copy)	\$.25 page
*Budget (Adopted) (need to make copy)	\$.25 page
Copies (township material, personnel material)	\$.25 page
Fax copies:	\$2.00 (1st page) \$1.00 ea. additional page

* If a township staff member is required to make copies, there will be an additional charge of the hourly rate of the lowest paid employee of the township qualified to perform this task.

Cemetery Services and Sales

Grave Sites (may also place one full burial & one cremain in one grave site). **\$300.00** each
Columbarium Niches (may place up to two cremains in one niche). **\$150.00** each

Grave Openings/Closings, weekdays up to 4:30 pm
(by contractor, paid by funeral home)

Adult Burial (May 2 - October 31)	\$450.00
*Adult Burial (November 1 - May 1)	\$550.00
Infant Burial (May 2 - October 31)	\$250.00
*Infant Burial (November 1 - May 1)	\$450.00

Grave Openings: (by township personnel, paid by funeral home)

Cremation Burial (May 2 - October 31)	\$125.00
*Cremation Burial (November 1 - May 1)	\$200.00

Grave Openings/Closings – plus regular fee as stated above
(After working hours, week-ends and holidays **Only**):

Saturday and weekdays after 4:30	\$125.00
Sunday and holidays	\$225.00

COLUMBARIUM

Columbarium Opening/Closing (by township personnel, paid by funeral home)	\$ 75.00
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Miscellaneous costs:

Removal of memorial foundations, trees, bushes	\$50.00
Snowplowing of drives	\$50.00 per hr.

** At discretion of Township Clerk and contractor based on weather conditions, seasonal occurrences, etc.
There may be additional costs if problems occur that would necessitate the towing of digging equipment, etc.*

Door-to-Door Solicitors

Application for permit, per person for (30 days) (Upon approval from clerk)	\$25.00
Solicitor's Permit Badge (refundable, only if turned in)	\$25.00

Within 5 days after permit expires)

Election Material

CD's	\$10.00 each
Labels:	
Absentee (all precincts)	\$ 25.00 plus .03 per name
Active Registered Voters	\$130.00 plus .03 per name
Voters in last primary	\$ 40.00 plus .03 per name
Voters in last general	\$ 75.00 plus .03 per name

Special Meeting Request

Request for Special Meeting of Township Board, Planning Commission,
or Zoning Board of Appeals **\$400.00**

Ada Township Parks & Recreation Department

Park Facility Use/Rentals/Reservations & Recreation Program Fees

Ada Township Parks & Recreation Department has three parks with rental facilities. These include Ada Township Park, Roselle Park and Leonard Field Park. The information below provides a framework for the fees associated with reservations, rentals and other services. For additional information or to make a reservation, contact the Ada Township Parks & Recreation Department at: 616-676-0520 or mfitzpatrick@adatownshipmi.com

Ada Township Park Facilities

Located at 1180 Buttrick Dr., Ada 49301

Shelter/Pavilion -

Available April 1st-Oct. 31st. 8:00 a.m. – Dusk.

Located adjacent to the playground. Accommodates 72-96 people with picnic table seating (12). Has rest rooms, a large grill and a water source.

This is an alcohol-free park. No alcohol or smoking in the facility.

Ada Resident and Non-Profit Group Rate	\$50.00 for the first four hours; \$10/hour thereafter.
Non-Resident rate	\$100.00 for the first four hours; \$10/hour thereafter

Large/Triple Gazebo

Available April 1st-Oct. 31st. 8:00 a.m. - Dusk
 Located by the pond, accommodates 36-48 people with picnic table seating (6).
 Has a large grill, electric hook up. No rest room or water. Port-a-john nearby.
 This is an alcohol free park. No alcohol or smoking in the facility.

Ada Resident and Non-Profit rate	\$35.00 for the first four hours;\$10/hour thereafter
Non-Resident rate	\$75.00 for the first four hours; \$10/hour thereafter

Small Single Gazebo

Available April 1st – Oct. 31st 8:00 a.m. – Dusk
 Located in the arboretum. Accommodates 12-16 people with (2) picnic tables for seating
 Has a small grill, shelter restroom nearby.

Ada Resident rate	\$30.00 for the first four hours; \$10/hour thereafter
Non-Resident rate	\$60.00 for the first four hours; \$10/hour thereafter

Les Craig Learning Center

Small meeting room adjacent to the Park office. Able to hold up to 40 people
 Available only to local non-profit organizations with direct township affiliations, groups
 sponsored by Ada residents, and Ada businesses. Not available for private parties.
 Tables and chairs available, screen, sink, single restroom.

During Business hours, M-F 8 am-5 p.m.	\$35.00 for first four hours; \$10/hour thereafter
Outside of Business Hours	\$45.00 for the four hours; \$10/hour thereafter

Softball Fields

No lights, available only to dusk
 Non-prepped (as is) rate \$15.00 per hour
 Field prep fees \$60.00-\$75.00 per field (based on number of
 games)
 Umpires: Based on current contractual rates

Soccer Field	\$15.00 per hour
Athletic Field	\$15.00 per hour

Tennis and Pickle Ball Courts	\$15.00 per hour
Basketball Court	\$15.00 per hour

Leonard Field Park

7490 Thornapple River Dr., Ada 49301 (Next to the Ada Covered Bridge)

There are no building facilities available to rent at this park.

This is an alcohol free park.

Riverside decks

Two decks are located near the river that may be reserved and rented for small gatherings

Ada Resident Rate \$50. For the first four hours; \$10/hour thereafter

Non-Resident Rate \$75.00 for the first four hours; \$10/hour thereafter

The Ada Covered Bridge is not available for reservations, rentals or private use. It must remain open to the public at all times.

Softball Field

Non-prepped (as is) rate \$15.00 per hour

Field prep fee: \$60.00-\$75.00 per field (based on number of games)

Lights \$20.00/hour

Scoreboard \$15.00/hour

Umpires Based on current contractual rates.

Roselle Park

1010 Grand River Dr., NE, Ada 49301

Currently the only rental facility is a meeting room inside the main building.

Roselle Park Building Meeting Room

Meeting room inside the building with a small kitchenette. Adjacent public restroom. Room capacity varies depending on the set up, generally 80 people for auditorium style seating and 65 with seating around tables. Parking spaces are limited to 75 vehicles. The kitchenette contains a sink, table and refrigerator (no stove or cooking amenities).

Projector, screen and microphones are available with staff assistance and an added fee of \$10.00

Primary hours of availability: 8:00 a.m. through 9:00 p.m.

Ada Residents and Non-Profit groups

Resident status includes households, community groups and businesses located in Ada

Township Non-profit groups include 501 3© businesses and schools.

During business hours (8-5) \$100.00 for first two hours + \$25 per hour thereafter

Evenings (5-9) and weekends (8-9) \$125.00 for first two hours + \$30 per hour thereafter

Non-Residents

During business hours \$150.00 for first two hours + \$40 per hour thereafter

Evenings and weekends \$200.00 for first two hours + \$50 per hour thereafter

Settlers Grove Riverside Park

No rental facilities are available at this time. The park is to open in the fall of 2019.

Special Events and large group events

Special events are considered activities that need more than a particular venue within the park such as a shelter, gazebo or meeting room. These may also include substantial use of parking or space in or around a park. Availability for special events such as 5-K runs or large group gatherings are limited since the parks must remain open to the public at all times and many other activities are scheduled.

Parking is limited at each site (Ada Park 100; Roselle Park 120, Leonard Field 30) unless other arrangements are made.

Rates are for the base fee for an event. Additional fees may be added for use of facilities, meeting rooms and staff support.

Residents and non-profit groups rate	\$150.00
Non-resident and for-profit business rate	\$250.00

Recreation Program Fees

Ada Township Parks and Recreation Department offers a range of recreation and education programs for all ages. Contact the Park Office for listings, fees or to receive program announcements and brochures.

Assessor's Office Property Information

Address Labels	\$.75 per sheet
Property Record Card (Color Photo, property data, and digital sketch)	\$.50 per page
Property Index (By Parcel, Owner, or Address)	\$ 9.00
Assessment Rolls (or Similar Reports)	\$75.00
Assessment Roll on CD	\$50.00
Treasurers Tax Roll	\$75.00
Treasurers 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 Division

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

Parking Area Construction or Expansion Permit:

Administrative (10 or fewer spaces):

\$100.00

Planning Commission Review (11 or more spaces):

See Site Plan Review

Planned Unit Development:

Pre-Application Conference with Planning Commission

\$ 50.00

Preliminary PUD Application:

Less than 25 acres

\$200.00

25.00 - 39.99 acres

\$300.00

40.00 – 79.99 acres

\$400.00

80.00 acres or more

\$500.00

Plus \$5.00 per each acre over 80 acres

Final PUD Application:

Less than 25 acres:

\$100.00

25.00 - 39.99 acres:

\$150.00

40.00 – 79.99 acres:

\$200.00

80.00 acres or more:

\$250.00

Plus \$2.00 per each acres over 80 acres

Private Road Permit/Shared Driveway

\$300.00

Stormwater Permit:	
Single-family residential	\$ 50.00
All others:	\$150.00
Rezoning of Property (excluding PUD)	\$300.00
Satellite Dish Antenna:	
Residential	\$ 25.00
Non-Residential	\$100.00
Sign Permit:	
Temporary	\$20.00
Permanent	\$50.00
Schools/Churches	No fee
Site Condominium (except PUD) per condo unit	\$15.00/Unit plus Site Plan Review fee
Site Plan Review:	
Administrative (staff) review:	
Residential	\$ 75.00
Non Residential	\$ 150.00
Planning Commission review:	
Residential	\$250.00
Non Residential	\$400.00
Special Use Permit	
For Residential Accessory Building or Type II Home Occupation:	\$200.00
All Others, Including Commercial/Industrial Uses and Non-Residential Uses in Residential Districts:	\$300.00 plus Site Plan Review fee
Subdivision Plat, except PUD	\$200.00 plus \$5.00 per lot
Zoning Board of Appeals – Variance, Appeal or Interpretation Request:	
Residential	\$100.00
Non-Residential	\$300.00

Escrow Account Requirements for Zoning 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.
- 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
- 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		\$ 1.00
Ada Township Zoning Map		\$ 1.00
Ada Township Precinct Map		\$ 1.00
Audit Report		\$ 10.00 (2006)
	When Completed	\$ 20.00 (2007)
Community Recreation Plan		\$ 10.00 (2002)
	When Completed	\$ 20.00 (2007)
Master Plan		\$ 10.00 (1995)
	When Completed	\$ 25.00 (2007)
Open Space Protection Plan		\$ 10.00
Ordinance Book (all Ordinances, including updates)		\$125.00
Ordinance Book (zoning only, including updates)		\$ 25.00

Proposed Ada Township REGIS printing fees:

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

Consultants

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.

FOIA
(Freedom of Information Act Requests and Copies)

Duplications:

Letter Size, black and white	\$0.08
Legal Size, black and white	\$0.09
11 x 17, black and white	\$0.10
Letter Size, color	\$0.16
Legal Size, color	\$0.17
11 x 17, color	\$0.18
Fax- per page	\$1.00
Computer labels- per label	\$0.01
Computer disk	\$0.89
Mailing costs	ACTUAL
Labor – <i>Hourly wage of the lowest paid employee capable of retrieving the information</i>	

For additional questions with regard to Fees & Charges please contact the Clerks Office
 M-F 8 a.m.-5 p.m. (616) 676-9191 Extensions 29, 20 or 21. Thank you

Moved by: Board Member Jacobs, supported by Board Member Moran, to approve Resolution R-032519-1 (Amendment #1 to R-072814-2). Resolution adopted.

YEA: 5
 NAY: 0
 ABSENT: 2

Resolution R-032519-1 Adopted

Date: March 25, 2019

 Jacqueline Smith, CMMC
 Ada Township Clerk

CERTIFICATION

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 meeting held on March 25, 2019

Signed: _____
 Jacqueline Smith, CMMC
 Ada Township Clerk

DATE: March 25, 2019