

**RESOLUTION R-030915-1**  
**(Amendment #1 to R-072814-2)**

**ADA TOWNSHIP CHARGES & FEES**

Present: Supervisor Haga, Clerk Burton, Treasurer Rhoades, Trustees Smith, Jacobs, LeBlanc, and Proos  
Absent: None

**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](http://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 (1<sup>st</sup> 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 **\$ 75.00**  
(by township personnel, paid by funeral home)

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) **\$25.00**  
(Upon approval from clerk)  
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	<b>\$400.00</b>
---	-----------------

## Ada Township Parks & Recreation Department

### Park Facility Use/Rentals/Reservations & Recreation Program Fees

Ada Township Parks & Recreation Department has three parks with facilities for use. The primary facility is Ada Township Park which has shelters and athletic fields. 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](mailto:mfitzpatrick@adatownshipmi.com)

#### Ada Township Park Facilities

Located at 1180 Buttrick Dr., Ada 49301

##### Shelter/Pavilion -

Available April 1<sup>st</sup>-Oct. 31<sup>st</sup>.

Accommodates 80-120 people with picnic table seating (12).

Has rest rooms, a large grill and a water source.

Located adjacent to the playground.

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

(Fee is per event)

Non-Profit Group or Resident	<b>\$ 35.00</b>
Non-Resident	<b>\$ 75.00</b>

Corporate Resident	<b>\$ 75.00</b>
Corporate Non-Resident	<b>\$150.00</b>
Large Special Events and Weddings:	
Residents:	<b>\$150.00</b>
Non-Residents:	<b>\$300.00</b>
(Maximum reservations of 2 per household per season)	

### **Large/Triple Gazebo**

Available April 1<sup>st</sup>-Oct. 31<sup>st</sup>.

Located by the pond, accommodates 35-60 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.

(Fee is per event)

Ada Resident	<b>\$ 25.00</b>
Non-Resident	<b>\$ 50.00</b>
Large Special Events and Weddings:	<b>\$150.00</b>

### **Les Craig Learning Center**

Limited availability throughout the year.

Small meeting room able to hold up to 50 people. Banquet tables and chairs available, screen, sink, single restroom.

No alcohol or smoking in the facility.

Available only to local non-profit organizations with direct township affiliations, groups sponsored by Ada residents, and Ada businesses.

Not available for private parties.

(Fee is per event)

During Business hours, M-F 8 am-5 p.m.	<b>No Charge up to \$25.00</b>
After Business Hours (evenings & weekends)	<b>\$25.00</b>
(Additional fees may apply if staff opens or closes during non-business hours)	

### **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.

The deck areas may be reserved but have very limited availability.

(Fee is per event)

Resident Rate	<b>\$25.00</b>
Non-Resident Rate	<b>\$50.00</b>
Ball field use and reservations follow the fee schedule below.	
Special events to be held in, or that affect the Park	<b>\$150.00</b>
(Note: special events may incur additional fees if they require special set up or staffing.)	

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

### **Roselle Park**

1010 Grand River Dr., NE, Ada 49301

There are no buildings or other facilities available to rent or reserve at this park at this time.

This is an alcohol free park.

Special events to be held in, or that affect the Park **\$150.00**

(Note: special events may incur additional fees if they require special set up or staffing.)

### **Athletic Fields and Courts**

**Soccer Field** – Ada Township Park **\$10.00 per 1 hour**

**Athletic Field** – Ada Township Park **\$10.00 per 1 hour**

**Tennis Courts** – Ada Township Park **\$10.00 per 1 hour/court**

### **Softball Fields**

Ada Township Park and Leonard Field (non-prepped) **\$10.00 per 1 hour**

(Additional hourly fees are charged for preparation of the softball fields, use of lights, and umpires. Contact the Park office for details)

### **Recreation Program Fees**

#### **Softball League Fees:**

Adult softball leagues are available for summer and fall seasons. Teams need to register with the Parks & Recreation office well in advance.

Fees vary by league and may increase each year based on program costs and MASA guidelines. Contact the Park office for details.

#### **Youth, Family and Adult Programs**

Fees vary according to the program, based on supplies and speaker fees.

Resident fees are often discounted.

Special Events and Festivals

Check ahead of the event. Often free with donations appreciated.

Contact Park Office for details 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**

	<b>Plus \$5.00 per each acre over 80 acres</b>
<b>Final PUD Application:</b>	
Less than 25 acres:	<b>\$100.00</b>
25.00 - 39.99 acres:	<b>\$150.00</b>
40.00 – 79.99 acres:	<b>\$200.00</b>
80.00 acres or more:	<b>\$250.00</b>
	<b>Plus \$2.00 per each acres over 80 acres</b>
<b>Private Road Permit/Shared Driveway</b>	<b>\$300.00</b>
<b>Stormwater Permit:</b>	
Single-family residential	<b>\$ 50.00</b>
All others:	<b>\$150.00</b>
<b>Rezoning of Property (excluding PUD)</b>	<b>\$300.00</b>
<b>Satellite Dish Antenna:</b>	
Residential	<b>\$ 25.00</b>
Non-Residential	<b>\$100.00</b>
<b>Sign Permit:</b>	
Temporary	<b>\$20.00</b>
Permanent	<b>\$50.00</b>
Schools/Churches	<b>No fee</b>
<b>Site Condominium</b> (except PUD) per condo unit	<b>\$15.00/Unit</b> <b>plus Site Plan Review fee</b>
<b>Site Plan Review:</b>	
Administrative (staff) review:	
<b>Residential</b>	<b>\$ 75.00</b>
<b>Non Residential</b>	<b>\$ 150.00</b>
Planning Commission review:	
<b>Residential</b>	<b>\$250.00</b>
<b>Non Residential</b>	<b>\$400.00</b>
<b>Special Use Permit</b>	
For Residential Accessory Building or Type II Home Occupation:	<b>\$200.00</b>
<b>All Others, Including Commercial/Industrial Uses and Non-Residential Uses in Residential Districts:</b>	<b>\$300.00 plus Site Plan Review fee</b>
<b>Subdivision Plat, except PUD</b>	<b>\$200.00</b> <b>plus \$5.00 per lot</b>
<b>Zoning Board of Appeals – Variance, Appeal or Interpretation Request:</b>	
Residential	<b>\$100.00</b>
Non-Residential	<b>\$300.00</b>

## 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)
	<b>When Completed</b>	\$ 20.00 (2007)
Community Recreation Plan		\$ 10.00 (2002)
	<b>When Completed</b>	\$ 20.00 (2007)
Master Plan		\$ 10.00 (1995)
	<b>When Completed</b>	\$ 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
<b>Fax- per page</b>	<b>\$1.00</b>
<b>Computer labels- per label</b>	<b>\$0.01</b>
<b>Computer disk</b>	<b>\$0.89</b>
<b>Mailing costs</b>	<b>ACTUAL</b>
<b>Labor – <i>Hourly wage of the lowest paid employee capable of retrieving the information</i></b>	

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 Rhoades, supported by Board Member Jacobs, to approve Resolution R-030915-1 (Amendment #1 to R-072814-2)  
 Moved by: Board Member Rhoades, supported by Board Member Jacobs, to approve amendment to Resolution R-030915-1. Amendment Carried

YEA: 7  
 NAY: 0  
 ABSENT: 0

Resolution R-030915-1 Adopted

Date: March 9, 2015

\_\_\_\_\_  
 Susan Burton, CMC  
 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 9, 2015

Signed: \_\_\_\_\_  
 Susan Burton, CMC  
 Ada Township Clerk

DATE: March 9, 2015

