

**PART II
TOWNSHIP APPENDICES**

**Appendix A HAMBURG TOWNSHIP ADMINISTRATIVE FEE SCHEDULE ~~2021~~
2022[†]**

ARTICLE I. IN GENERAL

Fees are established by a resolution passed by the Hamburg Township Board of Trustees as part of their annual budgeting process. Fees for services regulated by State or Federal entities are charged according to their policies and included herein by reference.

Secs. 1-1—1-19. Reserved.

ARTICLE II. SPECIFIC FEES

Sec. 1-20. Department of parks and recreation.

Prohibited activities: Alcoholic beverages, un-permitted fireworks, professional sporting events, pets during large events. All events/special uses must be proposed and permitted through a special approval process through the Hamburg Township Board. This process may require further permits and the submittal of specialty insurance naming Hamburg Township as Additional Insured.

<u>Department</u> <u>Fee Type</u>	<u>Fee</u> <u>Amount</u>	<u>Frequency</u>	<u>Comments</u>
<u>Negotiated Contract</u>			
<u>Parkland Sports—Partnering Group pre-approved by Board—Resident</u>	<u>\$5.00</u> <u>Seasonal</u> <u>Flat rate</u> <u>negotiated at</u> <u>time of</u> <u>application</u>	<u>Per person/per</u> <u>season</u> <u>Negotiated</u> <u>Contract will be on a per</u> <u>season basis and shall</u> <u>include maintenance</u>	<u>Spring use must be</u> <u>scheduled by 3/31</u> <u>each year. After 4/1</u> <u>calendar is open to the</u>

[†]Editor's note(s) — Printed herein is the Appendix of the Hamburg Township, Ordinance of 7-1-2021, as adopted by the Township of Hamburg on July 1, 2021. Amendments to the ordinance are indicated by parenthetical history notes following amended provisions. The absence of a history note indicates that the provision remains unchanged from the original ordinance. Obvious misspellings and punctuation errors have been corrected without notation. For stylistic purposes, headings and catchlines have been made uniform and the same system of capitalization, citation to state statutes, and expression of numbers in text as appears in the Code of Ordinances has been used. Additions made for clarity are indicated by brackets.

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Commented [DH1]: We reimburse for paint for football which is taken off fees. We pay for paint and striping in West Park, and have starting paying for gravel in East Park which used to be paid for by Baseball. Specific costs for maintenance related expenses is in a separate report.

These are the Average fees paid per season/per sport:

Soccer - \$2,000 per season
Baseball - \$2,000 per season
Football - \$1,000 per season
Flyers RC - \$325 Annually

These use rates are not contemplating complete use of All fields, All Days, All Hours, for the particular sport. This is often what is requested, but not what is needed, in my observation.

Currently the "Partner Groups" are Flyers, PHBSA & PYA – who are billed under the old system of \$5.00 per resident and \$10.00 per non-resident for the season. Effectively the fields are blocked for their use for the season for the rates we receive above, less any receipts they send us for the maintenance of the fields. I highly recommend we do away with this old system of park fee and negotiate individually with these groups what their flat rate will be and what will be expected from both them and the Township as far as the maintenance that occurs, and how it is conducted. In the case of the Flyer's, their contribution includes GL coverage.

Negotiated contracts would clarify what was expected from everyone, whether the benefit they provided was required to extend to the public in the off season.

	<u>based on type of fields and maintenance required</u>	<u>specific to the covered area</u>	<u>public. Fall use schedule due by 7/1.</u>
Parkland Sports—Partnering Group—Non Resident	\$10.00	Per person/per season	Use must be scheduled
<u>Sports - Hourly Rates</u>			
Parkland Sports—Hourly Rate – Resident	\$35.00	2-hour block	Use must be scheduled
Parkland Sports—All others	\$25.00	2-hour block	Use must be scheduled

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<i>Event - Daily Rates</i>			
Event Use—Park Fees – Low Hazard – Partner/Partnering Group/Resident—Low Hazard	\$250.00 <u>375.00</u>	Per day/per area	Use must be scheduled <u>Less than 1,000 people</u>
Event Use—All others—Low Hazard – Non-Partner/Resident	\$750.00	Per day/per area	See police for public safety charges <u>Less than 1,000 people</u>
Event Use—Partnering Group—Medium Hazard – Partner/Resident	\$500.00 <u>750.00</u>	Per day/per area	<u>1,000 – 2,500 people</u> See police <u>Sec. 1-21. Public Safety for required additional charges for public safety charges</u>
Event Use—All others—Medium Hazard – Non-Partner/Resident	\$1,500.00	Per day/per area	<u>1,000 – 2,500 people</u> See Sec. 1-21. Public Safety for required additional charges <u>See police for public safety charges</u>
Event Use—High Hazard – Partner/Resident/Partnering Group—High Hazard	\$1,000.00 <u>250.00</u>	Per day/per area	<u>2,501 - 5,000 people</u> See Sec. 1-21. Public Safety for required additional charges <u>See police for public safety charges</u>
Event Use—High Hazard – All others—High Hazard/Non-Partner/Resident	\$2,500.00	Per day/per area	<u>2,501 - 5,000 people</u> See Sec. 1-21. Public Safety for required additional charges <u>See police for public safety charges</u>
<u>Special Use – Event Proposal</u>	<u>TBD</u>	<u>Flat Rate negotiated by the Township Board and may be placed on the event calendar a BLACKOUT DATE, which prohibits regular users from fields in the area</u>	<u>Negotiated by the Township Board and may warrant a special contract and insurance requirements based on exposure/hazard</u>
<i>Other Fees</i>			
Merrill Field Golf Course/Pickleball/Adult Workout—Suggested Donation/Volleyball	\$2.00	Per <u>game-use</u>	<u>Suggested cash donation, welcome but not required</u>

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Restoration/Clean-up/Damage Bond—Winkelhaus Gazebo	\$100.00 <u>250.00</u>	Per use	Refunded after damage inspection
Restoration/Clean-up/Damage Bond—Manly Bennett Park	\$1,000.00	Per field/area	Refunded after damage inspection

~~See parklands and community center use fee schedule for details—App. 1.~~

Sec. 1-21. Public safety (~~Police/Fire/Park Rangers and fire during~~ events).

Department	Fee	Frequency	Comments
Public Safety—Low Hazard	—	Per application/event	Parks and recreation invoices for events held on Township grounds <u>No Public Safety will be charged for, but their presence is up to discretion based on Park Use Request</u>
Public Safety—Medium Hazard	\$600.00 <u>\$300.00</u>	Full day/2 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—Medium Hazard	\$300.00 <u>\$400.00</u>	Half day/2 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—High Hazard	\$1,200.00 <u>\$1,600.00</u>	Full day/4 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—High Hazard	\$600.00 <u>\$800.00</u>	Half day/4 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—Special Use Category	Actual salary costs <u>of staff who aren't working a regularly scheduled shift</u>		To be calculated by public safety director <u>in consultation with Parks & Recreation Director and event organizers</u>

See public safety fee chart as referenced by parklands and community center fee schedule—App. 1.

Sec. 1-22. Senior ~~C~~center (scheduled by Senior Center – Membership required to participate).

Department	Fee	Frequency
Membership fee— 50-55 and up	\$5.00	Annual
Membership newsletter (<u>mailed physical copy only</u>)	\$15.00	Annual
<u>Other fees</u>		
Coffee	\$0.50	Per cup
Bottled water	\$1.00	Per bottle
Euchre/pinochle games	\$1.00	Per table of 4
Bingo	\$0.10 <u>\$0.50</u>	Per bingo card <u>Flat Rate to Play</u>
<u>Trips</u>	<u>Charges vary – Details provided at time of registration</u>	<u>Regularly scheduled, must register to participate</u>

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<u>Lunch Program</u>

<u>\$5.00</u>

<u>3 days a week, register to participate – walk-ins limited</u>
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Sec. 1-23. Community Center (scheduled by Parks and Recreation – RESIDENTS ONLY).

Department	Fee	Frequency	Comments
Monthly Monthly Room Rental—Non-profit—Annual Flat Rate Meetings – Regular date and time booked for year for Non-profit/Homeowner Associations – Flat Rate	\$120.00	Non-refundable	Use must be scheduled, <u>reschedules are allowed as available</u>
Resident/Non-Profit Hourly Room Rental—All others—3 hour block/per use Hourly Room Rental Rate	\$25.00 10.00 flat first 3 hours, \$10.00 per hour thereafter (same day)	Invoiced through Parks, fees are non-refundable	Use must be scheduled Uses are scheduled with Parks and Recreation
Business Use – Hourly Room Rental Rate	\$25.00 flat first 3 hours, \$15.00 per hour thereafter (same day)	<u>Invoiced through Parks, fees are non-refundable</u>	<u>Uses are scheduled with Parks and Recreation</u>
Event Use – Hourly Room Rental Rate	\$50.00 each hour for first 4 hours, then \$35.00 per hour thereafter (same day)	<u>Invoiced through Parks – requires a \$250.00 refundable damage/key deposit</u>	<u>Use must be scheduled with Parks & Recreation, must be minimum of 4 hours</u>
Key Replacement—Key Fob	\$100.00	When misplaced	May warrant Re-key charge
Re-key of facility	\$100.00	When misplaced	May warrant Re-key charge
Unsecured or Damaged Building/Contents charge	\$75.00	First incident	—
Unsecured or Damaged Building/Contents charge	\$150.00	Second incident	—
Unsecured or Damaged Building/Contents charge	—	Use is revoked	—

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See parklands and community center use fee schedule for details—App. 1.

Sec. 1-24. Fire department.

Fees for cost recovery are calculated and charged on a case-by-case basis as outlined in the International Fire Code Ordinance No. 76A and Public Safety Cost Recovery Ordinance No. 98.

<i>Department</i>	<i>Fee</i>	<i>Frequency</i>	<i>Comments</i>
Tent Permit—Event vendors	\$50.00	Per application/event	Parks and recreation invoices for events held on Township grounds

Permit Fees— Hazardous Materials	\$100.00	0-1,000 lbs; 0-100 cu. ft; 0-330 gal.	Fire department invoices for charges
Permit Fees— Hazardous Materials	\$250.00	1,001-20,000 lbs; 101- 6,000 cu. ft; 331-990 gal.	Fire department invoices for charges
Permit Fees— Hazardous Materials	\$500.00	20,000+ lbs.; 6,001+ cu. ft; 991+ gal.	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$80.00	1-20 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$90.00	21-50 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$100.00	51-100 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$120.00	101-200 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$140.00	201-300 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$160.00	301-400 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$180.00	401-500 heads	Fire department invoices for charges
Permit Fees—Sprinkler systems	\$200.00	501-1,000 heads	Fire department invoices for charges
Permit Fees— Standpipes	\$45.00	Per standpipe	Fire department invoices for charges
Permit Fees—Fire Pump	\$50.00	Per pump	Fire department invoices for charges
Permit Fees—Dry or Wet Chemical Fire Suppression Systems	\$90.00	1st system, all subsequent in same location \$45.00	Fire department invoices for charges
Permit Fees—Dry or Wet Chemical Fire Suppression Systems— Alterations	\$35.00	—	Fire department invoices for charges
Permit Fees—Total Flooding agent extinguishing systems	\$90.00	Per system plus appropriate system fee	Fire department invoices for charges
Permit Fees— Devices—Control Panel	\$20.00	Per panel	Fire department invoices for charges
Permit Fees— Devices—First initiating control device	\$10.00	1st device, all subsequent in same loc \$0.50 ea.	Fire department invoices for charges

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Permit Fees— Devices—First audio communications device	\$10.00	1st device, all subsequent in same loc \$0.50 ea.	Fire department invoices for charges
Permit Fees—Re- inspection - Normal Working Hours	\$30.00	Per inspection	Fire department invoices for charges
Permit Fees—Re- inspection - Nonworking Hours	\$75.00	Per inspection	Fire department invoices for charges
Cancellation fees for all issued permits	35% or \$10.00	Per cancellation, whichever is greater	Fire department invoices for charges
Prohibited Parking Fee—Civil Infraction	\$25.00	Per violation, if paid within 10 days	Fire department invoices for charges
Prohibited Parking Fee—Civil Infraction	\$50.00	Per violation, if paid after 10 days	Fire department invoices for charges

Sec. 1-25. Police department.

<i>Department</i>	<i>Fee</i>	<i>Frequency</i>	<i>Comments</i>
Salvage Vehicle Inspections	\$100.00		
Gun Permit Notary Fees—Resident	—	Free of charge	
Gun Permit Notary Fees—Non-Resident	\$10.00	Per permit	
Copies for Police Reports	\$5.00	Per report	
Fingerprinting	\$10.00	Per card	
Local Records Checks	\$5.00	Per record	i.e., adoption/employment/visa
Court Ordered Preliminary Breath Tests—Resident	\$5.00	Per test	
Court Ordered Preliminary Breath Tests—Non-Resident	\$10.00	Per test	
Solicitor Permits— Daily	\$ 10.00	Per day	
Solicitor Permits— Annual	\$ 50.00	Annual	
Preliminary Breath Tests (PBT) P.B.T.— Resident	\$ 5.00	Per test	

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P.B.T.Preliminary Breath Tests (PBT) – Non-Resident	\$ 10.00	Per test	
Video Tapes/CDs/DVD's plus labor	\$ 0.50	Per DVD	with \$4.76 per 15 min. increment/labor
Audio CD Plus Labor	\$0.50	Per DVD	with \$4.76 per 15 min. increment/labor
<i>Civil infraction penalties as listed in the Municipal Civil Infraction Ordinance No. 71A Section 1-45 (b) – Sanctions for Violations</i>			
Class A Municipal Civil Infraction	\$1,000.00	Per offense	
Class B Municipal Civil Infraction	\$500.00	Per offense	
Class C Municipal Civil Infraction	\$250.00	Per offense	
Class D Municipal Civil Infraction	\$125.00	Per offense	
Class E Municipal Civil Infraction	\$75.00	Per offense	

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Sec. 1-26. Utility department.

Charges for sewer taps and pumps are calculated and charged on a case-by-case basis as outlined in ~~the Article III. - Wastewater Treatment and Administration Ordinance No. 69H.~~

-Sewer Application Fee—Residential	\$200.00 per application
Sewer Application Fee—Commercial	\$1,000.00 per application
Operations and Maintenance (O&M)	\$163.30 155.50 per REU/per quarter
REU Review Application	\$200.00 per application

~~R~~To determine the sewer and/or water Residential Equivalent Units (REUs) please see Appendix 1 under the Code of General Ordinances, Chapter 14 – Environment; Article III. – Wastewater Treatment and Administration ~~notes and charges for sewer districts in the system are listed in the table of unit factors, included as App 5: Sec.14-53. – Table Unit of Factors. Sewer connection tap fees, & usage rates (O&M), and water connection fees (where applicable) are adopted annually by Township Board resolution.~~

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Sec. 1-27. Township Clerk.

Notary Services	Free of charge	
Voter Information on Electronic Media	Free of charge	
Copy of Available Meeting Minutes Via Email	Free of charge	<u>Available on our website</u>

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Paper Copies	\$0.25 per page	See Township Treasurer
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Sec. 1-28. Freedom of Information Act (FOIA).

Fees for FOIA requests are calculated and charged on a case-by-case basis as outlined in the Freedom of Information Act (FOIA) Procedures and Guidelines—~~App. 2.~~

Fee Deposit (for requests totaling over \$50.00)	½ the calculated fee per request	
Paper Copies—Black and White	\$0.02 per page	Cannot exceed \$0.10 per FOIA
Paper Copies—Color	\$0.07 per page	Cannot exceed \$0.10 per FOIA

Sec. 1-29. Township treasurer.

Township Board reserves the right to waive late fees for charges incurred Feb 15th- Feb 28/29th by Board resolution.

Credit/Debit Card Online Payment Fees—at Township Hall or Online	2.80%	Point-n-pay
E-checks	\$1.50 point-n-pay	Point-n-pay
Return Check Fees/NSF	\$12.00	—
Complete List of Tax Records Copies:	—	—
Photocopies	\$0.25	Per page
Taxes Printscreen Per Page	—	—
Duplicate Tax Bill	—	—
Printing Fee for Duplicate Tax Bill at Counter	—	—
Copy of Maps—Township, Precinct	\$7.00 50	Large
Copy of Maps—Township, Precinct	\$5.00	Small
<i>Animal licenses (per county pricing is set by County, may be updated at any time)</i>		
	\$25.00	One year per county
Non-Spayed or Neutered	\$60.00	Three years per county
Puppies/Dogs	\$10.00	One year per county/ spayed or neutered
With 3-year rabies vaccine with spayed or neutered	\$25.00	Three years per county consistent with rabies vaccine expiration/spayed or neutered
<i>Administrative Fees</i>		

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Late fee Taxes—Winter	1%—Added Feb. 15—28 (may be waived at discretion of Township Board)	Delinquent taxes go to Livingston County March 1
Late fee Taxes—Summer	1%—Added each month after Sept 15 through Feb 28/29	Delinquent taxes go to Livingston County March 1
Delinquent Personal Property Fees	3%—Then 1% starting March 1	—

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Sec. 1-30. Accounting department.

Copies of Adopted/Proposed Budgets	\$20.00
Copy of Township Audit Financial Statements	\$20.00

Sec. 1-31. Assessing department.

Fees for FOIA requests are calculated and charged on a case-by-case basis as outlined in the Freedom of Information Act (FOIA) Procedures and Guidelines (~~article II of this chapter~~).

Sec. 1-32. Planning and zoning department.

See fee schedule—approved by Township Board January 4, 2011—article III of this appendix.

Sec. 1-33. Cemetery and mausoleum.

See fee schedule ~~included in Ordinance No. 32D—approved by Township Board March 20, 2018—~~ approved by Township Board article IV of this appendix.

Sec. 1-34. All other departments.

All other fees that are not listed here, or by reference in the appendix, shall be calculated for actual cost incurred by the Township.

~~**Sec. 1-35. Appendix C parklands community center and safety fee schedule.**~~

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~~(a) Parklands.~~

~~(1) Recognized sports groups; regular seasonal use.~~

~~a. Per participant fee, charged per season:~~

~~1. \$5.00 resident.~~

~~2. \$10.00 nonresident.~~

~~b. Regular seasonal uses include user group sponsored games, practices and tryouts. All other uses fall shall be considered special use.~~

- ~~c. In-kind donations which are considered capital improvements, and are and approved prior to expenditure, may be used to offset fees for use by recognized user groups. Receipts must be submitted and approved each season. Credits cannot exceed fees due.~~
- ~~d. The Township Board may supersede this fee schedule by stipulating alternate fees or waiving them in their entirety.~~

~~(2) Non-recognized user group/for-profit business; regular seasonal use.~~

- ~~a. Flat rate per field: \$25.00 per two-hour use. (Use must not conflict with regular seasonal use or blackout dates).~~
- ~~b. Field use will be handled on a first-come-first-serve basis. The recognized users will be granted an early bird scheduling window, of no less than six weeks before the season start. All other users will be granted access to calendar two weeks prior to season start.~~

~~(3) Special use (requires public safety fees). For all special events or uses, fees may be set at the daily field rates as outlined below, or a fee as otherwise determined by the Township Board. Waivers of fees, including those for public safety, may be made by the Township Board. Contributions of in-kind services, maintenance and repairs may be considered by the board and can be used to offset regular seasonal use fees for recognized user groups. Charge for sports field per day/per area, half days will be charged 50 percent of rates shown. (See parklands and community center use fee schedule document section 1-35 for details.)~~

Low Hazard	
— Recognized User Group	\$250.00
— Non-Partnering User Group	\$750.00
Medium Hazard	
— Recognized User Group	\$500.00
— Non-Partnering User Group	\$1,500.00
Large Hazard	
— Recognized User Group	\$1,000.00
— Non-Partnering User Group	\$2,500.00

- ~~a. Township Board will determine the hazard category/rates after consultation with the event organizers. All events must go through a public safety review, and charges over and above the fees may be required once risk is evaluated as outlined in the public safety fee chart (attached).~~
- ~~b. Tournaments require proof of event liability and medical payments for all participants and must name Hamburg Township as additional insured.~~
- ~~c. A \$500.00 nonrefundable hold the date deposit is required for all special use applications, in addition to applicable restoration, clean up and damage bond amounts (see below). The hold the date deposit is due upon approval of the park use application for the event and shall be applied towards the applicant's total calculated fee for park use. This deposit will be applied towards the applicant's invoice or retained in the case of a cancellation of the event. Additional charges may be imposed for services provided such as trash removal, portable toilets, etc.~~
- ~~d. The Township Board reserves the right to waive or reduce deposit or reimburse any unused portion of the deposit to the applicant. In-kind donations which are considered capital improvements, and are and approved prior to expenditure, may be used to offset fees for use by recognized user groups. Receipts must be submitted and approved each season. Credits cannot exceed fees due.~~

~~(4) — Merrill Field disc golf course.~~

- ~~a. — Informal/individual use: A fee of \$2.00 per person, per game, is required and shall be remitted in the cash receptacle provided at the entrance of the course.~~
- ~~b. — Group/league/organization use: Groups will apply for regular league play on an annual park use application, with a list of dates that the games will be occurring. Group will collect and remit \$2.00 per person, per game to the Township. Waivers of fees may be made by the Township Board. Contributions of in-kind services, maintenance and repairs may be considered by the board.~~

~~(5) — Restoration, clean-up and damage bonds.~~

- ~~a. — For use of the Gazebo at Winkelhaus Park: \$100.00 per use.~~
- ~~b. — For use of any playing field, for use other than what it is intended for: \$1,000.00 per field.~~
- ~~c. — Based on the type of event proposed by the applicant, the Township Board may require the applicant to pay a bond in an amount other than what is described here. The Township Board reserves the right to waive bonds at their discretion.~~
- ~~d. — All restoration, clean-up and damage bonds must be in the form of cash or certified check shall be returned only after it is determined that the applicant has fully performed the restoration and clean-up of the premises to the pre-event or better condition as outlined in the Parks and Recreation Administrative Policies and Procedures Manual.~~
- ~~e. — Applicant will be advised in writing should the bond be retained in part or in its entirety or if the damages exceed the bond and there is a balance due.~~

~~(6) — Community center (use allowed after 4:00 p.m. weekdays, and on weekends). Individual or member of applying organization must be a Hamburg Township resident. All uses require an application and must comply with the rules and regulations. Key assignments are made by the Parks and Recreation Department. Damage/cleaning fees will be charged to user groups who don't leave building as they found it.~~

- ~~a. — Non-profit annual rates (proof of non-profit status required):~~
 - ~~1. — Three-hour blocks/up to two times per month.~~
 - ~~2. — Non-refundable flat rate, paid in advance: \$120.00.~~
- ~~b. — Non-profit additional days of use:~~
 - ~~1. — Three-hour block/per use.~~
 - ~~2. — Non-refundable daily charge, paid in advance: \$10.00 each use.~~
- ~~c. — For profit rates:~~
 - ~~1. — Three-hour block/per use.~~
 - ~~2. — Non-refundable daily charge, paid in advance: \$25.00.~~~~Additional hours for same day use shall be charged at \$10.00 per hour.~~
- ~~d. — Unsecured or damaged building charges:~~
 - ~~1. — First incident: Up to \$75.00.~~
 - ~~2. — Second incident: Up to \$150.00.~~
 - ~~3. — Third incident: Use of facility will be revoked.~~

e. ~~Key replacement charges:~~

1. ~~\$100.00 for key fob.~~

2. ~~\$300.00 for re-key of facility.~~

(7) ~~Public safety fee chart as referenced. Appendix C parklands, community center and public safety fee schedule.~~

<i>Event Category</i>	<i>Event Size/Hazard Description</i>	<i>Public Safety Fee</i>	<i>Personnel Provided</i>
Low Hazard	Less than 1,000, Prohibited activities: alcoholic beverages, fireworks, professional sporting events, pets	No public safety fee required (unless use is determined to have need of personnel based on type of event).	
Medium Hazard	1001—2500, prohibited activities: alcoholic beverages, fireworks, professional sporting events, pets	Full day: \$600.00 per day; half day: \$300.00 per day	2 public safety personnel
High Hazard	2501—5000, prohibited activities: alcoholic beverages, fireworks, professional sporting events, pets	Full day: \$1,200.00 per day; half day: \$600.00 per day	4 public safety personnel
Special Use	Over 5,000, must be proposed and permitted through special approval process through Township Board, may require further permits and specialty insurance	Actual salary costs for all public safety personnel (police and fire) not working a regularly scheduled shift	Public safety administration (in consultation with the event organizers and Parks and Recreation Director) determine the public safety needs for the event

a. ~~All new event applications/uses require review by public safety personnel.~~

b. ~~Half day is six hours or less, full day is more than six hours.~~

c. ~~The Township Board may waive or reduce required public safety fees by special request of the event organizers.~~

d. ~~All event applications, no matter the size, must start with a park use application submittal with the Parks and Recreation Department.~~

~~Secs. 1-36—1-58. Reserved.~~

**ARTICLE III. HAMBURG TOWNSHIP FREEDOM OF INFORMATION ACT (FOIA)
PROCEDURES AND GUIDELINES**

Sec. 1-59. Preamble; statement of principles.

- (a) ~~It is the policy of Hamburg Township that all persons, except those incarcerated, consistent with the Michigan Freedom of Information Act (FOIA), are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and employees. The people shall be informed so that they fully participate in the democratic process.~~
- (b) ~~The Township's policy with respect to FOIA requests is to comply with state law in all respects and to respond to FOIA requests in a consistent, fair, and even handed manner regardless of who makes such a request.~~
- (c) ~~The Township acknowledges that it has a legal obligation to disclose all nonexempt public records in its possession pursuant to a FOIA request. The Township acknowledges that sometimes it is necessary to invoke the exemptions identified under FOIA in order to ensure the effective operation of government and to protect the privacy of individuals.~~
- (d) ~~Hamburg Township will protect the public's interest in disclosure, while balancing the requirement to withhold or redact portions of certain records. It is the policy of Hamburg Township to process all requests for public records in full compliance with Public Act No. 442 of 1976, as amended, (MCL 15.231 et seq.), also known as the Michigan Freedom of Information Act.~~
- (e) ~~The Township Board has established the following written procedures and guidelines to implement the FOIA and has created a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit written requests to the public body and explaining how to understand a public body's written responses, deposit requirements, fee calculations, and avenues for challenge and appeal.~~

Sec. 1-60. General policies.

- (a) ~~The Township Board, acting pursuant to the authority at MCL 15.236, designates a FOIA Coordinator for public safety (police and fire records) and a FOIA Coordinator for all other general Township records. An FOIA Coordinator is authorized to designate other Township staff to act on their behalf to accept and process written requests for the Township's public records and approve denials. The FOIA Coordinator for public safety is the public safety administrative supervisor. The FOIA Coordinator for all other general Township records is the deputy Clerk.~~
- (b) ~~The Township must respond to a FOIA request within five business days after the business day the Township received the request. A mailed or hand-delivered FOIA request is considered to be received on the day it is delivered to the Township. If a request for a public record is submitted by facsimile or email, the request is deemed to have been received on the first business day after the transmittal day. If a request is sent by email and delivered to a Township spam or junk mail folder, the request is not deemed received until one day after the FOIA Coordinator first becomes aware of the request. The FOIA Coordinator shall note in the FOIA log both the date the request was delivered to the spam or junk mail folder and the date the FOIA Coordinator became aware of the request.~~

Commented [DH3]: I would like to propose we reference the Federal Law which mandates this, and area of Administrative Policies and Procedures where we talk about how we handle FOIA's. I think we need to keep it short and sweet here. Also, need clerk to double-check the fees we do have listed to see if that is what we are still doing, they are older numbers.

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- ~~(e) The FOIA Coordinator shall designate each Township employee who has a Township email address to review their spam and junk mail folders on a regular basis, which shall be no less than once a month. Employees shall immediately notify the FOIA Coordinator of the date they discovered a FOIA request in their spam and junk mail folders and forward the email to the FOIA Coordinator in order that the date received and the date discovered can be recorded in the Township's FOIA logs.~~
 - ~~(d) A FOIA Coordinator may, in their discretion, implement administrative rules, consistent with state law and these procedures and guidelines to administer the acceptance and processing of FOIA requests.~~
 - ~~(e) The Township is not obligated to create a new public record or make a compilation or summary of information which does not already exist. Neither a FOIA Coordinator nor other Township staff are obligated to provide answers to questions contained in requests for public records or regarding the content of the records themselves.~~
 - ~~(f) A FOIA Coordinator shall keep a copy of all written requests for public records received by the Township on file for a period of at least one year. These requests may be scanned and maintained in a digital file.~~
 - ~~(g) The Township will make this procedures and guidelines document and the written public summary publicly available without charge. If it does not, the Township cannot require deposits or charge fees otherwise permitted under the FOIA until it is in compliance.~~
 - ~~(h) A copy of this procedures and guidelines document and the Township's written public summary must be publicly available by providing free copies both in the Township's response to a written request and upon request by visitors at the Township's offices.~~
 - ~~(i) This procedures and guidelines document and the Township's written public summary will be maintained on the Township's website at: www.hamburg.mi.us. A website link to these documents may be provided in lieu of providing paper copies of these documents in a written response to a written request.~~

~~Sec. 1 61. Requesting a public record.~~

- ~~(a) All requests for copies of public documents or to review public documents must be in writing with the exception of the following:
 - ~~(1) Copies of assessment/tax records by the property owner of his or her property.~~
 - ~~(2) Copies of assessment/tax records that are reasonable and readily available at the time of the request.~~
 - ~~(3) Copies of all current meeting agendas.~~
 - ~~(4) Copies of all current minutes.~~
 - ~~(5) Media requests for public safety (police and fire) records that would be available pursuant to a written FOIA request. Records released to the media shall have all information redacted as required by the Michigan Freedom of Information Act.~~
 - ~~(6) Public safety records, with appropriate redactions, if the Director of Public Safety deems the release to be in the interest of the public or serves a legitimate public safety purpose.~~~~
- ~~(b) No specific form to submit a request for a public record is required. However, the Township has made available a FOIA request form for the public's convenience of use.~~
- ~~(c) Requests to inspect or obtain copies of public records prepared, owned, used, possessed or retained by the Township may be submitted on the Township's FOIA request form, or in any other form of writing (letter, facsimile, email, etc.). For a request to be considered a sufficient writing to satisfy the FOIA, it must contain the following:
 - ~~(1) The complete name of the requester.~~~~

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- (2) ~~The mailing address of the requester.~~
 - (3) ~~The contact information of the requester (a valid phone number or electronic mail address).~~
 - (4) ~~Corporate entities who request records under the FOIA must provide [the items in] subsections (c)(1) through (3) of this section for the company's agent.~~
 - (5) ~~A request must sufficiently describe a public record so as to enable Township personnel to identify and find the requested public record.~~
- (d) ~~If a person makes a verbal, non-written request for information believed to be available on the Township's website, where practicable and to the best ability of the employee receiving the request, the requester shall be informed of the pertinent website address.~~
 - (e) ~~If a citizen making a verbal request is disabled, either temporarily or permanently, so that he or she is unable to make the request in writing, special accommodations must be made. It is the duty of the department receiving the request to write out the request for the citizen on the Township's FOIA request form as an accommodation under the American Disability Act (ADA). Once written, the request should be processed as a formal request under FOIA.~~
- (1) ~~Written requests for general Township public records (other than police or fire reports) should be submitted in person or by mail to the general Township FOIA Coordinator at the Clerk's office. Requests may be submitted electronically by facsimile or email. Written requests can be made in person at the Clerk's Department at the Hamburg Township Office, 10405 Merrill Road; by mail to: Hamburg Township, Attn: General Township FOIA Coordinator, P.O. Box 157, Hamburg, MI 48139; by facsimile at (810) 231-4295; or by email to clerk@hamburg.mi.us.~~
 - (2) ~~Written requests for police or fire records should be submitted in person or by mail to the public safety FOIA Coordinator. Requests may be submitted electronically by facsimile or email. Written requests can be made in person at the Hamburg Township Police Department, 10409 Merrill Road; by mail to Hamburg Township Police Department, Attn: Public Safety FOIA Coordinator, P.O. Box 157, Hamburg, MI 48139; by facsimile at (810) 231-9401; or by email to HATP@hamburg.mi.us.~~
- (f) ~~A person may request that public records be provided on non-paper physical media, emailed or other otherwise provided in digital form in lieu of paper copies. The Township will comply with the request only if it possesses the necessary technological capability to provide records in the requested non-paper physical media format.~~
 - (g) ~~A person may subscribe to future issues of public records that are created, issued or disseminated by Hamburg Township on a regular basis. A subscription is valid for up to six months and may be renewed by the subscriber.~~
 - (h) ~~A person serving a sentence of imprisonment in a local, state or federal correctional facility is not entitled to submit a request for a public record. The FOIA Coordinator will deny all such requests.~~
 - (i) ~~If a request for records is received by departmental staff, the request shall be promptly forwarded to a FOIA Coordinator for processing.~~

Sec. 1-62. Processing a request.

- (a) ~~Unless otherwise agreed to in writing by the person making the request, the Township will issue a response within five business days of receipt of a FOIA request.~~
 - (1) ~~The Township will respond to a request in one of the following ways:~~
 - a. ~~Grant the request.~~
 - b. ~~Issue a written notice denying the request.~~

- ~~c. Grant the request in part and issue a written notice denying in part the request.~~
- ~~d. Issue a notice indicating that due to the nature of the request the Township needs an additional ten business days to respond for a total of no more than 15 business days. Only one such extension is permitted.~~
- ~~e. Issue a written notice indicating that the public record requested is available at no charge on the Township's website.~~

~~(2) When a request is granted:~~

- ~~a. If the request is granted, or granted in part, the FOIA Coordinator will require that payment be made in full for the allowable fees associated with responding to the request before the public record is made available.~~
- ~~b. The FOIA Coordinator shall provide a detailed itemization of the allowable costs incurred to process the request to the person making the request.~~
- ~~c. A copy of these procedures and guidelines and the written public summary will be provided to the requester free of charge if requested. These procedures and guidelines, as well as the written public summary, are maintained on the Township's website (www.hamburg.mi.us), and the website link to these documents will be provided in lieu of providing paper copies of these documents with all written responses to FOIA requests.~~
- ~~d. If the cost of processing a FOIA request is \$50.00 or less, the requester will be notified of the amount due prior to the release of the documents.~~
- ~~e. If the cost of processing a FOIA request is expected to exceed \$50.00 based on a good faith calculation, or if the requester has not paid in full for a previously granted request, the Township will require a good faith deposit pursuant to section 4 of the FOIA before processing the request.~~
- ~~f. In making the request for a good faith deposit, the FOIA Coordinator shall provide the requester with a detailed itemization of the allowable costs estimated to be incurred by the Township to process the request and also provide a best efforts estimate of a time frame it will take the Township to provide the records to the requester. The best efforts estimate shall be nonbinding on the Township but will be made in good faith and will strive to be reasonably accurate, given the nature of the request in the particular instance, so as to provide the requested records in a manner based on the public policy expressed by section 1 of the FOIA. Section 4 of this article has details about fee deposits.~~

~~(3) When a request is denied or denied in part:~~

- ~~a. If the request is denied or denied in part, the FOIA Coordinator will issue a notice of denial which shall provide in the applicable circumstance:
 - ~~1. An explanation as to why a requested public record is exempt from disclosure;~~
 - ~~2. A written statement that the requested record does not exist under the name or description provided by the requester, or another name reasonably known by the Township;~~
 - ~~3. An explanation or description of the public record or information within a public record that is separated or deleted from the public record;~~
 - ~~4. An explanation of the person's right to submit an appeal of the denial to either the Township Board or Director of Public Safety, or seek judicial review in the Livingston County Circuit Court; and~~~~

~~5.—An explanation of the right to receive attorneys' fees, costs, and disbursements as well as possibly actual or compensatory damages, and punitive damages of \$1,000.00, should they prevail in circuit court.~~

~~The notice of denial shall be signed by the FOIA Coordinator.~~

~~b.—If a request does not sufficiently describe a public record, the FOIA Coordinator may, in lieu of issuing a notice of denial indicating that the request is deficient, seek clarification or amendment of the request by the person making the request. Any clarification or amendment will be considered a new request subject to the timelines described in this section.~~

~~(4)—Requests for certified copies. The FOIA Coordinator shall, upon written request, furnish a certified copy of a public record at no additional cost to the person requesting the public record.~~

~~(5)—Requests to inspect public records. The Township shall provide reasonable facilities and opportunities for persons to examine and inspect public records during normal business hours. The FOIA Coordinator is authorized to promulgate rules regulating the manner in which records may be viewed so as to protect Township records from loss, alteration, mutilation or destruction and to prevent excessive interference with normal Township operations.~~

~~(6)—Public inspection of records.~~

~~a.—A person shall be allowed to inspect public records during usual business hours, not more than four hours per day. The public does not have unlimited access to Township offices or facilities, and a person may be required to inspect records at a specified counter or table, and in view of Township Personnel.~~

~~b.—Township Officials, Appointees, Staff or Consultants/Contractors assisting with inspection of public records shall inform any person inspecting records that only pencils, and no pens or ink, may be used to take notes.~~

~~c.—In coordination with the official responsible for the records, the FOIA Coordinator shall determine on a case-by-case basis when the Township will provide copies of original records, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection. A fee will be charged for copies made to enable public inspection of records, according to the Township's FOIA policy.~~

~~d.—The FOIA Coordinator is responsible for identifying if records or information requested by the public is stored in digital files or e-mail, even if the public does not specifically request a digital file or email.~~

~~e.—A person cannot remove books, records or files from the place the Township has provided for the inspection.~~

~~No documents shall be removed from the office of the custodian of those documents without permission of that custodian, except by court order, subpoena or for audit purposes. The official shall be given a receipt listing the records being removed. Documents may be removed from the office of the custodian of those documents with permission of that custodian to accommodate public inspection of those documents.~~

~~Sec. 1-63. Fee deposits.~~

~~(a)—If the fee estimate is expected to exceed \$50.00 based on a good faith calculation, the requester will be asked to provide a deposit not exceeding one-half of the total estimated fee.~~

~~(b)—The deposit request must be in writing and specify the date by which the deposit must be received. If the deposit is not received by the Township within 48 days of the notice being sent, and the requester has not~~

~~filed an appeal of the deposit amount, the request shall be considered abandoned by the requester and the Township is no longer required to fulfill the request.~~

- ~~(c) If a request for public records is from a person who has not fully paid the Township for copies of public records made in fulfillment of a previously granted written request, the FOIA Coordinator will require a deposit of 100 percent of the estimated processing fee before beginning to search for a public record for any subsequent written request by that person when all of the following conditions exist:
 - ~~(1) The final fee for the prior written request is not more than 105 percent of the estimated fee;~~
 - ~~(2) The public records made available contained the information sought in the prior written request and remain in the Township's possession;~~
 - ~~(3) The public records were made available to the individual, subject to payment, within the time frame estimated by the Township to provide the records;~~
 - ~~(4) 90 days have passed since the FOIA Coordinator notified the individual in writing that the public records were available for pickup or mailing;~~
 - ~~(6) The individual is unable to show proof of prior payment to the Township; and~~
 - ~~(7) The FOIA Coordinator has calculated a detailed itemization that is the basis for the current written request's increased estimated fee deposit.~~~~
- ~~(d) The FOIA Coordinator will not require an increased estimated fee deposit if any of the following apply:
 - ~~(1) The person making the request is able to show proof of prior payment in full to the Township;~~
 - ~~(2) The Township is subsequently paid in full for the applicable prior written request; or~~
 - ~~(3) 365 days have passed since the person made the request for which full payment was not remitted to the Township.~~~~

Sec. 1-64. Calculation of fees.

- ~~(a) A fee may be charged for the labor cost of duplication or publication.~~
- ~~(b) A fee will not be charged for the labor cost of search, examination, review and the deletion and separation of exempt from nonexempt information unless failure to charge a fee would result in unreasonably high costs to the Township because of the nature of the request in the particular instance, and the Township specifically identifies the nature of the unreasonably high costs.~~
- ~~(c) Costs for the search, examination, review, and deletion and separation of exempt from non-exempt information are "unreasonably high" when they are excessive and beyond the normal or usual amount for those services (Attorney General Opinion 7083 of 2001) compared to the costs of the Township's usual FOIA requests, not compared to the Township's operating budget (Bloch v. Davison Community Schools, Michigan Court of Appeals, Unpublished, April 26, 2011).
 - ~~(1) The following factors shall be used to determine an unreasonably high cost to the Township:
 - ~~a. Volume of the public record requested.~~
 - ~~b. Amount of time spent to search for, examine, review and separate exempt from non-exempt information in the record requested.~~
 - ~~c. Whether the public records are from more than one Township department or whether various Township offices are necessary to respond to the request.~~
 - ~~d. The available staffing to respond to the request.~~~~~~

~~e. Any other similar factors identified by the FOIA Coordinator in responding to the particular request.~~

~~(2) Examples of determining unreasonably high cost: Because of the nature of the request in the particular instance, such as, by way of example, cases requiring advice from legal counsel, additional staffing or other direct expenses not in the ordinary course of business. If a FOIA request is made for an easily identified document consisting of a few standard size pages, labor for the search, examination, and making deletions under the FOIA would generally not present a case of unreasonably high costs. If a request for "any and all" documents as to a particular subject, requires a search of many boxes of records, including review for exempt material which must be or may be deleted (per section 13 of FOIA), and if that search, examination, and review involves an hour or more of labor, charges may be imposed to avoid unreasonably high cost arising from the nature of the request.~~

~~(d) The Township will charge for the following costs associated with processing a FOIA request:~~

- ~~(1) The cost of labor associated with duplication or publication, which includes making paper copies, making digital copies, or transferring digital public records to non paper physical media or through the Internet or other electronic means.~~
- ~~(2) The cost of duplication or publication, not including labor, of paper copies of public records. This may include the cost for copies of records already on the Township's website if you ask for the Township to make copies.~~
- ~~(3) The cost of computer discs, computer tapes, thumb drives, or other digital or similar media when the requester asks for records in non paper physical media. This may include the cost for copies of records already on the Township's website if you ask for the Township to make copies.~~
- ~~(4) The cost to mail or send a public record to a requester.~~

~~(e) Labor costs will be calculated based on the following requirements:~~

- ~~(1) All labor costs will be estimated and charged in 15 minute increments, with all partial time increments rounded down.~~
- ~~(2) Labor costs will be charged at the hourly wage of the lowest paid Township employee capable of doing the work in the specific fee category, regardless of who actually performs work.~~
- ~~(3) Labor costs may include a charge to cover or partially cover the cost of fringe benefits.~~
- ~~(4) The Township may add up to 50 percent to the applicable labor charge amount to cover or partially cover the cost of fringe benefits, but in no case may it exceed the actual cost of fringe benefits.~~
- ~~(5) Overtime wages will not be included in labor costs unless agreed to by the requester; overtime costs will not be used to calculate the fringe benefit cost.~~
- ~~(6) Contracted labor costs will be charged at the hourly rate of six times the state minimum hourly wage in effect at the time of the request.~~

~~(f) The cost to provide records on non paper physical media when so requested will be based on the following requirements:~~

- ~~(1) Computer disks, computer tapes, thumb drives, or other digital or similar media will be at the actual and most reasonably economical cost for the non paper media.~~
- ~~(2) This cost will only be assessed if the Township has the technological capability necessary to provide the public record in the requested non paper physical media format.~~
- ~~(3) In order to ensure the integrity of the Township's technology infrastructure, the Township will procure any non paper media and will not accept media from the requester.~~

~~(g) The cost to provide paper copies of records will be based on the following requirements:~~

- ~~(1) Paper copies of public records made on standard letter (8½ inches by 11 inches) or legal (8½ inches by 14 inches) sized paper cost \$0.02 per black and white page or \$0.07 per color sheet as of the date these Township's procedures and guidelines were approved; if the actual cost to the Township increases over time the fee cannot exceed \$0.10 per sheet of paper under the FOIA.~~
- ~~(2) The fee for larger sized copies sent out for duplication because the Township does not have the capability to do the copying will be the actual cost to the Township.~~
- ~~(3) The Township will provide records using double-sided printing, if it is cost-saving and available.~~

~~(h) The cost to mail records to a requester will be based on the following requirements:~~

- ~~(1) The actual cost to mail public records using a reasonably economical and justified means.~~
- ~~(2) The Township may charge for the least expensive form of postal delivery confirmation.~~
- ~~(3) No cost will be made for expedited shipping or insurance unless specified by the requester.~~

~~(i) If the FOIA Coordinator does not respond to a written request in a timely manner, the Township must reduce the labor costs by five percent for each day the Township exceeds the time permitted under FOIA up to a 50 percent maximum reduction, if any of the following applies:~~

- ~~(1) The Township's late response was willful and intentional.~~
- ~~(2) The written request conveyed a request for information within the first 250 words of the body of a letter, facsimile, email or email attachment.~~
- ~~(3) The written request included the words, characters, or abbreviations for "freedom of information," "information," "FOIA," "copy" or a recognizable misspelling of such, or legal code reference to Public Act No. 442 of 1976 (MCL 15.231 et seq.) on the front of an envelope or in the subject line of an email, letter, or facsimile cover page.~~
- ~~(4) Fully note the charge reduction in the detailed itemization of costs form.~~

Sec. 1-65. Waiver of fees.

The cost of the search for and copying of a public record may be waived or reduced if in the sole judgment of the FOIA Coordinator a waiver or reduced fee is in the public interest because it can be considered as primarily benefiting the general public.

Sec. 1-66. Discounted fees.

~~(a) Indigence.~~

- ~~(1) The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request if the person requesting a public record submits an affidavit stating that he or she is:
 - ~~a. Indigent and receiving specific public assistance; or~~
 - ~~b. If not receiving public assistance, stating facts demonstrating an inability to pay because of indigence.~~~~
- ~~(2) An individual is not eligible to receive the waiver if:
 - ~~a. The requester has previously received discounted copies of public records from the Township twice during the calendar year; or~~~~

~~b. The requester requests information in connection with other persons who are offering or providing payment to the individual to make the request.~~

~~(3) An affidavit is sworn statement. The FOIA Coordinator may provide a fee waiver affidavit form for use by the public.~~

~~(b) Nonprofit organization advocating for developmentally disabled or mentally ill individuals. The FOIA Coordinator will discount the first \$20.00 of the processing fee for a request from:~~

~~A nonprofit organization formally designated by the state to carry out activities under subtitle C of the federal developmental disabilities assistance and Bill of Rights Act of 2000, Public Law 106-402, and the protection and advocacy for individuals with mental illness act, Public Law 99-319, or their successors, if the request meets all of the following requirements:~~

~~a. Is made directly on behalf of the organization or its clients.~~

~~b. Is made for a reason wholly consistent with the mission and provisions of those laws under section 931 of the mental health code, Public Act No. 258 of 1974 (MCL 330.1931).~~

~~c. Is accompanied by documentation of its designation by the state.~~

~~Sec. 1-67. Appeal of a denial of a public record.~~

~~(a) When a requester believes that all or a portion of a public record has not been disclosed or has been improperly exempted from disclosure, he or she may file an appeal.~~

~~(b) Appeals of the denial of general Township public records shall be made to the Township Board by filing an appeal with the general Township FOIA Coordinator.~~

~~(c) Appeals of the denial of public safety (police and fire) public records shall be made to the Director of Public Safety by filing an appeal with the public safety FOIA Coordinator.~~

~~(d) The appeal must be in writing, specifically state the word "appeal" and identify the reason or reasons the requester is seeking a reversal of the denial. The Township FOIA appeal form (To Appeal a Denial of Records) may be used.~~

~~(e) The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal.~~

~~(f) Within ten business days of receiving the appeal, the Township Board or Director of Public Safety, as appropriate, will respond in writing by:~~

~~(1) Reversing the disclosure denial;~~

~~(2) Upholding the disclosure denial; or~~

~~(3) Reversing the disclosure denial in part and upholding the disclosure denial in part; or~~

~~(4) Under unusual circumstances, issue a notice extending for not more than ten business days the period of time during which the Township Board or Director of Public Safety shall respond to the written appeal. The Township Board or Director of Public Safety shall not issue more than one notice of extension for a particular written appeal.~~

~~(g) If the Township Board or Director of Public Safety fails to respond to a written appeal, or if the Township Board/Director of Public Safety upholds all or a portion of the disclosure denial that is the subject of the written appeal, the requesting person may seek judicial review of the nondisclosure by commencing a civil action in circuit court.~~

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- ~~(h) Whether or not a requester submitted an appeal of a denial to the Township Board or Director of Public Safety, he or she may file a civil action in Livingston County Circuit Court within 180 days after the Township's final determination to deny the request.~~
 - ~~(i) If a court determines a public record is not exempt from disclosure, it shall order the Township to cease withholding or to produce all or a portion of a public record wrongfully withheld, regardless of the location of the public record. Failure to comply with an order of the court may be punished as contempt of court.~~
 - ~~(j) If a person asserting the right to inspect, copy, or receive a copy of all or a portion of a public record prevails in such an action, the court shall award reasonable attorneys' fees, costs, and disbursements. If the person or Township prevails in part, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements.~~
 - ~~(k) If the court determines that the Township has arbitrarily and capriciously violated this act by refusal or delay in disclosing or providing copies of a public record, the court shall order the Township to pay a civil fine of \$1,000.00, which shall be deposited into the general fund of the state treasury. The court shall award, in addition to any actual or compensatory damages, punitive damages in the amount of \$1,000.00 to the person seeking the right to inspect or receive a copy of a public record. The damages shall not be assessed against an individual but shall be assessed against the next succeeding public body that is not an individual and that kept or maintained the public record as part of its public function.~~

Sec. 1-68. Appeal of an excessive FOIA processing fee.

- ~~(a) All appeals of FOIA processing fees, whether for general Township records or public safety records, shall be made to the Township Board.~~
- ~~(b) The term "fee" means the total fee or any component of the total fee calculated under section 4 of the FOIA, including any deposit.~~
- ~~(c) If a requester believes that the fee charged by the Township to process a FOIA request exceeds the amount permitted by state law or under this policy, he or she must first appeal to the Township Board by submitting a written appeal for a fee reduction to the general Township FOIA Coordinator at the Clerk's office.~~
- ~~(d) The appeal must be in writing, specifically state the word "appeal" and identify how the required fee exceeds the amount permitted. The Township FOIA appeal form (To Appeal an Excess Fee) may be used.~~
- ~~(e) The Township Board is not considered to have received a written appeal until the first regularly scheduled Township Board meeting following submission of the written appeal.~~
- ~~(f) Within ten business days after receiving the appeal, the Township Board will respond in writing by:
 - ~~(1) Waiving the fee;~~
 - ~~(2) Reducing the fee and issuing a written determination indicating the specific basis that supports the remaining fee, and the reduced fee amount complies with these procedures and guidelines and section 4 of the FOIA;~~
 - ~~(3) Upholding the fee and issuing a written determination indicating the specific basis under section 4 of the FOIA that supports the required fee; or~~
 - ~~(4) Issuing a notice detailing the reason or reasons for extending for not more than ten business days the period of time during which the Township Board will respond to the written appeal. The Township Board shall not issue more than one notice of extension for a particular written appeal.~~~~
- ~~(g) Where the Township Board reduces or upholds the fee, the determination must include a certification from the Township Board that the statements in the determination are accurate and that the reduced fee amount complies with its publicly available procedures and guidelines and section 4 of the FOIA.~~

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- ~~(h) Within 45 days after receiving notice of the Township Board's determination of an appeal, the requesting person may commence a civil action in Livingston County Circuit Court for a fee reduction.~~
 - ~~(i) If a civil action is commenced against the Township for an excess fee, the Township is not obligated to complete the processing of the written request for the public record at issue until the court resolves the fee dispute.~~
 - ~~(j) An action shall not be filed in circuit court unless one of the following applies:
 - ~~(1) The Township does not provide for appeals of fees;~~
 - ~~(2) The Township Board failed to respond to a written appeal as required; or~~
 - ~~(3) The Township Board issued a determination to a written appeal.~~~~
 - ~~(k) If a court determines that the Township required a fee that exceeds the amount permitted under its publicly available procedures and guidelines or section 4 of the FOIA, the court shall reduce the fee to a permissible amount. Failure to comply with an order of the court may be punished as contempt of court.~~
 - ~~(l) If the requesting person prevails in court by receiving a reduction of 50 percent or more of the total fee, the court may, in its discretion, award all or an appropriate portion of reasonable attorneys' fees, costs, and disbursements. The award shall be assessed against the public body liable for damages.~~
 - ~~(m) If the court determines that the Township has arbitrarily and capriciously violated the FOIA by charging an excessive fee, the court shall order the Township to pay a civil fine of \$500.00, which shall be deposited in the general fund of the state treasury. The court may also award, in addition to any actual or compensatory damages, punitive damages in the amount of \$500.00 to the person seeking the fee reduction. The fine and any damages shall not be assessed against an individual but shall be assessed against the public body liable for damages.~~

~~Sec. 1-69. Failure to comply with FOI Act.~~

~~If the court determines, in an action commenced under the FOI Act, that a public body willfully and intentionally failed to comply with the act or otherwise acted in bad faith, the court shall order the public body to pay, in addition to any other award or sanction, a civil fine of not less than \$2,500.00 or more than \$7,500.00 for each occurrence. In determining the amount of the civil fine, the court shall consider the budget of the public body and whether the public body has previously been assessed penalties for violations of this act. The civil fine shall be deposited in the general fund of the state treasury.~~

~~Sec. 1-70. Conflict with prior FOIA policies and procedures; effective date.~~

- ~~(a) To the extent that these procedures and guidelines conflict with previous FOIA policies promulgated by the Township Board or the Township administration, these procedures and guidelines are controlling. To the extent that any administrative rule promulgated by the FOIA Coordinator subsequent to the adoption of these procedures and guidelines is found to be in conflict with any previous policy promulgated by the Township Board or the Township administration, the administrative rule promulgated by the FOIA Coordinator is controlling.~~
- ~~(b) To the extent that any provision of these procedures and guidelines or any administrative rule promulgated by the FOIA Coordinator pertaining to the release of public records is found to be in conflict with any state statute, the applicable statute shall control. The FOIA Coordinator is authorized to modify this policy and all previous policies adopted by the Township Board or the Township administration, and to adopt such administrative rules as he or she may deem necessary, to facilitate the legal review and processing of requests for public records made pursuant to Michigan's FOIA statute, provided that such modifications and~~

rules are consistent with state law. The FOIA Coordinator shall inform the Township Board of any change these policies and guidelines.

These FOIA Policies and Guidelines became effective July 1, 2019.

~~Secs. 1-71—1-98. Reserved.~~

ARTICLE IV. LAND USE

DIVISION 1. GENERALLY

Secs. 1-99—1-124. Reserved.

DIVISION 2. PERMIT FEES

Commented [DH4]: This will need to be reviewed by Zoning Department

Sec. 1-125. Land use permits—Residential.

New Home	\$100.00
Additions-Addition of Square Footage (i.e., garage, family/bedroom, second story, sunroom, pole barn)	\$70.00
Remodeling/Repairs-No Addition of Square Footage (i.e., moving interior walls, renovations, finishing basement, or second story)	\$40.00
Repairs-Re-Roofing, Windows, Siding, Electrical, Plumbing, Heating/Air Conditioning	\$15.00
Peripherals-Amenities (i.e., decks, pools, porches, gazebos, boathouses, sheds, fences, etc.)	\$40.00
Electrical, Plumbing, and Heating/Air Conditioning Work—No Structural Changes	\$15.00
Satellite Dishes, TV/Radio Antennas—Residential Only—No Structural Changes	\$15.00
Reinspection Fee	\$25.00
Addressing	\$25.00/address
Temporary Trailers	\$100.00 for 6 months plus \$2,000.00 cash bond
Demolitions	\$45.00
Change in Use	\$40.00
Signs	\$40.00
Home Occupation	\$35.00
Seasonal Sales	\$40.00
Minor Agricultural Commercial/Tourism Business	\$150.00
After the Fact Permits Additional Processing Fee	\$100.00

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After the Fact Permit Additional Processing Fee— No Charge Permit	\$1.00
Review Escrow	Based on estimated cost of review

Note: Upon the issuance of an address, a reflective address sign will be provided.

Sec. 1-126. Land use permits—Multiple-family (duplexes, apartments buildings, hotels, motels, inns).

For each residential unit within a single unified structure:

New Construction	\$100.00
Additions	\$70.00
Remodeling-No Addition of Square Footage (i.e., moving interior walls, re-doing bathroom, and kitchens finishing basement or second story)	\$60.00
Repairs (i.e., re-roofing, windows, siding, electrical, plumbing, heating, air conditioning)	\$15.00
New Facades	\$60.00
Peripherals-Amenities (i.e., decks, pools, porches, gazebos, boathouses, sheds, fences, etc.)	\$60.00
Site Improvements (i.e., paving, parking, grading, curbs, sidewalks, landscaping)	\$80.00
Electrical, Plumbing and Heating/Air Conditioning Work-No Structural Changes	\$15.00
Satellite Dishes, TV/Radio Antennas-Residential Only—No Structural Changes	\$15.00
Addressing	\$25.00/address
Reinspection Fee	\$25.00
After the Fact Permit Additional Processing Fee	\$100.00
After the Fact Permit Additional Processing Fee— No Charge Permit	\$1.00
Review Escrow	Based on estimated cost of review

Note: Upon the issuance of an address, a reflective address sign will be provided.

Land use permit fees are in addition to any and all fees for site plan application reviews, variances, public hearings, and private roads/driveway variances.

Sec. 1-127. Land use permits—Commercial/industrial (in addition to site plan review fees as applicable).

New Building	\$250.00
Remodeling—No Addition of Square Footage (i.e., facades, re-roofing, interior walls,	\$105.00

bathrooms, electrical, plumbing, heating mechanical, factory machinery, upgrades requiring building permits)	
Additions—Additions of Square Footage (i.e., pole barn, extra wing/story)	\$105.00
New Facades	\$60.00
Peripherals (sheds, decks, porches, fences)	\$75.00
Temporary Trailers	\$100.00 for 6 months plus \$2,000.00 cash bond
Demolitions	\$60.00
Site Improvements (paving, parking, grading, curbs, sidewalks, landscaping, consumers energy rectifiers)	\$75.00
Change in Use	\$40.00
Seasonal Sales	\$40.00
Signs	\$60.00
Wireless Communication Facilities	\$250.00
Addressing	\$25.00/address
Reinspection Fee	\$25.00
After the Fact Permit Additional Processing Fee	\$100.00
Review Escrow	Based on estimated cost of review

Note: Upon the issuance of an address, a reflective address sign will be provided.

Sec. 1-128. Land use permits—Multiple commercial/industrial units (buildings with multiple offices/retail/manufacturing suites) for each unit within a single unified structure.

New Construction	\$100.00
Remodeling/Repairs—No Addition of Square Footage (i.e., moving interior walls, re-doing bathrooms, kitchens, finishing basement or second story, re-roofing, windows, siding, etc.)	\$70.00
Building Facades	\$70.00
Peripherals-Amenities (i.e., decks, pools, porches, gazebos, boathouses, sheds, fences etc.)	\$60.00
Site Improvements (paving, parking, grading, curbs, sidewalks, landscaping)	\$90.00
Electrical, Plumbing and Heating/Air Conditioning Work—No Structural Changes	\$15.00
Satellite Dishes, TV/Radio Antennas/Wireless Communication Facilities	\$100.00
Reinspection Fee	\$30.00
Addressing	\$25.00/address
After the Fact Permit Additional Processing Fee	\$100.00

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After the Fact Permit Additional Processing Fee— No Charge Permit	\$1.00
Review Escrow	Based on estimated cost of review

Sec. 1-129. Temporary land use and special events.

Temporary Land Use-Special Events (section 36-75)—For-Profit Organizations	\$75.00
Temporary Land Use-Special Events (section 36-75)—Non-Profit Organizations	\$25.00
Review Escrow	Based on estimated cost of review

Sec. 1-130. ADU permit fees (in addition to all other fees).

Application fee:

Zoning Administrator Review	\$75.00
Planning Commission Review	\$300.00
Special Use Permit Review	\$750.00
Review Escrow	Based on estimated cost of review

Sec. 1-131. Nonconforming use fees (in addition to all other fees).

Application fee:

Class A Review	\$300.00
Review Escrow	Based on estimated cost of review

Sec. 1-132. Planning review fees (in addition to all other fees).

Sign Review, and Sign and Agricultural Tourism Waivers	\$300.00
Review Escrow	Based on estimated cost of review

Sec. 1-133. Special use permit fees (in addition to all other fees).

Application fee:

Special Use Permit (section 36-36)—For Both Residential, Commercial/Industrial	\$750.00
Review Escrow	\$1,500.00

Sec. 1-134. Rezoning fees (in addition to all other fees).

Application fee:

Rezoning of Property—for Both Residential, Commercial, and Industrial	\$1,000.00
Review Escrow	\$2,500.00

(Please note: Open Space Community Overlay Districts under article XII of the Hamburg Township Zoning Ordinance are not rezonings.)

Sec. 1-135. Zoning text amendments (in addition to all other fees).

Application fee:

Proposed Text Amendments to the Hamburg Township Zoning Ordinance	\$900.00
Review Escrow	\$1,500.00

Sec. 1-136. For all projects; pre-application conferences.

Optional pre-application conference—For 1½-hour conference period (to be paid prior to the conference):

Zoning Administrator	\$50.00
Township Planner	\$350.00
Township Engineer	\$350.00

Secs. 1-137—1-155. Reserved.

DIVISION 3. SITE PLAN REVIEW FEES (IN ADDITION TO ALL OTHER FEES)

Sec. 1-156. Residential planned unit development and condominiums projects.

Application fee:

New Subdivisions of All Types	\$2,000.00
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Sec. 1-157. Review escrow fees.

Preliminary Site Plan	\$2,000.00 plus \$50.00/unit
Final Site Plan	\$2,000.00 plus \$50.00/unit
Combined Preliminary/Final Site	\$4,000.00 plus \$50.00/unit

Sec. 1-158. Amendments to site plans.

Application fee:

Minor Modification—Administrative	\$150.00
Minor Modification—Planning Commission	\$700.00 plus review fees
Site Plan Amendment—Significate Changes	\$2,000.00 plus review fees

Sec. 1-159. Review escrow fees for amendments.

Minor Modification—Planning Commission	\$1,400.00
Site Plan Amendment—Significant Changes	\$2,000.00

Secs. 1-160—1-186. Reserved.

DIVISION 4. PLATS/SUBDIVISIONS

Sec. 1-187. Application fee.

Tentative/Preliminary Plat	\$1,000.00 plus \$50.00/lot
Preliminary Final Plat	\$1,000.00 plus \$50.00/lot
Final Plat	\$1,000.00 plus \$50.00/lot

Sec. 1-188. Review escrow.

Tentative/Preliminary Plat	\$2,500.00 plus \$50.00/lot
Preliminary Final Plat	\$2,500.00 plus \$50.00/lot
Final Plat	\$2,500.00 plus \$50.00/lot

Secs. 1-189—1-214. Reserved.

DIVISION 5. SITE PLAN REVIEW FOR COMMERCIAL AND INDUSTRIAL PROJECTS OF ALL TYPES

Sec. 1-215. Application fee.

New projects of all types:

Preliminary Site Plan	\$1000.00 plus \$200.00/acre over one acre
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Final Site Plan	\$1,000.00 plus \$200.00/acre over one acre
Combination Preliminary/Final	\$2,000.00 plus \$400.00/acre over one acre

Sec. 1-216. Review escrow.

Preliminary Site Plan	\$2,500.00 plus \$250.00/acre over one acre
Final Site Plan	\$2,500.00 plus \$250.00/acre over one acre
Combined Preliminary/Final Site	\$5,000.00 plus \$500.00/acre over one acre

Sec. 1-217. Amendments to site plans.

Minor Modification—Administrative	\$150.00
Minor Modification—Planning Commission	\$700.00 plus review fees
Site Plan Amendment—Significant Changes	\$2,000.00 plus review fees

Sec. 1-218. Review escrow fees for amendments.

Minor Modification-Planning Commission	\$1,500.00 + \$100.00/acre over one acre
Site Plan Amendment-Significant Changes	\$3,500.00 + \$100.00/acre over one acre.

Sec. 1-219. Commercial/mixed-use planned unit development.

- (a) Application fee: \$4,500.00 plus \$100.00/acre over one acre.
- (b) Review escrow fees:

Preliminary Site Plan	\$3,500.00 plus \$250.00/acre over one acre
Final Site Plan	\$3,500.00 plus \$250.00/acre over one acre
Combination Preliminary/Final	\$7,000.00 plus \$500.00/acre over one acre

Note: Acreage calculations based upon the acreage being developed or utilized for the project (parking, buildings, walks, stormwater retention etc.).

Sec. 1-220. Private road and drainage fees.

- (a) Private road-regular approval request (please note that these fees are in addition to any variance/wavier request fees that may be applicable): Zoning administrative fee: \$400.00.
- (b) Engineer review escrow: (includes original and one revised submittal):

1—2,000 Linear Footage	\$2,500.00
2,000—4,000 Linear Footage	\$3,500.00
4,000 + Linear Footage	Multiply above increments

Road Surface, Drainage Inspection and Certification Review Fee	\$300.00
Reinspection Fee	\$300.00
Bond to Construct Road	As set by Zoning Administrator

(c) Assistance due to non-compliance:

Township Administration	\$400.00
Engineering and Site Visit Escrow	\$3,000.00

(d) Private road variance/waiver request:

Application Fee	\$500.00
Engineer Review/Inspection Fee	\$1,000.00
If Special Meeting—Fee for Township Board	\$800.00

Secs. 1-221—1-345. Reserved.

DIVISION 6. OTHER FEES

Sec. 1-346. Site walks.

Planning commission \$750.00

Sec. 1-347. Special meetings.

Planning commission and Township Board:

Meetings that Do Not Require Consultant Review	\$800.00
Meetings that Require Consultant Review	\$800.00 plus \$700.00 consultant fee

Sec. 1-348. Sewer feasibility.

Cost Estimate Commercial	\$1,000.00
Cost Estimate Single-Family Home	\$200.00
Final Inspection and Review of Certification Documents	\$500.00 plus review fees
Creation/alteration of Water Bodies (section 36-275) (setbacks need to be met if pond is entirely within parcel)	\$50.00
Permit for Grading, Drainage, Fill, Excavation, Etc. (plus engineering review and site visit fees)	\$50.00

Sec. 1-349. Land divisions/combinations/lot splits/re-descriptions.

Per Parcel/Lot Being Created	\$100.00
Boundary Adjustments (fee charged for each resulting parcel or new description) (outlots/parks/open space areas each count as 1 lot)	\$100.00
Review Escrow	Based on estimated cost of review (no charge for combination or separation of platted lots of record or other parcels of record for tax code purposes only)

Sec. 1-350. Zoning Board of Appeals fees (in addition to all other fees).

Per Case	\$500.00 plus \$50.00 per additional variance
Rehearing Meeting	\$200.00
Review Escrow	Based on estimated cost of review

Sec. 1-353. Ordinances.

Ordinances and the master plan can be viewed on our website at www.hamburg.mi.us. From the main page, go to the Lawroom (add \$5.00 if mailed).

Master Plan	\$30.00
General Ordinance	\$35.00
Zoning Ordinance	\$35.00
Large Zoning District Map	\$15.00
Small Zoning District Map	\$7.50
Copies of Full-Size Sectional Maps	\$10.00/sheet

Sec. 1-354. Copies.

Photocopies (plus postage if mailed): \$0.25/page.

Sec. 1-355. Fees.

Fees listed in this schedule are intended to cover staff time and other costs for standard processing. Application fees and review fees are required at the time of application. In the case of separate applications for preliminary and final reviews, separate application and review fees shall be collected.

Sec. 1-356. Exemptions.

All permitting fees will be waived by Hamburg Township for non-profit private and public service project.

Sec. 1-357. Review escrows.

- (a) Review escrow fees are reasonably related to the amount of costs and expenses estimated by the Township and its consultants to complete the respective review of a project by the Township's consultants. If there is not an estimate for the initial cost of the review escrow and instead the review fee states it is based on an estimate of cost of review the Zoning Administrator will contact the party that is needed for review and the cost of the review escrow fee will be based on the projected cost of the review. Review escrow fees shall be placed into a non-interest-bearing escrow account. Upon final review, the remaining review escrow fee balances shall be returned to the applicant upon receipt of final billing. If the excess fees are sent by mail to the applicant at the address specified on the escrow receipt, and is returned undelivered, it shall be held by the Township and returned to the applicant on demand; however, if such demand is not made within one year after it was returned undeliverable, the remaining escrow shall be deemed forfeited and shall be deposited in the general fund of the Township. The applicant shall be responsible for all costs incurred for review in excess of the original submitted escrow amount. If the review escrow fee amount held by the Township is determined to be less than the amount needed to review the project additional escrow fund shall be requested. Final certificates of occupancy shall not be issued until such time as all outstanding fees are paid.
- (b) Review escrows fees can be required for any work or process either covered or not covered in this Schedule based on the cost of the review to be determined by the Zoning Administrator and the party reviewing the project.

Secs. 1-358—1-387. Reserved.

ARTICLE V. HAMBURG CEMETERY AND MAUSOLEUM PRICING

DIVISION 1. GENERALLY

Secs. 1-388—1-417. Reserved.

DIVISION 2. CRYPT PRICING

Sec. 1-418. South wall, side by side.

Cost: \$3,000 (single)

(Ord. of 7-1-2021)

Sec. 1-419. South wall, end to end.

Cost: \$6,000 (double)

(Ord. of 7-1-2021)

Sec. 1-420. Reserved.

Editor's note(s)—An ordinance adopted July 1, 2021 , repealed § 1-420, which pertained to south wall singles.

Sec. 1-421. North wall, side by side.

Cost: \$2,500 (single)

(Ord. of 7-1-2021)

Sec. 1-422. North wall, end to end.

Cost: \$5,000 (double)

(Ord. of 7-1-2021)

Sec. 1-423. Reserved.

Editor's note(s)—An ordinance adopted July 1, 2021 , repealed § 1-423, which pertained to north wall singles.

Secs. 1-424—1-444. Reserved.

PART II - TOWNSHIP APPENDICES
Appendix A - HAMBURG TOWNSHIP ADMINISTRATIVE FEE SCHEDULE 2021—2022
ARTICLE V. - HAMBURG CEMETERY AND MAUSOLEUM PRICING
DIVISION 3. NICHE PRICING

DIVISION 3. NICHE PRICING²

Sec. 1-445. West wall (mural).

<i>Tier</i>	<i>Cost</i>
I	\$677.00
H	\$903.00
G	\$1,083.00
F	\$1,083.00
E	\$1,083.00
D	\$1,083.00
C	\$1,083.00
B	\$903.00
A	\$903.00

(Ord. of 7-1-2021)

Sec. 1-446. East wall.

<i>Tier</i>	<i>Cost</i>
I	\$451.00
H	\$677.00
G	\$903.00
F	\$903.00
E	\$903.00
D	\$903.00
C	\$903.00
B	\$677.00
A	\$587.00

(Ord. of 7-1-2021)

Sec. 1-447. Cemetery plots.

- (a) Resident pricing, per plot \$500.00

²Editor's note(s)—Interment of more than one cremation at the same is charged at 1.5 times the rate.

(b) Nonresident pricing, per plot \$750.00
(Ord. of 7-1-2021)

Sec. 1-448. Opening/closing.

CASKET BURIAL

Adult - M—F before 3:30 p.m. \$1,000.00

Adult - after 3:30 p.m. & Saturday \$1,200.00

Child/Infant - M—F before 3:30 p.m. \$500.00

Child/Infant - after 3:30 p.m. & Saturday \$700.00

BURIAL/INTERMENT OF CREMAINS

M—F before 3:30 p.m. \$300.00

After 3:30 p.m. & Saturday \$400.00

(Ord. of 7-1-2021)

Sec. 1-449. Monument foundations.

Monument foundations will be charged at a rate of \$0.31 per square inch and must be a minimum of two (2) inches on all sides of the base.

~~(Ord. of 7-1-2021)~~

~~**Secs. 1-450—1-466. Reserved.**~~

~~**ARTICLE VI. SCHEDULE 1 CURRENT RATES AND CHARGES FOR THE RESPECTIVE SEWER DISTRICTS IN THE SYSTEM (REVISIONS HIGHLIGHTED IN BOLD)**~~

~~**Sec. 1-467. Appendix 1 Table of unit factors.**~~

<i>Usage</i>	<i>Residential Equivalent Unit Factor</i>
Auto Dealer—Sales and/or Service	1.00/premises + 0.40/1,000 square feet
Auto Repair/Collision Body Shop	1.00/premises + 0.40/1,000 square feet
Bakery	1.25/1,000 square feet
Bank	0.25 per employee station
Bar	2.00/1,000 square feet
Barbershop	1.00/shop + 0.10/chair
Beauty Shop	1.00/shop + 0.10/booth
Bed and Breakfast	1.00/premises + 0.20/guest
Boardinghouse, Boarding School, Dormitory, Fraternity Or Sorority House, Etc.	1.00/premises + 0.20/bedroom

Commented [DH5]: Need to know if this is duplicate information to what is shown in Section III, Section 14-53 – Table of Unit Factors. If it is, we should pick one place or the other to show it, and then reference to it in the other part of the code. Need a decision, but I suggest leaving it here and changing it in Article III.

Bowling Alley and/or Restaurant	0.16/alley (bar and/or restaurant to be computed at its respective residential equivalent)
Car Wash—Do It Yourself	1.00 per stall
Car Wash—Automatic Non-Recycled	10.00/single production line
Car Wash—Automatic Recycled	5.00/single production line
Churches	0.20/1000 square feet
Cleaners (pick-up only)	1.00/shop
Cleaners (pressing facilities)	1.25/press
Convalescent Home	0.22/bed
Country Club/Health Center	1.50/1,000 square feet
Day Care Center	1.00/premises + 0.25/1,000 square feet
Drug Store, Dime Store (with fountain service)	1.0 + 0.1 per seat
Factory (exclusive of industrial waste)	0.50/1,000 square feet
Fire Station (volunteer)	1.00/location
Fire Station (full time)	0.20/firefighter-24 hrs.
Florist	1.10/1,000 square feet
Fraternal Organization (with bar and/or restaurant)	1.00/hall (bar and/or restaurant to be computed at its respective residential equivalent)
Funeral Home	1.50/1,000 square feet
Garden Center (nursery) Government Offices	1.10/1000 square feet, 0.40/1000 square feet
Grocery Stores and Markets	1.10/1,000 ft.
Hospital	1.10/bed
Hotel, Motel, Roominghouse (with bar and/or restaurant)	0.4 bedroom (bar and/or restaurant to be computed at its respective residential equivalent)
Laundry (self-serve)	0.34/washer
Library	0.53/1,000 square feet
Marina	0.10/slip (over 25 feet in length), 0.06/slip (under 25 feet in length)
Office Building (general)	0.40/1000 square feet
Office Building (medical, dental, clinic, etc.)	1.0 + 0.5 per exam room
Pet Shop	1.10/1,000 square feet
Post Office	1.00/1,000 square feet
Printing Shop	0.50/1,000 square feet
Public Institute	0.75/1,000 square feet
Residential	
Condominiums	1.00/per unit
Mobile Home, Trailer Park	1.00/unit
Multiple Family Residence (three or more units in one structure)	0.75/unit
Single Family Residence	1.00/unit
Two-Family Residence (duplex)	1.00/unit
Restaurants (fast food)	7.00/location

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Restaurant (meals and bar)	2.50/1,000 square feet (excluding restrooms, public areas not in regular use and unfinished areas)
Restaurant (meals only)	1.50/1,000 square feet (excluding restrooms, public areas not in regular use and unfinished areas)
Retail Store	1.00/premises + 0.10/1,000 square feet
School	1.00/classroom
Service Station + Repair Area	0.25/pump + 0.40/1000 square feet
Snack Bar, Drive In	1.50/1,000 square feet
Supermarket, Grocery Store	1.10/1,000 square feet
Swimming Pool	3.00/1,000 square feet
Theater — Drive In, Theater — Indoor, Travel Trailer Parks and Campgrounds	0.04 per car space (plus snack bar, which is measured separately)
	0.04 per seat (plus snack bar, which is measured separately) 0.20/site (plus waste disposal station C is calculated separately)
Utility Sub Station	0.10/1,000 square feet
Warehouse or Storage Building	0.10/1,000 square feet
Waste Disposal Station (for travel trailers)	2.00/station
Veterinary Facilities and Kennels	1.00 + 0.10 per kennel

Notwithstanding the foregoing, each connecting customer shall be considered to be at least one residential equivalent unit.

(Ord. of 7-1-2021)

We reimburse for paint for football which is taken off fees. We pay for paint and striping in West Park, and have starting paying for gravel in East Park which used to be paid for by Baseball. Specific costs for maintenance related expenses is in a separate report.

These are the Average fees paid per season/per sport:

Soccer - \$2,000 per season

Baseball - \$2,000 per season

Football - \$1,000 per season

Flyers RC - \$325 Annually

These use rates are not contemplating complete use of All fields, All Days, All Hours, for the particular sport. This is often what is requested, but not what is needed, in my observation.

Currently the "Partner Groups" are Flyers, PHBSA & PYA – who are billed under the old system of \$5.00 per resident and \$10.00 per non-resident for the season. Effectively the fields are blocked for their use for the season for the rates we receive above, less any receipts they send us for the maintenance of the fields. I highly recommend we do away with this old system of park fee and negotiate individually with these groups what their flat rate will be and what will be expected from both them and the Township as far as the maintenance that occurs, and how it is conducted. In the case of the Flyer's, their contribution includes GL coverage.

Negotiated contracts would clarify what was expected from everyone, whether the benefit they provided was required to extend to the public in the off season.

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