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TO: Board of Trustees

FROM: Michelle DeLancey, Director of Accounting and Human Resources

DATE: June 11, 2025

AGENDA ITEM TOPIC: Administrative Fee Schedule proposed changes – 1st reading

Number of Supporting Documents: 1

Background

Beginning this year, I would like to review the Administrative Fee Schedule annually during the budget process. Attached are suggested edits from Department Heads and employees for the 1st reading of the Administrative Fee Schedule.

PART II TOWNSHIP APPENDICES

Appendix A

HAMBURG TOWNSHIP ADMINISTRATIVE FEE SCHEDULE

ARTICLE I. IN GENERAL

Fees are approved by 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, are included herein by reference. Fees may be changed at any time administratively, please confirm costs for services with referenced Department.

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, or use of areas for dates and times listed as a “Blackout.” 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, **the reimbursement of required vendor services at cost**, and the submittal of specialty insurance naming Hamburg Township as Additional Insured.

Fee Type	Amount	Frequency	Comments
<i>Negotiated Contract</i>			
Parkland Sports—Partner Group (list of partners pre-approved by Board)	Seasonal Flat rate negotiated at time of application based on type of fields and maintenance required	Negotiated Contract will be on a per season basis and shall include maintenance specific to the requested area. Schedule	Spring use must be scheduled by 3/31 each year. After 4/1 calendar is open to the public. Fall season use schedule is due by 7/1.

<i>Sports - Hourly Rates</i>			
Parkland Sports—2-Hour Rate – Resident	\$35.00	2-hour block/per field	Use must be scheduled. No pro-rating.
<i>Event - Daily Rates</i>			
Park Fees – Low Hazard – Partner/Resident	\$ 375.00	Per day/per area	Less than 1,000 people
Event Use—Low Hazard – Non-Partner/Resident	\$750.00	Per day/per area	Less than 1,000 people
Event Use—Medium Hazard – Partner/Resident	\$750.00	Per day/per area	1,000 – 2,500 people See Sec. 1-21. Public Safety for required additional charges
Event Use—Medium Hazard – Non-Partner/Resident	\$1,500.00	Per day/per area	1,000 – 2,500 people See Sec. 1-21. Public Safety for required additional charges
Event Use—High Hazard – Partner/Resident	\$1,250.00	Per day/per area	2,501 - 5,000 people See Sec. 1-21. Public Safety for required additional charges
Event Use—High Hazard – Non-Partner/Resident	\$2,500.00	Per day/per area	2,501 - 5,000 people See Sec. 1-21. Public Safety for required additional charges
Special Use – Event Proposal	Rate established by motion of the Township Board.	Flat Rate negotiated or waived by the Township Board which may be placed on the event calendar a BLACKOUT DATE	May warrant a special contract and insurance requirements based on exposure/hazard. Also may prohibit other users from using parklands.
<i>Other Fees</i>			
Merrill Field Disc Golf Course/Pickleball/Adult Workout/Volleyball	\$2.00	Per use	Suggested cash donation, welcome but not required
Restoration/Clean-up/Damage Bond—Winkelhaus Gazebo	\$250.00	Per use	Refunded after damage inspection
Restoration/Clean-up/Damage Bond—Manly Bennett Park	\$1,000.00	Per field/area	Refunded after damage inspection

Sec. 1-21. Public Safety (Police/Fire/Park Rangers during events).

Department	Fee	Frequency	Comments
Public Safety—Low Hazard 1 Safety Personnel, if requested	No extra charge \$700 Full Day \$350 ½ Day	Per application/event	No charge Public Safety personnel will be charged for, but their presence is discretionary based on the type of use
Public Safety—Medium Hazard	\$1400.00	Full day/2 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—Medium Hazard	\$700.00	Half day/2 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—High Hazard	\$4 personnel - 2800.00 3 personnel – 2100.00	Full day/3-4 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—High Hazard	\$4 personnel - 1400.00 3 personnel – 1050.00	Half day/3-4 safety personnel	Parks and recreation invoices for events held on Township grounds
Public Safety—Special Use Category	Actual salary costs of staff who aren't working a regularly scheduled shift	Use will be rounded for calculations to the nearest ½ hour increment	To be calculated by Public Safety Director in consultation with Parks & Recreation staff and event organizers

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

Department	Fee	Frequency
Membership fee—55 and up	\$5.00	Annual
Membership newsletter (mailed physical copy only)	\$15.00	Annual
Other fees		
Euchre/pinocle games	\$1.00	Per table of 4
Bingo	\$2.50	Flat Rate to Play
Trips	Charges vary – Details provided at time of registration	Regularly scheduled, must register to participate
Lunch Program	\$5.00 per lunch	3 days a week, register to participate – walk-ins limited

Sec. 1-23. Community Center (scheduled by Parks and Recreation – RESIDENTS ONLY).

Department	Fee	Frequency	Comments
Monthly Meetings – Regular date and time booked for year for Non-profit/Homeowner Associations – Flat Rate	\$120.00	Non-refundable	Use must be scheduled, reschedules are allowed as available
Resident/Non-Profit Meetings – Hourly Room Rental Rate	\$10.00 flat first 3 hours, \$10.00 per hour thereafter (same day)	Invoiced through Parks, fees are non-refundable	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)	Invoiced through Parks, fees are non-refundable	Uses are scheduled with Parks and Recreation
Event Use – Hourly Room Rental Rate	\$50.00 each hour for first 4 hours, then \$35.00 per hour thereafter (same day)	Invoiced through Parks – requires a \$250.00 refundable damage/key deposit	Use must be scheduled with Parks & Recreation, must be minimum of 4 hours
Key Replacement—Key Fob	\$100.00	When misplaced	May warrant Re-key charge
Re-key of facility	\$400.00	When misplaced	
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	—

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
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	Per resident permit	
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
Solicitor Permits—Daily	\$ 10.00	Per day	
Solicitor Permits—Annual (Hamburg Resident Only)	\$ 50.00	Annual	
Preliminary Breath Tests (PBT)—Resident	\$ 5.00	Per test	
Preliminary Breath Tests (PBT)—Non-Resident	\$ 10.00	Per test	
Video Tapes/CDs/DVD's plus labor	\$ 0.50	Per DVD	with \$4.76 \$6.28 per 15 min. increment/labor
Audio CD Plus Labor	\$0.50	Per DVD	with \$4.76 \$6.28 per 15 min. increment/labor

<i>Civil infraction penalties as listed in 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	

Sec. 1-26. Utility department.

Charges for sewer taps and pumps are calculated and charged on a case-by-case basis as outlined in Article III. - Wastewater Treatment and Administration

Sewer Application Fee—Residential	\$200.00 per application
Sewer Application Fee—Commercial	\$1,000.00 per application
Operations and Maintenance (O&M)	\$167.00 \$171.00 per REU/per quarter
REU Review Application	\$200.00 per application

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 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.

Sec. 1-27. Township Clerk.

Notary Services – Hamburg Residents/Businesses only	Free of charge	No services provided for non-Township residents/businesses
Voter Information on Electronic Media	Charges calculated under FOIA process	FOIA Procedures and Guidelines can be found on the Township website from the Clerk Department Home page.
Copy of Available Meeting Minutes Via Email	Free of charge	Available on our website
Paper Copies—Black and White or Color	\$0.10 per page	Cannot exceed \$0.10 per FOIA

Sec. 1-28. Freedom of Information Act (FOIA).

Requests for items such as file copies, blueprints, police reports, etc. are processed under the Freedom of Information (FOIA) process. Fees for FOIA requests are calculated and charged on a case-by-case basis as outlined in the FOIA Procedures and Guidelines, a summary of which is available on the Township website. Information about this procedure can be found on the Clerk Department home page.

Fee Deposit (for requests totaling over \$50.00)	½ the calculated fee per request	
Paper Copies—Black and White or Color	\$0.10 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% of payment amount	Point-n-Pay
E-checks	\$1.50 point-n-pay	Point-n-Pay
Return Check Fees/NSF	\$12.00 \$25.00	—
Copies:	—	—
Paper Copies—Black and White or Color	\$0.10 per page	Cannot exceed \$0.10 per FOIA
Taxes Printscreen Per Page	No Charge for Resident	No Charge for Resident
Copy of Maps—Township, Precinct	\$7.50	Large
Copy of Maps—Township, Precinct	\$5.00	Small
<i>Animal licenses (pricing is set by County, may be updated at any time)</i>		
Non-Spayed/Non-Neutered	\$60.00	Three year per county
Puppies/Dogs	\$10.00	One year per county
With 3-year rabies vaccine with spayed or neutered	\$25.00	Three years per county consistent with rabies vaccine expiration
<i>Administrative Fees</i>		
Late fee Taxes—Winter	1%—Added Feb. 15—28/29 (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	—

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 Guideline.

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 – 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.

ARTICLE III. LAND USE

DIVISION 1. GENERALLY

Secs. 1-99—1-124. Reserved.

PART II - TOWNSHIP APPENDICES
Appendix A - HAMBURG TOWNSHIP ADMINISTRATIVE FEE SCHEDULE
ARTICLE IV. - LAND USE
DIVISION 2. PERMITS

DIVISION 2. PERMIT FEES

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
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
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
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, bathrooms, electrical, plumbing, heating mechanical, factory machinery, upgrades requiring building permits)	\$105.00
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
Reinspection Fee	\$25.00
After the Fact Permit Additional Processing Fee	\$100.00
Review Escrow	Based on estimated cost of review

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
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

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
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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
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
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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
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Engineering and Site Visit Escrow	\$3,000.00
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(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/redescriptions.

Per Parcel/Lot Being Created	\$100.00
Boundary Adjustments (fee charged for each resulting parcel or new description)	\$100.00

(outlots/parks/open space areas each count as 1 lot)	
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 \$7.50
Small Zoning District Map	\$7.50 \$5.00
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 projects.

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 IV. 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.

DIVISION 3. NICHE PRICING¹

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

¹Editor's note(s)—Interment of more than one cremation at the same time is charged at 1.5 times the rate.

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
- (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

WINTER GROUND BURIALS

When the frost depth is two (2) inches or greater, these charges are added to the calculated burial costs.

Full Casket Burial - \$250.00
 Urn Internment - \$125.00

(Ord. of 7-1-2021)

Sec. 1-449. Monument foundations.

Monument foundations will be charged at a rate of \$0.55 per square inch in standard, .60 in odd and must extend a minimum of two (2) inches beyond all sides of the base of the monument.

(Supp. No. 3)