

PART II
TOWNSHIP APPENDICES

Appendix A

HAMBURG TOWNSHIP ADMINISTRATIVE FEE SCHEDULE

ARTICLE I. IN GENERAL

Fees are ~~established~~approved 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 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 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 (<u>list of partners</u> 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 covered area. <u>Schedule</u> | Spring use must be scheduled by 3/31 each year. After 4/1 calendar is open to the public. Fall <u>season</u> use schedule <u>is</u> due by 7/1. |
| <i>Sports - Hourly Rates</i> | | | |

| | | | |
|---|---|--|---|
| Parkland Sports— Hourly 2- <u>Hour</u> Rate – Resident | \$35.00 | 2-hour block/ /per field | Use must be scheduled. <u>No pro-rating.</u> |
| Event - Daily Rates | | | |
| 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 | FBDRate <u>established by motion of the Township Board.</u> | Flat Rate negotiated <u>or waived</u> by the Township Board and which may be placed on the event calendar a BLACKOUT DATE, which prohibits regular users from fields in the area | Negotiated by the Township Board and may <u>May</u> warrant a special contract and insurance requirements based on exposure/hazard. <u>Also may prohibit other users from using parklands.</u> |
| Other Fees | | | |
| Merrill Field <u>Disc</u> 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 |

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

| Department | Fee | Frequency | Comments |
|------------------------------------|---|---|--|
| Public Safety—Low Hazard | —No extra charge | Per application/event | No charge Public Safety personnel will be charged for, but their presence is up to discretion discretionary based on Park Use Request the type of use |
| Public Safety—Medium Hazard | \$800.00 | Full day/2 safety personnel | Parks and recreation invoices for events held on Township grounds |
| Public Safety—Medium Hazard | \$400.00 | Half day/2 safety personnel | Parks and recreation invoices for events held on Township grounds |
| Public Safety—High Hazard | \$1,600.00 | Full day/4 safety personnel | Parks and recreation invoices for events held on Township grounds |
| Public Safety—High Hazard | \$800.00 | Half day/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 Director staff and event organizers |

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

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 |

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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 | — |

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.

| Department | Fee | Frequency | Comments |
|---------------------------------|----------|---------------------------------------|---|
| 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 |

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| | | | |
|--|----------|---|---|
| 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 |

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| 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 | 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 per 15 min. increment/labor |
| Audio CD Plus Labor | \$0.50 | Per DVD | with \$4.76 per 15 min. increment/labor |

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| Civil infraction penalties as listed in Section 1-45 (b) – Sanctions for Violations | | | |
|--|------------|-------------|--|
| 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) | \$163.30 \$167.00 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 – <u>Hamburg Residents/Businesses only</u> | Free of charge | <u>No services provided for non-Township residents/businesses</u> |
| Voter Information on Electronic Media | Free of charge Charges calculated under FOIA process | <u>FOIA Procedures and Guidelines can be found on the Township website from the Clerk Department Home page.</u> |
| Copy of Available Meeting Minutes Via Email | Free of charge | Available on our website |
| <u>Paper Copies—Black and White or Color Paper Copies</u> | \$0.10 per page \$0.25 per page | <u>Cannot exceed \$0.10 per FOIA See Township Treasurer</u> |

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 Freedom of Information Act (FOIA) 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. 02 <u>10</u> per page | Cannot exceed \$0.10 per FOIA |

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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% <u>of payment amount</u> | 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: | — | — |
| Paper Copies—Black and White or Color Photocopies | \$0.10 per page \$0.25 | Cannot exceed \$0.10 per FOIA Per page |
| Taxes Printscreen Per Page | <u>No Charge for Resident</u> | <u>No Charge for Resident</u> |
| Duplicate Tax Bill | — | — |
| Printing Fee for Duplicate Tax Bill at Counter | — | — |
| 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/ or 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 (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 ~~IV~~. LAND USE

DIVISION 1. GENERALLY

Secs. 1-99—1-124. Reserved.

PART II - TOWNSHIP APPENDICES
Appendix A - HAMBURG TOWNSHIP ADMINISTRATIVE FEE SCHEDULE 2021—2022
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 |
| 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 |
| 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, 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 |

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| | |
|--|-----------------------------------|
| Site Improvements (paving, parking, grading, curbs, sidewalks, landscaping, C onsumers E nergy 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 |
| 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 |
|-------------------------------|------------|

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—Significant Changes | \$2,000.00 plus review fees |

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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 |

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 |

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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) (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 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

PART II - TOWNSHIP APPENDICES
Appendix A - HAMBURG TOWNSHIP ADMINISTRATIVE FEE SCHEDULE 2021—2022
ARTICLE V. - HAMBURG CEMETERY AND MAUSOLEUM PRICING
DIVISION 1. GENERALLY

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 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 |
| 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

¹Editor's note(s)—Interment of more than one cremation at the same time 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

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.~~31~~55 per square inch and must ~~be extend~~ a minimum of two (2) inches ~~on~~beyond all sides of the base of the monument.

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