



CITY OF NOVI CITY COUNCIL JUNE 8, 2026

SUBJECT: Approval of a Resolution Amending the Clerk's Office Fee Schedule effective July 1, 2026.

SUBMITTING DEPARTMENT: Clerk's Office

KEY HIGHLIGHTS:

- Modernizing application fees to reflect cost of service provided for Clerk's Office licenses and permits.

BACKGROUND INFORMATION:

The Clerk's Office is recommending the adoption of an updated fee schedule to reflect current administrative costs and departmental review requirements.

While certain license and permit fees have been adjusted periodically over time, a full evaluation of the schedule has not occurred since 2007. As a result, several fees no longer accurately reflect the staff time, processing requirements, and administrative resources associated with the services provided.

To assist with this review, staff conducted a survey of comparable municipalities and communities to evaluate current fee structures and practices. The survey results demonstrated that some of the City's existing fees are below those charged by peer communities for similar services.

The proposed fee schedule is intended to modernize the Clerk's Office fees and better align them with the actual cost of providing services, including departmental review and administrative processing. Updating the schedule will help ensure consistency, fairness, and improved cost recovery while maintaining reasonable fees for residents and applicants.

Staff recommends adopting the revised fee schedule as presented, with an effective date of July 1, 2026.

RECOMMENDED ACTION:

Approval of a Resolution Amending the Clerk's Office Fee Schedule effective July 1, 2026.