

## Memo

**To:** Northfield Township Board

**From:** Howard Fink

**Date:** 6/9/2016

**Re:** Fees

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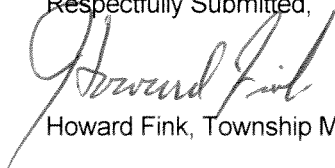
Dear Township Board,

As a policy, every year at budget time, the board should review their fees and associated revenue. Attached is the Townships fees in a single document for your review. I am recommending the following changes in fees.

- Increasing the fees for building plan review from \$50 per hour to \$60 per hour.
- Increase solicitation permit application fee from \$5 to \$25.
- Have a separate zoning compliance fee for new commercial construction or any additions at \$200
- Set tax abatement application fees at \$500 plus any legal expenses.
- Increase Land Division / Combinations from \$250 to \$400 to offset the costs that McKenna Charges for this service.

All other fees are remaining the same.

Respectfully Submitted,



Howard Fink, Township Manager

# NORTHFIELD TOWNSHIP FEE SCHEDULE

ADOPTED \_\_\_\_\_

## NORTHFIELD TOWNSHIP DEPARTMENT OF BUILDING SAFETY FEES

Minimum construction value shall be established by applying 70% of the most recent ICC Building Valuation Data, (BVD) square foot construction cost tables.

PROJECT TYPE	NF TWP FEES	NOTES/FEE ADDITIONS
<b>PLAN REVIEW FEE</b>		
New Residential, per unit (Single family, duplex, and townhouse)	\$60/hr.	
Minor Plan Reviews or Revisions	\$25	
Commercial Plans	\$132/hr.	\$60 Minimum
Note: Applicant is responsible for all plan review cost incurred by the Township even if the project is canceled.		

<b>PERMITS FEES</b>		
Building Permit Application Fee	\$25	Non-refundable
Construction Cost Fee	\$4/\$1000	Ex. \$10,000 remodel = \$40 Fee
For minor improvements not included in the International Code Council Building Valuation Data the following extra costs will be included in total construction value to calculate the <i>construction cost fee</i> .		
Basement Finishes	\$20/sf	
Concrete Flat Work	\$5/sf	
Porches w/ Roof	\$20/sf	
Porches/Decks without Roof	\$13/sf	Add \$2/sf for composite decking
Screened Porches/Gazebo's	\$20/sf	
R3 Accessory Structures w/o concrete floor	\$15/sf	Sheds, garages, pole barns
Mechanical, Electrical, Plumbing	\$25	
Change of Use Permit	\$125	Plus Plan Review & Inspection
Demolition Permit	\$75	Plus Inspection
Industrial/Commercial Annual Trade Permits	\$225	Plus Plan Review & Inspection
Barrier Free Ramps - Residential	No Charge	
Note: Building permits DO NOT cover the associated installation or changes to electrical, mechanical, or plumbing work. Separate trade permits are required.		

<b>INSPECTION FEES</b>		
Initial & Additional Inspections	\$50/ea.	30 Minute Inspection
Re-Inspections	\$45/ea.	
Special Inspections	\$100/ea.	After Hours/Weekends/Holidays
Code Compliance Inspection	\$50	
Code Compliance Inspection, Cert	\$75	With Certificate
Building Safety/Liquor Inspection	\$100	
Note: If an inspection takes longer than 30 minutes, an additional \$50 fee applies.		

PROJECT TYPE	NF TWP FEES	NOTES/FEE ADDITIONS
<b>OTHER CHARGES</b>		
Contractor (License) Registration Fees	\$15	Expires Each Calendar Year
Violation-Work without permits	\$45	
Posting of STOP WORK ORDER	\$45	
Special Inspection Reports	\$50/hr.	
Residential Certificate of Occupancy	\$25	Plus Inspection, if applicable
Residential Temporary C of O*	\$75	Plus Inspection, if applicable
Commercial Certificate of Occupancy	\$100	Plus Inspection, if applicable
Commercial Temporary C of O*	\$100	Plus Inspection, if applicable
Construction Board of Appeals	WC	Current Washtenaw County Fees

**Note:** C of O required for: Remodels, Additions, Renewals, & Replacements

<b>*PERFORMANCE BONDS</b>		
Residential Temporary C of O	\$500/item	
Commercial Temporary C of O	\$1000/min.	
Demolition Bond	\$5,000	
Structure Moving	\$5,000	
Sales/Construction Trailer	\$500	
Applicant Performance Bond**	TBD	Based on Value of Construction

\*\* The Applicant Performance Bond is required for each permit issued to an applicant that has been notified and has failed to act in good faith to complete expired uncompleted permits within the Township.

**Certificate of Occupancy Information:**

A home is NOT to be occupied until a Certificate of Occupancy has been issued. In some cases, a Temporary Certificate of Occupancy can be issued for extenuating circumstances.

**Refund of Fees:** Prior to the permits expiration date, the applicant may submit for a refund of unused fees paid. The request must be in writing and all fees will be refunded except: the application fee and 25% of the permit fee plus \$50 for each inspection completed.

**SOLICITATION PERMIT FEES**

Application Fee	\$25
Background Check Fee	\$10
Daily Permit Fee	\$5 for the first 6 days, 1 dollar for each subsequent day
Monthly Permit Fee	\$25
Yearly Permit Fee	\$50

**Note:** Each Permit/Person requires 2 forms of picture ID (Driver's license/State ID, Employer ID, College ID, Military ID, etc.), copy of a vehicle registration, and copy of Sales Tax License (if applicable). Applicant will receive a copy of the Solicitation Ordinance.

PROJECT TYPE	NORTHFIELD TWP FEE (\$)	CWA FEE (\$)	OHM FEE (\$)	FIXED FEES (\$)	NOTES AND FEE ADDITIONS	RESUBMITTALS
<b>SITE PLAN (NON-RESIDENTIAL)</b>						
NEW DEVELOPMENT CONCEPT PLAN	no charge	350	500	850	CWA plus \$25/acre; OHM plus \$60/2,000 sft	1/2 of original consultant fees
NEW DEVELOPMENT SITE PLAN	750	400	800	1950	CWA plus \$25/acre; OHM plus \$60/2,000 sft	1/2 of original consultant fees
NEW DEVELOPMENT CONSTRUCTION PLAN (DETAILED ENGINEERING)	no charge	NA	calculate	calculate	OHM % of construction cost estimate	1/2 of original consultant fees
ADDITION/EXPANSION CONCEPT PLAN	no charge	350	800	1150	CWA plus \$25/acre; OHM plus \$60/2,000 sft	1/2 of original consultant fees
ADDITION/EXPANSION SITE PLAN	750	400	800	1200	CWA plus \$25/acre; OHM plus \$60/2,000 sft	1/2 of original consultant fees
ADDITION/EXPANSION CONSTRUCTION PLAN (DETAILED ENGINEERING)	no charge	NA	calculate	calculate	OHM % of construction cost estimate	1/2 of original consultant fees
<b>SITE PLAN (RESIDENTIAL)</b>						
NEW DEVELOPMENT CONCEPT PLAN	no charge	350	500	850	CWA plus \$25/acre; OHM plus \$50/acre	1/2 of original consultant fees
NEW DEVELOPMENT SITE PLAN	750	400	800	1950	CWA plus \$25/acre; OHM plus \$50/acre	1/2 of original consultant fees
NEW DEVELOPMENT CONSTRUCTION PLAN (DETAILED ENGINEERING)	no charge	NA	calculate	calculate	OHM % of construction cost estimate	1/2 of original consultant fees
ADDITION/EXPANSION CONCEPT PLAN	no charge	350	500	850	CWA plus \$15/acre; OHM plus \$45/acre	1/2 of original consultant fees
ADDITION/EXPANSION SITE PLAN	750	400	800	1950	CWA plus \$15/acre; OHM plus \$45/acre	1/2 of original consultant fees
ADDITION/EXPANSION CONSTRUCTION PLAN (DETAILED ENGINEERING)	no charge	NA	calculate	calculate	OHM % of construction cost estimate	1/2 of original consultant fees
<b>PLANNED UNIT DEVELOPMENT</b>						
PUD MINOR/MAJOR AMENDMENT	750	*	*	750	*TBD if required	1/2 of original consultant fees
PUD SITE PLAN	750	400	800	1950	CWA plus \$30/acre; OHM plus \$45/acre	1/2 of original consultant fees
PUD CONSTRUCTION PLAN (DETAILED ENGINEERING)	no charge	NA	calculate	calculate	OHM % of construction cost estimate	1/2 of original consultant fees
DEVELOPMENT AGREEMENT	no charge	hourly if required	hourly if required	hourly if needed	plus legal review fees incurred	hourly if required
<b>PLAT</b>						
TENTATIVE PRELIMINARY PLAT	750	400	800	1950	CWA plus \$10/acre; OHM plus \$45/acre	1/2 of original consultant fees

FINAL PRELIMINARY PLAT	750	400	800	1950	CWA plus \$35/acre; OHM plus \$45/acre	1/2 of original consultant fees
FINAL PLAT	750	300	600	1650	CWA plus \$10/acre; OHM plus \$10/lot	1/2 of original consultant fees
<b>PROJECT TYPE</b>	<b>NORTHFIELD TWP ADMIN FEE (\$)</b>	<b>CWA FEE (\$)</b>	<b>OHM FEE (\$)</b>	<b>FIXED FEES (\$)</b>	<b>NOTES AND FEE ADDITIONS</b>	<b>RESUBMITTALS</b>
<b>ZONING</b>						
ZONING COMPLIANCE PERMIT (residential)	100	NA	NA	100		
ZONING COMPLIANCE PERMIT (commercial)	200	NA	NA	200	The extra 200 fee is for proposed new commercial construction or additions	
TRAILER AT JOBSITE	75	NA	NA	75	\$500 bond also required	
REZONING	750	400	hourly if required	1150	CWA plus \$15/acre	1/2 of original consultant fees
CONDITIONAL USE PERMIT AMENDMENT TO CONDO MASTER DEED	750	300	500	1550	OHM applies if use is changed plus legal review fees incurred	1/2 of original consultant fees hourly if required
LAND DIVISION/ COMBINATION	400	hourly if required	hourly if required	400	plus legal review fees incurred; includes up to 4 divisions; \$50 for each additional	hourly if required
VARIANCE - RESIDENTIAL VARIANCES (single unit - excludes subdivisions, site condo plans, apartment bulidings greater then 4 units and any commercial apartment complex)	295	250	hourly if required	545	\$50 increase for any previous violation (non conforming property cited)	1/2 of original consultant fees
VARIANCE - ALL OTHERS	495	250	hourly if required	745	\$100 increase for any previous violation (non conforming property cited)	1/2 of original consultant fees
<b>MISCELLANEOUS</b>						
CONDOMUNIUM DOCUMENT	no charge	hourly if required	hourly if required	no charge	plus legal review fees incurred	hourly if required
DEVELOPMENT AGREEMENT	no charge	hourly if required	hourly if required	no charge	plus legal review fees incurred	hourly if required
WETLANDS REVIEW	no charge	400	400	800	CWA plus \$25/acre; OHM plus \$25/acre	1/2 of original consultant fees
PRIVATE ROAD	500	400	800	1700	OHM plus \$50/parcel	1/2 of original consultant fees
MEETING WITH CONSULTANT (1 HOUR)	no charge	150	150	300		same as original consultant fees

SPECIAL BOARD MEETING	1000	125	hourly if required	1125		same as original consultant fees
PRE-APPLICATION MEETING	no charge	125	250	375		same as original consultant fees

**CONSTRUCTION PLAN (DETAILED ENGINEERING) REVIEW CALCULATION**

Estimated Construction Cost	Review Fee %
Up to \$500,000	2.0% (min. fee \$1,000)
\$500,001 - \$1,000,000	1.50%
\$1,000,001 - \$2,000,000	0.75%

not including building structures.

required, an additional fee of \$1000.00 to offset the Township's additional cost of public notices and affidavits of notice shall be

Tax Abatement Application Fees	
IDD Application Fee	\$500
IFT Application Fee	\$500

All legal costs incurred for a tax abatement application will be transferred to the applicant in addition to the above fees.