

PUTNAM TOWNSHIP

Schedule of Development Review Fees

As adopted by the Putnam Township Board
August 16, 1995
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(Rev. 9-15-10)

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**TABLE 1
MULTIPLE FAMILY, COMMERCIAL INDUSTRIAL, SEMI-PUBLIC SITE PLANS**

STAGE OF REVIEW	TYPE OF CHARGE	TOWNSHIP	ESCROW	TOTAL
SITE PLAN REVIEW	BASE CHARGE	2,000	1,500 *	3,500
REVISED SITE PLAN	BASE CHARGE	0	*	

* See General Notes

**TABLE 2
SPECIAL LAND USE PERMITS**

STAGE OF REVIEW	TYPE OF CHARGE	TOWNSHIP	ESCROW	TOTAL
SPECIAL LAND USE	BASE CHARGE	1,000	1,000 *	2,000

Note: Special land use permit application fees shall be charged where necessary in addition to site plan review fees.

**TABLE 3
SUBDIVISION PLAT/SITE CONDOMINIUMS**

STAGE OF REVIEW	TYPE OF CHARGE	TOWNSHIP	PLANNER	ENGINEER	ATTORNEY	TOTAL
SKETCH PLAN REVIEW	BASE CHARGE	700.00	*	*	*	700.00
TENTATIVE & FINAL PRELIMINARY PLAT	BASE CHARGE	800.00	*	*	*	800.00
FINAL PLAT	BASE CHARGE	700.00	*	*	*	700.00
REVISED PLAT	BASE CHARGE	0.00	*	*	*	

* 1500.00 Trust & Agency deposit to cover additional planning and engineering costs.

* See General Notes

**TABLE 4
REZONING & PUD**

STAGE OF REVIEW	TYPE OF CHARGE	TOWNSHIP	ESCROW	TOTAL
REZONING REQUEST (RESIDENTIAL)	BASE CHARGE	1,000	1,000 *	2,000
REZONING REQUEST (COMMERCIAL)	BASE CHARGE	1,500	1,000 *	2,500

Note: PUD's will require rezoning fees plus site plan or plat/condo review fee.

TABLE 5 SIGN APPLICATIONS				
STAGE OF REVIEW	TOWNSHIP	PLANNER	ENGINEER	TOTAL
SIGN REVIEW	30.00	N/A	N/A	30.00

TABLE 6 VARIANCE APPLICATION BOARD OF ZONING APPEALS				
TYPE	TYPE OF CHARGE	TOWNSHIP	ESCROW	TOTAL
VARIANCE APPLICATION	SINGLE FAMILY RESIDENTIAL	600	1,000 *	1,600
	ALL OTHER USES	600	1,000 *	1,600

TABLE 7 LAND DIVISION					
STAGE OF REVIEW	TOWNSHIP	PLANNER	ENGINEER	ATTORNEY	TOTAL
FIRST DIVISION FEE	50.00	*	*	*	50.00
ADDITIONAL DIVISION OF SAME PROPERTY	20.00	*	*	*	20.00

* See General Notes

**TABLE 8
ENGINEERING PLAN REVIEW/
PRIVATE ROAD REVIEW**

DESCRIPTION

- I. Application - \$500 plus \$5,000 Escrow
- II. Plan Review – Current Township Engineer rate
- III. Construction Inspection – Current Township Engineer rate
 - a) Inspection of material & construction methods on each stage of construction
 - b) Obtaining material to assure compliance with Township Private Road Specifications. (Sand, gravel, drainage, etc.)
 - c) Written report to Township
- IV. Developers Engineer to be held responsible to oversee proper construction of approved project.
- V. Testing includes the following item to be furnished by the Developer
 - a) Compaction and written report
 - b) Material certification (written)
- VI. Private road plans may be submitted to the Township Planner as necessary. Charges for Planning review shall be billed at the current hourly rate.

**TABLE 9
LAND USE PERMITS**

Single Family Residence	75.00
Deck	75.00
Addition to Single Family or Duplex Residence	75.00
Shed, or other accessory structure over 10 x 10	75.00
Temporary permit for Mobile Home or Trailer – 1 year + 5,000.00 Bond.	100.00/yr. renewal
Extension of permit (6 months)	35.00

Land use permit fee doubled if building commences without a permit.

**TABLE 10
WETLAND REVIEW**

STAGE OF REVIEW	TOWNSHIP	PLANNER	ENGINEER	ESCROW	TOTAL
WETLAND USE PERMIT APPLICATION	100.00 (Included in stage of review fees below)			*1.000	
STAGE OF REVIEW WETLAND DELINEATION VERIFICATION	TOWNSHIP				TOTAL
Properties < 2 acres	400.00	*	*		1,400.00
Properties 2-5 acres	600.00				1,600.00
Properties > 5 acres	600.00 +15.00 each additional acre				1,600.00 +
STAGE OF REVIEW WETLAND DELINEATION	TOWNSHIP				TOTAL
Properties < 2 acres	600.00	*	*		1,600.00
Properties 2-5 acres	800.00				1,800.00
Properties > 5 acres	800.00 +15.00 each additional acre				1,800.00 +
WETLAND IDENTIFICATION					
Properties < 2 acres	400.00	*	*		1,400.00
Properties 2-5 acres	500.00				1,500.00
Properties > 5 acres	700.00				1,700.00

* See General Notes

TABLE 11 SPECIAL MEETINGS		
PLANNING COMMISSION	600	PLUS HOURLY CONSULTANT FEES IF REQUIRED
TOWNSHIP BOARD	600	PLUS HOURLY CONSULTANT FEES IF REQUIRED
ZONING BOARD OF APPEALS	600	PLUS HOURLY CONSULTANT FEES IF REQUIRED.

TABLE 12 FREEDOM OF INFORMATION ACT REQUEST COSTS	
Copies	.25/page/per side
No. 10 Business Envelope	.07
9 x 12 Envelope	.11
10 x 13 Envelope	.14
Expandable Mailer	1.10
Postage if applicable at current rates	
CD	3.00
CD Mailer	1.25
CD Mailer Postage	1.34
Note: If the township incurs labor costs it will be charged at the hourly rate of the lowest paid employee capable of performing the work.	

**TABLE 13
HOME BASED BUSINESS PERMITS**

APPLICATION FOR PERMIT	200.00
APPLICATION FOR BI-ANNUAL RENEWAL	50.00

* General Notes:

- All fees must be paid in full before an item can be reviewed by the Township or its consultants.
- Charges by the Planning or Engineering consultants or attorney will be at their current hourly rate unless otherwise specified. The Escrow account will be charged for these fees and is required to be replenished in \$500 increments so that the balance does not drop below \$500.
- Adjustments or waivers of fees shall be determined by the Supervisor and/or the Township Board.
- Engineering review for site plans, special land use permits, plant and condominium review shall be required if necessary as determined by the Supervisor or Planning Commission.