

PUTNAM TOWNSHIP

Schedule of Development Review Fees

As adopted by the Putnam Township Board
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**TABLE 1
MULTIPLE FAMILY, COMMERCIAL INDUSTRIAL, SEMI-PUBLIC SITE PLANS**

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

See General Notes on last page.

**TABLE 2
SPECIAL LAND USE PERMITS**

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

Note:

- Site Plan review application fees may be charged where necessary in addition to Special Land Use fees.
- The fee for concurrent Special Land Use and Site Plan review will be as follows: \$2,000 application fee + \$1,500 escrow = \$3,500.
- The Michigan Telecommunications Act, Act 179 of 1991 as amended establishes review fees shall not exceed \$1,000; escrow cannot be required.

See General Notes on last page.

**TABLE 3
SUBDIVISION PLAT/SITE CONDOMINIUMS**

STAGE OF REVIEW	TYPE OF CHARGE	TOWNSHIP APPLICATION FEE	PLANNER REVIEW	ENGINEER REVIEW	LEGAL REVIEW	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 Escrow deposit to cover additional legal, planning and engineering costs.

See General Notes on last page.

**TABLE 4
REZONING & PUD**

STAGE OF REVIEW	TYPE OF CHARGE	TOWNSHIP APPLICATION FEE	ESCROW DEPOSIT	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.

See General Notes on last page.

TABLE 5 VARIANCE APPLICATION BOARD OF ZONING APPEALS				
TYPE	TYPE OF CHARGE	TOWNSHIP APPLICATION FEE	ESCROW DEPOSIT	TOTAL
VARIANCE APPLICATION	SINGLE FAMILY RESIDENTIAL	600	1,000 *	1,600
	ALL OTHER USES	600	1,000 *	1,600

See General Notes on last page.

TABLE 6 LAND DIVISION					
STAGE OF REVIEW	TOWNSHIP APPLICATION FEE	PLANNER REVIEW	ENGINEER REVIEW	LEGAL REVIEW	TOTAL
FIRST DIVISION FEE	50.00	N/A	N/A	N/A	50.00
ADDITIONAL DIVISION OF SAME PROPERTY	20.00	N/A	N/A	N/A	20.00

See General Notes on last page.

**TABLE 7
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.

See General Notes on last page.

**TABLE 8
ZONING COMPLIANCE PERMITS**

Single Family Residence	75.00
Deck	75.00
Signs	75.00
Addition to Single Family or Duplex Residence	75.00
Shed, or other accessory structure over 10 x 10	75.00
Zoning Compliance Waiver	15.00
Temporary permit for Mobile Home or Trailer – 1 year + 5,000.00 Bond.	100.00/yr. renewal
Extension of permit (6 months)	35.00

Note: ● Land use permit fee doubled if building commences without a permit.

See General Notes on last page.

**TABLE 9
WETLAND REVIEW**

STAGE OF REVIEW	TOWNSHIP APPLICATION FEE	PLANNER REVIEW	ENGINEER REVIEW	ESCROW DEPOSIT	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 < 1/2 acre	200.00				
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 on last page.

TABLE 10 SPECIAL MEETINGS		
PLANNING COMMISSION	600	PLUS CONSULTANT FEES IF REQUIRED
TOWNSHIP BOARD	600	PLUS CONSULTANT FEES IF REQUIRED
ZONING BOARD OF APPEALS	600	PLUS CONSULTANT FEES IF REQUIRED.

See General Notes on last page.

TABLE 11 FREEDOM OF INFORMATION ACT REQUEST COSTS	
Copies	.10/per sheet
No. 10 Business Envelope	.25
9 x 12 Envelope	.16
10 x 13 Envelope	.17
15 x 12 ½ x 1 Expandable Mailer	2.79
Postage if applicable at current rates	
CD	1.39
CD Mailer	.46
CD Mailer Postage	2.74
8GB Flashdrive	5.99
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.	

See General Notes on last page.

**TABLE 12
HOME BASED BUSINESS PERMITS**

APPLICATION FOR PERMIT	200.00
APPLICATION FOR BI-ANNUAL RENEWAL	50.00

See General Notes below.

General Notes:

- *All fees must be paid in full before an item can be reviewed by the Township or its consultants.*
- *Adjustments or waivers of fees shall be determined by the Supervisor and/or the Township Board.*
- ** 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.*
- ** 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.*
- ** The Michigan Telecommunications Act, Act 179 of 1991 as amended establishes review fees shall not exceed \$1,000; escrow cannot be required.*