

CLARENCE TOWNSHIP
CALHOUN COUNTY, MICHIGAN

Schedule of Zoning and Related Fees
Effective 05/10/2022

Submittal or Request	Base Fee1	Professional Fees 2
Site Plan Review for Subdivision Plats and Site Condominiums.	\$600.00	\$7,000.00
Site Plan Review other than subdivision plat or site condominiums	\$600.00	\$4,500.00
Zoning Ordinance Amendments/Rezoning	\$800.00	\$4,500.00
Special Land Uses/Special Exception Uses (includes site plan review)	\$1,000.00	\$4,400.00
ZBA Petitions	\$ 600.00	\$1,000.00
Land Divisions	\$ 200.00	\$ 500.00
Pre-Application meetings with Planning consultant and Zoning Administrator.	\$600.00	\$ 800.00
Special Meeting	\$600.00	\$ 700.00

1. Base Fees

- a. Base Fees include Township costs associated with staff time and out-of-pocket expenses, including but not necessarily limited to, staff time of township office support staff and the Zoning Administrator/Building Inspector, meeting costs including publication of public notices and postage, and reproduction costs.
- b. Base Fee applies for each requests/submittal. For example, if an applicant submits a revised site plan due to deficiencies in the first submittal, the noted fees shall apply to each such submittal. If more than one hearing, publication, or meeting is required, additional base fee may be incurred.
- c. If it is determined by Clarence Township Zoning Staff or the Township Board that the above fees will not cover the actual costs, and applicant shall file such additional fees in an amount determined by Zoning Administrator, with approval of the Township Supervisor, equal to the estimated additional costs. Said fees shall be place din Escrow and used solely to pay for said professional review and applications costs. Any unexpected funds shall be returned to the applicant following finial action on the application. Any fees incurred by the Township in excess of the Escrowed amount from purposes within this Ordinance shall be billed to the applicant and paid within 30 days of billing date or Township approval with be withdrawn until payment has been received.

2. Professional Review Fees

- a. Professional Review Fees include sit visits as may be necessary, attendance at meeting as requested, and preparation of a comprehensive report assessing the extent to which the application complies with submittal requirements and the applicable approval standards of the Zoning Ordinance or other document as may be applicable, and similar support services.
- b. Professional Review Fees shall be paid in advance prior to the application/request being forwarded to the Planning Commission, Township Board, or other review body, unless waived by the Township Board upon finding that the specific application does not necessitate professional assistance. The fee shall be held in an escrow account and the applicant shall provide payment for any additional expert or professional fee and/or any other associated cost or fees incurred in the review and processing of the application/request should the initial professional review fee be depleted. Any unused portion of a Professional Fee shall be returned to the applicant upon final action on the application/request.
- c. Professional Review Fee apply for each request/submittal. For example, if an applicant submits a wholly revised site plan due to extensive deficiencies in the first submittal, the noted fee shall apply to each such submittal.