

# **City of Muskegon Heights**



## **Development Guide**

# CONTACTS

ASSESSING/PROPERTY TAX (231) 733-8800
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City Clerk (231) 733-8800
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City Manager's Office (231) 733-8870
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Finance Department (231) 724-8850
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Fire Department (231) 733-8812
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Julie Aaron-Shyne <a href="mailto:Jaaron-shyne@cityofmuskegonheights.org">Jaaron-shyne@cityofmuskegonheights.org</a>
Police
Chief Joseph Thomas <a href="mailto:Jthomas@cityofmeuskegonheights.org">Jthomas@cityofmeuskegonheights.org</a>

2020 CALENDAR – City Council

S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S	S	M	Tu	W	Th	F	S																											
<b>January</b>							<b>February</b>							<b>March</b>							<b>April</b>																										
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Worksession Meeting Dates in Blue  
 Regular Meeting Dates in Green

2020 CALENDAR – Planning Commission / Zoning Board of Appeals

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Planning Commission Meeting Dates in Green  
 Zoning Board of Appeals Meeting Dates in Blue

## 2020 Meeting Dates

Planning Commission Meeting Date	Application Deadline
January 16	December 26
February 21	February 1
March 19	February 28
April 16	March 27
May 21	May 1
June 19	May 30
July 17	June 28
August 20	August 1
September 18	August 29
October 16	September 28
November 19	October 30
December 18	November 29

Zoning Board of Appeals Meeting Date	Application Deadline
January 7	December 16
February 4	January 14
March 3	February 12
April 7	March 16
May 5	April 15
June 2	May 9
July 7	June 16
August 4	July 14
September 1	August 10
October 6	September 15
November 3	October 13
December 1	November 8

## **Special Meeting Procedures**

### City Council

A special meeting may be called by the Mayor or any of three or more members of Council with at least twenty-four (24) hours notice to each member.

### Planning Commission/Zoning Board of Appeals

An applicant may request a special meeting for Planning Commission or Zoning Board of Appeals as long as the following requirements are met:

- a. Staff can confirm with the Board members that a quorum will be possible on the requested date.
- b. The public notification requirements for the case are met.
- c. The Special Meeting fee is paid along with the standard application fee.

## **Conceptual Meetings**

The City of Muskegon Heights offers free conceptual meetings to those who seek guidance before submitting for their permits. Depending on the circumstances, the meeting may involve the City Manager, Building Official, Zoning Administrator, Fire Chief, Police Chief, Engineer or any other relevant staff. Those interested in setting up a conceptual meeting should contact the City Manager's Office at (231) 724-8870.

## **Site Plan Review Requirements**

Developments under 10,000 sf or those impacting under two acres of land may be reviewed administratively. Projects larger than those thresholds and those that require Special Use Permits must petition the Planning Commission for review.

**City of Muskegon Heights Site Plan Review Application Process**



Review Zoning Ordinance. Ensure the following:

1. Property is located in Muskegon Heights
2. Proposed use is allowed
3. The lot placement and design standards are met

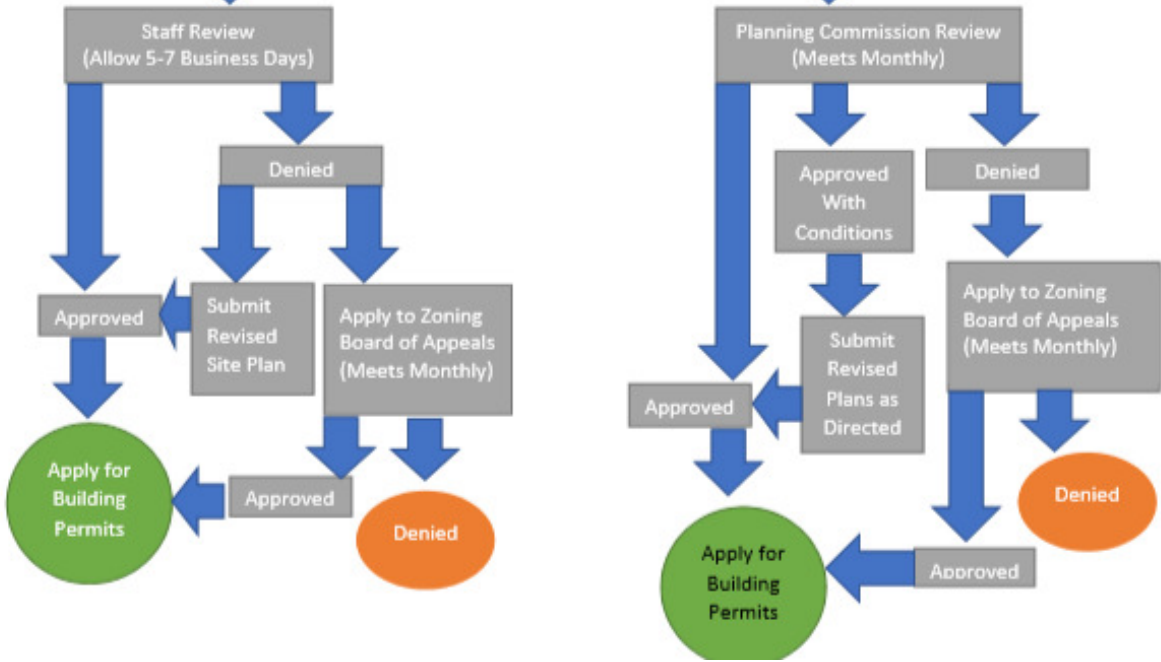
Contact the Zoning Administrator at (231) 724-8833 with any questions or to set up an informal review or site visit.

The Planning Commission meets on the 3<sup>rd</sup> Thursday of Every Month  
 The Zoning Board of Appeals meets the 3<sup>rd</sup> Tuesday of Every Month  
 Staff Reviews take 5-7 Business Days

Complete Planning & Zoning Application. Determine whether it will be a staff review or Planning Commission review. Projects involving the addition of over 10,000 sf or the use of at least 2 acres of land require Planning Commission review. Project smaller than this will only require a staff review.

Submit completed application, fee and copies of the site plan to the Planning Department. Staff reviews require six copies and Planning Commission reviews require 12 copies.

Review By City Staff. This includes the following departments: Planning, Public Works, Fire, Police and Inspections.



# Planning & Zoning Application

Planning Commission	Zoning Board of Appeals	Date Stamp & Receipt No.
<input type="checkbox"/> Special Use Permit (\$500) <input type="checkbox"/> Planned Unit Development (\$500) <input type="checkbox"/> Rezoning (\$600) <input type="checkbox"/> Vacation - Alley or Street (\$700) <input type="checkbox"/> Special Meeting (\$400 additional)	<input type="checkbox"/> Variance (\$500) <input type="checkbox"/> Zoning Appeal (\$500)	
<b>Site Plan Review</b>		
	<input type="checkbox"/> Staff review (\$200) <input type="checkbox"/> Sign Permit (\$50 each sign) <input type="checkbox"/> Planning Commission Review (\$500)	

**Applicant Information:**

Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Phone (H): \_\_\_\_\_ Phone (W): \_\_\_\_\_ Fax: \_\_\_\_\_

I hereby attest that all information on this application is, to the best of my knowledge, true and accurate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby grant permission for members of the City of Muskegon Heights (Planning Commission) (Zoning Board of Appeals) (City Council) (Staff) to go on the property described below (or as described in the attached) for the purpose of gathering information related to this application. (Note to applicant: This is optional and will not affect any decision on your application)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Contact Person Information (if different from applicant information):**

Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Phone (H): \_\_\_\_\_ Phone (W): \_\_\_\_\_  
 Fax: \_\_\_\_\_ Signature: \_\_\_\_\_

**Request Information:**

Address/Location of Subject Property(ies): \_\_\_\_\_  
 Parcel # of Subject Property(ies): \_\_\_\_\_  
 Present Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_  
 Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_  
 Uses of Adjacent Properties (North, South, East, West): \_\_\_\_\_

Nature of Request: \_\_\_\_\_  
 \_\_\_\_\_

Note: Information contained in this application, as well as supporting documentation, may be subject to review by the public if a Freedom of Information Act Request is filed.

Application Complete & Accepted: \_\_\_\_\_ Application Rejected: \_\_\_\_\_

*Please attach a legal description of the property involved with this request.*





STRUCTURAL AND SITE PLAN REVIEW PROCEDURES  
Inspections & Zoning Coordination  
City of Muskegon Heights

**Purpose**

In an effort to better coordinate between our departments and reduce customer frustration, the Permit Technician from the Inspections Department and the Zoning Administrator from the Planning Department will act as departmental liaisons that facilitate prompt customer service. These staff members will contact one another whenever a customer enters either department who will eventually have to deal with both departments.

**Communication Procedures**

1. “In person” customers - The Permit Technician will determine if the project will need approval from the Zoning Administrator. If the project needs zoning approval, the Permit Technician will give the customer a Planning & Zoning Application and contact information for the Zoning Administrator.
2. Mail-in customers - In those cases where customer contact is by mail, the staff liaison receiving the information will copy pertinent information and forward it to the Zoning Administrator.
3. General Inquiries, project uncertain - When an initial phone call comes to either department regarding a large project (business, industrial or multi-family use) the Zoning Administrator will send an email to the review team. The idea is that members of the review team can either provide critical comments if there are “red flags” or anticipate the project rather than first hearing of it when the plans hit their desk. The review team consists of: The Permit Technician, the Zoning Administrator, the Director of Inspections, the Fire Chief, the City Engineer, and DPW staff liaison for site plan review.

4. Other Staff Communication - In addition to liaison coordination, the Zoning Administrator will participate in Plan Review meetings, held every other Wednesday at 3:00 pm. The meeting is a forum to advise team members on the status of ongoing projects new projects or site plans, and contacts team members had with members of the public regarding upcoming or potential projects. The Plan Review agenda is prepared and distributed to the review team by the Permit Technician. The Zoning Administrator will also send the Planning Commission Agendas to the review team.

### **Plan Submittal Procedure**

An Application for both structural plan review and site plan review may be completed and submitted at same time. **This is not the permit application.**

#### Structural Plan Review (done by Permit Technician)

1. Architect/Owner to submit an application for plan review, fee and 4 sets of complete construction documents to the Permit Technician, including the following:
  - a. All plans for construction including line diagrams, floor plans, elevations and detail drawings for construction.
  - b. Complete electrical plans including line diagrams, details calculations and technical sheets. Also provide emergency lighting calculations as required by MBC.
  - c. Complete mechanical submittals including all HVAC drawings, calculations, technical sheets, etc. Include any information on proposed fire suppression systems. Note: shop drawings and hydraulic calculations for fire suppression systems to be submitted, the fire suppression contractor for review and approval prior to installation.
  - d. Complete plumbing plans including underground, line diagrams and details.
2. The Permit Technician will distribute the structural plans to the appropriate staff for review and comments.
3. Compilation of all comments on construction will be completed by the Permit Technician. This compilation will be sent to the architect with a copy to the owner, and construction company.

#### Site Plan Review (done by Zoning Administrator)

1. Architect/Owner to submit a completed site plan review application, fee and six site plans if staff review (if the project is under 2 acres or 10,000 square feet or less), otherwise 15 site plans are needed if Planning Commission review.
2. The Zoning Administrator will route the site plan to the review team with the comment sheets to Zoning, Engineering, the Police liaison, DPW, and the Fire Chief. The Zoning Administrator will send a copy of the site plan to the Director of Inspections as well.
3. All comment sheets are routed back to the Zoning Administrator for compilation. When a site plan needs staff review, the staff comments will be compiled into a letter and sent to the applicant by the Zoning Administrator. The Zoning Administrator will also forward the

letter, via email, to the review team so they are aware of what other staff members have said about the proposed development.

4. When a site plan needs Planning Commission review, the compiled comments will be included in a staff report to the Planning Commission. The Zoning Administrator will advise the review team of the Planning Commission date and will forward (via email) the final conditions of the approval (which include any added Planning Commission conditions).

Throughout the process both the Permit Technician and Zoning Administrator will keep the review team apprised of the project status. This will include all approvals, denials, request for resubmittal and so on.

Upon completion of all approvals the appropriate project representative can make application for trade permits. The appropriate fees must be paid and the permits will be issued.

Once permits are issued, construction may commence.

# REQUIRED SITE PLAN INFORMATION

## Basic Information

Every site plan should have "the basics" so anyone reviewing it can understand where the site is and what is being proposed. The sooner staff gets oriented, the quicker the review will be. The basics include such things as:

- |  |  |
|--|--|
| <input type="checkbox"/> North Arrow                                     | <input type="checkbox"/> Road right-of-way line(s)                                   |
| <input type="checkbox"/> Scale   | <input type="checkbox"/> Name(s) of the street(s) the property fronts on             |
| <input type="checkbox"/> Name of the site plan preparer                  | <input type="checkbox"/> Building footprint(s) for all existing structures           |
| <input type="checkbox"/> Property name and address and legal description | <input type="checkbox"/> Building footprints for proposed additions or new buildings |
| <input type="checkbox"/> Project description (may be on application).    | <input type="checkbox"/> Building setbacks from all property lines and the road ROW  |
| <input type="checkbox"/> Property boundaries, dimensions and lot size    | <input type="checkbox"/> Existing/proposed utilities within a property.              |

## District Requirements

Each zoning district has basic dimensional requirements to check. Requirements for each zoning district are listed in the district's regulations, and are also shown on Table I of the Zoning Ordinance.

- Percentage of lot coverage by \_\_\_\_\_ buildings and \_\_\_\_\_ pavement
- Percentage of usable open space (if applicable, associated with residential developments only)
- Width to depth ratios (a lot can't be more than 3 times deeper than its width)
- Maximum and minimum building heights (some downtown areas require at least 2 stories)
- Maximum setbacks (some areas have a maximum setback to prevent large expanses of unused parking)

Please note that a zero lot line may be used for buildings (i.e., no setback) on the rear property line and/or one side property line under certain conditions.

## Development Data

SPR regulations enable staff to ask for a variety of information to facilitate review. All of this information is not necessarily needed for all projects. It's best to talk to staff ahead of time in order to help streamline the process. Items that are often necessary include (ordinance section numbers are included for reference where applicable):

### Engineering and Utility Information

- Spot grades or topographic lines and finished grades.
- Stormwater runoff calculations and a stormwater management plan. If possible, stormwater should be retained in an on-site detention area. Required setbacks can be swaled to hold stormwater.
- Site-specific utility service info. such as on-site manholes, clean-outs, connection points, etc.

Parking, Access and Circulation (to be sure site circulation is efficient and safe)

- Sidewalks** are required to be provided both within the development and along the road right-of-way (generally only for commercial and residential developments)
- Adequate numbers of parking spaces** must be provided. Provide number of employees and usable floor space for parking calculations. Shared parking agreements must be included if used for parking allotments. They need to be irrevocable to protect everyone's current and future interests.
  - Check to see if the property is located in the Downtown Parking Overlay District
  - Parking requirements vary according to the proposed use, see Section 2326 for details.
- The **minimum size for all parking spaces** is 8 feet by 18 feet.
- Safe and well-marked drives** cannot be too close to neighboring drives. Shared drives may be required, and if so, a permanent access easement tied to the land must be provided.
- Maneuvering** lanes are required to be a minimum of 22 feet in width for two-way traffic and 12 feet in width for one-way (angled parking) traffic.
- Parking and loading areas must be **paved and striped**. A site plan note acknowledging the requirement helps. Parking areas should also be defined by curbing or curb stops. Curbing extends the life of pavement, can help direct stormwater, and prevents damage to landscaped areas and fences.
- Fire lanes** and adequate hydrant access are required. Note fire lanes and hydrant or standpipe locations.
- Landscaping islands or bump-outs** are required for each 5,000 square feet of parking lot. Creative design of parking lot landscaping is encouraged. Landscape islands/bump-outs must have 1 canopy tree and 3 shrubs per island.
- All commercial and industrial uses must have a designated **loading area** for delivery trucks (at least 10 feet x 50 feet). Maneuvering areas must be contained on the parcel to prevent safety hazards in public streets.
- Stacking spaces** for drive-thru facilities need to be provided.

Natural features, Landscaping, Screening and Lighting

- The site plan needs to show an indication of where prominent **natural features** are, such as existing trees, streams & hills.
- The **floodplain** line and elevation above floodplain needs to be noted on the site plan.
- Existing vegetation** must be marked as either to be preserved or to be removed. Existing vegetation is required to be saved if practical, and can reduce new landscaping obligations
- All sites are required to be **landscaped** with 1 canopy tree, 2 understory or evergreen trees and 2 shrubs for every 30 feet of frontage. Landscaping should be staggered or clustered and may located in any setback area on the property. Native species are recommended for durability, as is mixing up the species of landscaping materials. Staff can provide a reference list upon request.
- At least 50% of the required **front setback** must be landscaped and adjacent to the road right of way (it may meander to allow for design flexibility for drives and parking, but remember to keep larger plants away from drive entrances and signs so they don't block views).
- All required **rear and side setbacks** must be landscaped unless zero-lot line is used for the building or a fire lane.
- Canopy trees need to be at least 12 feet high and a **minimum caliper** of 2 inches at 4 ½ feet above the ground. Evergreen and understory trees need to be at least 6 feet high at planting.
- Landscaped areas are required to be **irrigated**.

- If adjacent to a residential use or zone, commercial or industrial uses (especially parking and loading areas) must be **screened** by a fence, wall and/or heavy landscaping. Chain-link fence with vinyl slats is an acceptable screening method. It is recommended to put curbing or curb stops by fences and required setbacks to keep cars from damaging them.
- Fencing** for screening must be at least 4 feet tall and may be required up to 6 feet. Fencing can't be over 8 feet high and barbed wire is prohibited in the City. Front yard fencing over 4 feet must be behind the required front setback. Fences can go right on the property line. Fences may not be in the waterfront setback area.
- Outdoor and rooftop **mechanical equipment and outdoor storage** must be screened unless an industrial use abuts another industrial use.
- Dumpsters** must be at least 5 feet from a building, out of public view, and screened.
- Provide information on **outdoor lighting** indicating height, fixture type and locations. Fixtures and poles may be no more than 25 feet high and should be "cut-off" type to prevent light from bleeding or glaring onto roadways or adjacent properties.

### **Helpful Hints**

1. If all the information and details necessary are provided on the site plan as originally submitted, and if the plan meets all ordinance requirements, approval can be received very quickly.
2. Remember, the site plan is a contract with the community and should not leave out information. Site plan notes assuring staff that you know what your responsibilities are help a speedy approval. For example, the ordinance requires that existing trees be preserved if practical. Less tree removal saves you time, money and may reduce landscaping requirements. It also makes the site more attractive and helps stormwater runoff.
3. New developments should give reference points for adjacent development like driveways or buildings to help with orientation and evaluation.
4. Once you get a conditional approval, be sure to get an updated site plan back as soon as possible to the Zoning Administrator addressing those conditions. Remember that you cannot apply for any building permits until you have received **final** site plan approval.

### **Signs**

Although you don't have to provide information on signs on the site plan, if you know what you want, you may get initial sign approvals as part of the site plan review process.

In general, total wall signs may be up to 10% of the front building face in size and may be placed on any face of the building (but not the roof). One pole sign is permitted, the size and height of which are tied to the size of the frontage of the development (the bigger the frontage, the bigger the sign permitted). See Table II in the zoning ordinance. Note: Sign permits will still be required at the time of sign placement because many of them have electrical hook-ups.

### **Performance Guarantees**

Both the staff and the Planning Commission have the right to require a performance guarantee in the form of a letter of credit, escrow deposit or a bond. Guarantees are required for such things as ensuring the placement of sidewalks, protection of existing trees, or completion of landscaping requirements.

### **Other Approvals**

Sometimes developments are in a floodplain or they may involve altering a wetland and dredging or filling navigable waters. These activities fall under state and/or federal law and often need state level permits. Site Plan approval is often conditioned upon getting these other approvals. Copies of such approvals should be provided to the Zoning Administrator for the project file.



# BUILDING PERMIT APPLICATION

NO. \_\_\_\_\_

TO BE COMPLETED BY APPLICANT

## MUSKEGON HEIGHTS, MICHIGAN

DEPARTMENT OF INSPECTIONS AND ZONING  
2724 Peck Street • Zip Code 49444  
Phone 733-8860 Fax 733-8867

As Required by: PUBLIC ACT 135 OF 1989-STATE OF MICHIGAN

JOB ADDRESS		LEGAL DESCRIP.	LOT NO. BLOCK NO.	SUB'D OR ADDITION																																				
<b>Applicant is responsible for the payment of all fees and charges applicable to this application and must provide the following information</b>																																								
OWNER/LESSEE	MAIL ADDRESS	CITY/STATE	ZIP CODE	REASON FOR EXEMPTION																																				
FEDERAL I.D. NO./SOC. SEC. NO.				CITY LIC. NO./STATE																																				
CONTRACTOR	MAIL ADDRESS	PHONE	ZIP CODE																																					
FEDERAL I.D. NO./SOC. SEC. NO.				STATE LICENSE NO.																																				
ARCHITECT OR ENGINEER	MAIL ADDRESS	PHONE	ZIP CODE																																					
<b>Class of Work</b> <input checked="" type="checkbox"/> NEW <input checked="" type="checkbox"/> ADDITION <input type="checkbox"/> ALTERATION <input type="checkbox"/> REPAIR <input type="checkbox"/> DEMOLITION <input type="checkbox"/> RELOCATION <input type="checkbox"/> SIGN <input checked="" type="checkbox"/> RESIDENTIAL <input checked="" type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> SWIMMING POOLS <input type="checkbox"/> FENCE <input type="checkbox"/> RENTAL <input type="checkbox"/> OTHER																																								
Describe Work:			Use of Building: <b>DO NOT WRITE IN THE SPACE BELOW</b>																																					
			Change of Use To:																																					
			Valuation: \$	Fee:																																				
			Foundation Only: <input type="checkbox"/>	Fee:																																				
			Starter Fee:																																					
			Time and Material: <input type="checkbox"/>	Fee's:																																				
Starting Date:			Permit Fee:																																					
All work must comply with uniform code as adopted by reference city ordinance Ch. 98			Plan Review Fee:																																					
SPECIAL CONDITIONS: POUR NO CONCRETE UNTIL FORMS ARE APPROVED. CALL 24 HOURS IN ADVANCE			Type of Const.	Occupancy Group	Division																																			
			Size of Bldg. (Total) Sq. Ft.	No. of Stories	Max. Occ. Load																																			
			Fire Zone	Use Zone	Fire Sprinklers Required <input type="checkbox"/> Yes <input type="checkbox"/> No																																			
			Variance	Off St. Parking																																				
			No. of Dwelling Units																																					
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<b>NOTICE</b> SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING, VENTILATING OR AIR CONDITIONING. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 30 DAYS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 60 DAYS AT ANY TIME AFTER WORK IS COMMENCED. I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION. SECTION 23a OF THE STATE CONSTRUCTION CODE ACT OF 1972, ACT NO. 230 OF THE PUBLIC ACTS OF 1972, BEING SECTION 125.1523a OF THE MICHIGAN COMPILED LAWS, PROHIBITS A PERSON FROM CONSPIRING TO CIRCUMVENT THE LICENSING REQUIREMENTS OF THIS STATE RELATING TO PERSONS WHO ARE TO PERFORM WORK ON A RESIDENTIAL BUILDING OR A RESIDENTIAL STRUCTURE. VIOLATORS OF SECTION 23a ARE SUBJECT TO CIVIL FINES. TO HOMEOWNERS WHO ARE APPLYING FOR A PERMIT (WHEN NO OTHER CONTRACTOR ASSISTANCE IS BEING USED), UNDER REASON FOR EXEMPTION STATE THAT YOU ARE THE HOMEOWNER AND WILL BE DOING THE WORK.																																								
<b>NOTICE CALL FOR FINAL INSPECTION</b>																																								

SIGNATURE OF APPLICANT \_\_\_\_\_ OWNER/CONTRACTOR \_\_\_\_\_ DATE: \_\_\_\_\_



## Fee Schedule

LINE	DEPARTMENT	DESCRIPTION	FEE	RESIDENT	NON-RESIDENT
1	CITY CLERK				
2		Business License Fees			
3		Each Amusement Device - Annual Fee	\$	25.00	
4					
5		Coin Machines			
6		Vending or Weighing Machines - each device - annually	\$	5.00	
7		All other coin machines, each device - annually	\$	25.00	
8					
9		Dances			
10		Public dance, liquor establishment - annually	\$	200.00	
11		Public dance hall, annually	\$	100.00	
12					
13		Ping Pong Table	\$	25.00	
14		Taxicab drivers annual fee	\$	10.00	
15					
16		Business License (New)	\$	50.00	
17		Late Renewal of Business License			
18		1 - 15 days late		License Fee plus 25%	
19		After 15 days		License Fee plus 50%	
20		After 30 days and thereafter		License Fee plus 100%	
21		Copy of Cemetery Deed	\$	5.00	
22		Conference Room Rental Fee Per Hour	\$	25.00	
23		Precinct Maps	\$	10.00	
24		Notary Fee - per page	\$	5.00	
25		Voter info on disk	\$	25.00	
26		Voter info hard copy per name	\$	0.01	
27		Voter info on labels - per page	\$	1.50	
28		Fax - per page	\$	1.00	
29		Copy - per page	\$	1.00	
30					
31	DPW				
32		Farmers Market			
33		8 feet corner	\$	200.00	
34		8 feet inner	\$	175.00	
35		10 feet corner	\$	230.00	
36		10 feet inner	\$	200.00	
37		Daily rental	\$	7.00	
38		Seasonal extra stall	\$	10.00	
39					
40		Boat Ramp			
41		Daily Permit	\$	10.00	\$ 10.00
42		Seasonal Permit			
43		Resident	\$	40.00	\$ 60.00
44		Senior (62 years or older)	\$	20.00	\$ 20.00
45					

LINE	DEPARTMENT	DESCRIPTION	FEE	RESIDENT	NON-RESIDENT
46	DPW				
47		Mona View Cemetery			
48		Graves			
49		Flush		\$ 550.00	\$ 700.00
50		Upright		\$ 650.00	\$ 800.00
51		Half		\$ 400.00	\$ 500.00
52		Baby Land			
53		Interment			
54		Flush		\$ 550.00	\$ 700.00
55		Upright		\$ 650.00	\$ 800.00
56		Cremation		\$ 200.00	\$ 300.00
57		Baby Land		\$ 200.00	\$ 300.00
58		Other Infant		\$ 200.00	\$ 300.00
59		Disinterments			
60		Flush		\$ 650.00	\$ 800.00
61		Upright		\$ 750.00	\$ 900.00
62					
63		Vault Size			
64		36x90		\$ 575.00	\$ 625.00
65		34x80		\$ 575.00	\$ 625.00
66		32x90		\$ 575.00	\$ 625.00
67		30x86		\$ 575.00	\$ 625.00
68		28x72		\$ 575.00	\$ 625.00
69					
70		Fees			
71		Overtime (after 2:30 pm weekdays)		\$ 200.00	\$ 200.00
72		Saturday		\$ 300.00	\$ 300.00
73		Sunday and Holiday		\$ 400.00	\$ 400.00
74		Chapel			
75					
76		Monuments			
77		Setting/sg. in.			
78		Government	\$	\$0.55/sq.in (minimum amount \$110)	
79				60.00	
80		Parks - \$300 insurance bond required.			
81		Mona Lake Pavilion (8 am to 10 pm)		\$400 (includes \$200 Rental Fee and \$200 Security Fee)	
82		Johnny O. Harris Park (8 am to 10 pm)		\$150 (includes \$50/4 hrs. rental fee and \$100 Deposit)	
83		West Heights Park		\$150 (includes \$50/4 hrs. rental fee and \$100 Deposit)	
84		Ball diamond - per use by two teams	\$	10.00	
85		Picnic Pavilion - per day	\$	24.00	

LINE	DEPARTMENT	DESCRIPTION	FEE	RESIDENT	NON-RESIDENT
86	DPW	Tennis Courts - per hour			
87		Basketball Courts - per hour		No Charge	
88		Special Function	\$	No Charge	
89				90.00	
90					
91	FIRE	<b>ALL FEES SUBJECT TO A 15% ADMINISTRATIVE FEE</b>			
92		False Alarm Responses (after in a calendar year)		Cost of Response	
93		False Medical Alarm Response (after 3 in a calendar year)	\$	75.00	
94		Response and Investigation of Arson, Illegal Burning or Deliberate False Calls for Service		Cost of Response	
95		Power Line/Utility Standby		Cost of Response	
96		Hazardous Material Response		Cost of Response	
97		Technical Rescue Response (i.e., ice, confined space, high angle, trench, collapse)		Cost of Response	
98		Vehicle Traffic Accident - No extrication (clean-up)	\$	250.00	
99		Vehicle Traffic Accident - Extrication	\$	500.00	
100		Vehicle Fire Suppression	\$	500.00	
101		Structure Fire Suppression	\$	500.00	
102		Copy of Incident Report (up to 20 pages)		\$10.00 (\$1.00 each page over 20)	
103		Fire Suppression System Inspection Testing		\$50	
104		Three or more re-inspection visits for same violation	\$	150.00	
105		Required Code Permits	\$	50.00	
106		Fire works Permit		\$50.00 more than 30 day notice; \$100 less than 30 day notice	
107		Fire Watch Standby		Actual Cost	
108		Public Assembly Required Standby		Actual Cost	
109		Initial Fire Inspection and Follow Up if Necessary		Included with Business License Fee	
110		Follow Up, if necessary		Included with Initial Fee	
111		Initial Fire Inspection w/hazardous materials		\$100.00	
112		Follow Up, if necessary		Included with Initial Fee	
113		Subsequent Follow-ups for any fire inspection		\$50.00	
114		Annual Fire Inspection for Existing Businesses		Included in Business License Renewal Fee	
115		Initial Fire Inspection		Included in Business License Renewal Fee	
116		Follow-up (if necessary)		Included in Business License Renewal Fee	
117		Second and Subsequent Follow-up		\$0.00 for each (\$100.00 w/hazardous materials)	
118	INCOME TAX				
119		Delinquent payment agreement - administrative fee	\$	15.00	
120					
121					
122	INSPECTIONS				
123		Building Contractors			
124		Registration of Building Contractors - Class I - Annual Fee	\$	40.00	
125		Registration of Building Contractors - Class II - Annual Fee	\$	30.00	
126		Registration of Building Contractors - Class III - Annual Fee	\$	20.00	
127		Residential Builder's License	\$	20.00	
128		Residential Maintenance and Alteration Contractors License	\$	10.00	

LINE	DEPARTMENT	DESCRIPTION	FEE	RESIDENT	NON-RESIDENT
129	INSPECTIONS				
130		Electricians Annual Fee	\$		
131		Supervisors	\$	80.00	
132		Journeyman	\$	8.00	
133		Industrial Wiring	\$	80.00	
134					
135		Reciprocal registration - contractors minimum annual fee	\$	15.00	
136		Reciprocal registration - journeymen annual fee	\$	2.00	
137		Overgrown vegetation (Chapter 86)	\$	150.00	
138		Environmental (Chapter 38)	\$	500.00	
139		Garage Sale Permit	\$	8.00	
140		Junk Car Storage per permit	\$	22.00	
141		Rental Registration Fee	\$	45.00	
142		One Rental Inspection for a single dwelling	\$	55.00	
143		Additional Unit within the same structure or complex	\$	20.00	
144		1st no-show/rescheduling fee	\$	75.00	
145		2nd no-show/rescheduling fee	\$	100.00	
146		Certificate of Compliance	\$	10.00	
147					
148		Heating/Mechanical Fees			
149		Base permit fee	\$	35.00	
150		Supplemental permit for which the original permit has not expired, cancelled or finalized.	\$	10.00	
151		Repairs or additions	\$	15.00	
152					
153		Heating			
154		Residential heating system includes duct or hot water pipes	\$	50.00	
155		Gas/oil burning equipment; new and or conversion of replacement furnace	\$	30.00	
156		Water heaters	\$	10.00	
157		Fuel/vent dampers	\$	8.00	
158		Solid fuel equipment -- complete	\$	30.00	
159		Gas fireplaces	\$	20.00	
160		Chimney, factory built (installed separately)	\$	25.00	
161		Solar: Set of 3 panels (piping incl.)	\$	20.00	
162		Heat pumps, complete residential	\$	30.00	
163		Heat pumps, commercial (pipe not incl.)	\$	30.00	
164		Boiler	\$	30.00	
165		Humidifiers	\$	10.00	
166					
167		Air Conditioning and Refrigeration			
168		Residential A/C	\$	30.00	
169		Evaporator coils	\$	30.00	
170		Refrigeration (split system)	\$	30.00	
171					
172		Chiller			
173		Cooling towers	\$	30.00	

LINE	DEPARTMENT	DESCRIPTION	FEE	RESIDENT	NON-RESIDENT
174	INSPECTIONS				
175		Compressor	\$ 30.00		
176		Rooflop heating, A/C (combo)	\$ 60.00		
177					
178		Plan Review	25% of Permit Fee		
179		Air Handlers/Heat Wheels			
180		Bath and Kitchen exhaust (residential includes ducts)	\$ 5.00		
181		Under 10,000 CFM (ventilation or)	\$ 20.00		
182		Over 10,000 CFM (exhaust)	\$ 60.00		
183		Heat recovery units or thru-the-wall fan coils	\$ 10.00		
184		Unit ventilators	\$ 10.00		
185		Unit heaters (terminal units) regardless of medium transfer	\$ 15.00		
186					
187		<b>Fire Suppression/Protection</b>			
188		Sprinkler (\$.75 each head - minimum)	\$ 15.00		
189		Restaurant hood	\$ 15.00		
190		Duct (\$.10 per foot - minimum)	\$ 25.00		
191		Piping - includes process piping, heat pumps, boiler lines, and refrigeration lines	\$ 25.00		
192		Tanks - above ground	\$ 20.00		
193		Tanks - underground	\$ 25.00		
194		Gas piping			
195		Testing for new service	\$ 20.00		
196		Each opening (new installation)	\$ 5.00		
197			\$ 5.00		
198		<b>Inspections</b>			
199		Reinspection - additional	\$ 35.00		
200		Final inspection	\$ 35.00		
201		Hourly rate	\$ 40.00		
202		Special/safety inspection	\$ 45.00		
203		Inspection to turn on gas (flat fee)	\$ 25.00		
204					
205		<b>Plan review</b>	25% of Permit Fee		
206					
207		<b>Electrical Permit Fees</b>			
208		Base Permit Fee	\$ 35.00		
209		Service			
210		Through 200 amp	\$ 15.00		
211		Over 200 amp through 600 amp	\$ 20.00		
212		Over 600 amp	\$ 23.00		
213		Over 800 amp	\$ 30.00		
214		Over 1200 amps (GFI only)	\$ 50.00		
215					

LINE	DEPARTMENT	DESCRIPTION	FEE	RESIDENT	NON-RESIDENT
216	INSPECTIONS				
217		Circuits	\$ 5.00		
218		General repairs	\$ 15.00		
219		Lighting fixtures per unit of 25 or fraction thereof	\$ 9.00		
220		Dishwasher, garbage disposal	\$ 8.00		
221		Furnace, unit heater	\$ 8.00		
222		Electrical heating units (baseboard) each	\$ 8.00		
223		Power outlets (including ranges, dryers, etc.)	\$ 10.00		
224					
225		Signs, per unit			
226		Letter	\$ 15.00		
227		Neon - each 25 feet	\$ 10.00		
228					
229		Feeders, bus ducts, etc.	\$ 10.00		
230		Mobile home sites	\$ 9.00		
231					
232		Kva or hp rated equipment			
233		Up to 20 kva or hp	\$ 9.00		
234		21 to 50 kva or hp	\$ 15.00		
235		51 kva or hp or over	\$ 18.00		
236					
237		Fire alarm (pull stations or sounding device)			
238		Up to 10 devices	\$ 75.00		
239		11 to 20 devices	\$ 100.00		
240		Over 20 devices (each)	\$ 8.00		
241					
242		Special - conduit only or grounding	\$ 45.00		
243					
244		Inspections			
245		Reinspection - additional	\$ 35.00		
246		Final inspection	\$ 35.00		
247		Hourly rate	\$ 40.00		
248		Special/safety inspection	\$ 45.00		
249		Meter inspection to reconnect power	\$ 35.00		
250		Plan review fee	25% of permit fee		
251					
252		Plumbing Fees			
253		Permit fee	\$ 35.00		
254		Supplemental permit	\$ 10.00		
255					
256		Additional Fees			
257		Fixtures, floor drains -- piping	\$ 8.00		
258		Stacks conductors, vents	\$ 8.00		
259		Sewers, sanitary or storm (less than 6")	\$ 8.00		

LINE	DEPARTMENT	DESCRIPTION	FEE	RESIDENT	NON-RESIDENT
260	INSPECTIONS				
261		Sewers, sanitary or storm (6" and over)	\$ 25.00		
262		Manholes, catch basins	\$ 10.00		
263		Sewage sumps, sewage ejectors	\$ 8.00		
264		Water service (less than 2")	\$ 8.00		
265		Water service 2" to 6"	\$ 25.00		
266					
267		Water service over 6"	\$ 50.00		
268		Reduced pressure zone backflow preventor For each installation, alteration or repair of water piping and/or water treating equipment.	\$ 8.00		
269			\$ 8.00		
270					
271		Water Distribution			
272		3/4"	\$ 8.00		
273		1"	\$ 15.00		
274		1 -- 1/4"	\$ 25.00		
275		1 -- 1/2"	\$ 30.00		
276		2"	\$ 38.00		
277		Over 2"	\$ 48.00		
278					
279		Connection building drain, building sewer at street	\$ 8.00		
280		Sub soil drain	\$ 8.00		
281		Lawn sprinkler system on any one meter including backflow protection devices	\$ 8.00		
282		For atmospheric type vacuum breakers not included in previous item			
283		1 - 5	\$ 5.00		
284		Over 5	\$ 1.00		
285		For each backflow protective device other than atmospheric 2" diameter or smaller			
286		Over 2"	\$ 15.00		
287					
288		Inspections			
289		Additional inspection	\$ 35.00		
290		Final	\$ 35.00		
291		Hourly inspection rate	\$ 40.00		
292		Special/Safety inspection	\$ 45.00		
293		Plan review fee	25% of permit fee		
294					
295		Permit fee is doubled if work is started before applying for permit.			
296					
297		Housing Code Permit Fees			
298		Recording certificates of compliances	\$ 18.00		
299					
300		Inspection fees (Rental Dwellings)			
301					
302					

LINE	DEPARTMENT	DESCRIPTION	FEE	RESIDENT	NON-RESIDENT
303	INSPECTIONS				
304		Base fee includes up to two inspections. The fee for each additional inspection shall be \$15.00.			
305		Single Family	\$ 55.00		
306		Two-Family	\$ 55.00		
307		Multiple	\$ 55.00		
308					
309		Additional fees; multiple dwellings (including roominghouses, hotels and motels shall be the base fee plus additional fee computed as follows:			
310		3 - 10 dwelling units	\$ 20.00		
311		11 - 25	\$ 20.00		
312		More than 25	\$ 20.00		
313		Appearing at a prearranged inspection at which entry to the dwelling is not provided.	\$ 55.00		
314					
315		Inspection fee			
316					
317		Certificate of Compliance	\$ 10.00		
318					
319		Swimming Pools Schedule of Fees			
320		Public Pool	\$ 30.00		
321		Private Pool	\$ 20.00		
322		Pool filling system, including back-flow prevention each	\$ 2.00		
323		Each water heater and/or vent	\$ 2.00		
324		Gas piping system, each	\$ 3.00		
325		Replacing of filter	\$ 3.00		
326		Replacing of piping	\$ 3.00		
327		Miscellaneous replacements	\$ 3.00		
328					
329		Backwash receptor	\$ 2.00		
330					
331		Registration of Vacant Building (annual registration fees)			
332		Vacant less than six (6) months	\$ -		
333		Vacant six (6) months, but less than 2 years	\$ 500.00		
334		Vacant two (2) years, but less than three (3) years	\$ 1,000.00		
335		Vacant three (3) years, but less than five (5) years	\$ 2,000.00		
336		Vacant five (5) years, but less than ten (10) years	\$ 3,500.00		
337		Vacant at least ten (10) years	\$ 5,000.00 plus an additional \$500.00 for each year in excess of 10 yrs.		
338					
339		Building Permits -- Total Valuation			
340		\$1.00 - \$500	\$ 27.00		
341		\$501 - \$500	\$ 29.75		
342		\$601 - \$700	\$ 32.50		
343		\$701 - \$800	\$ 35.25		
344		\$801 - \$900	\$ 38.00		



LINE	DEPARTMENT	DESCRIPTION	FEE	RESIDENT	NON-RESIDENT
343	INSPECTIONS				
344		Building Permits -- Total Valuation			
345		\$501 - \$1,000	\$		40.75
346		\$1,001 - \$1,100	\$		43.50
347		\$1,101 - \$1,200	\$		46.25
348		\$1,201 - \$1,300	\$		49.00
349		\$1,301 - \$1,400	\$		51.75
350		\$1,401 - \$1,500	\$		54.50
351		\$1,501 - \$1,600	\$		57.25
352		\$1,601 - \$1,700	\$		60.00
353		\$1,701 - \$1,800	\$		62.75
354		\$1,801 - \$1,900	\$		65.50
355		\$1,901 - \$2,000	\$		67.75
356		\$2,001 - \$3,000	\$		80.50
357		\$3,001 - \$4,000	\$		93.00
358		\$4,001 - \$5,000	\$		105.50
359		\$5,001 - \$6,000	\$		118.00
360		\$6,001 - \$7,000	\$		130.00
361		\$7,001 - \$8,000	\$		143.00
362		\$8,001 - \$9,000	\$		155.00
363		\$9,001 - \$10,000	\$		168.00
364					
365	Planning & C.D.				
366		Housing Rehab Loan Application (PIP)	\$		100.00
367		Rental Rehab Loan Application	\$		200.00
368		Master Plan (black & white) copy	\$		35.00
369		Special Meeting Request (Zoning Board of Appeals or Planning Commission	\$		400.00
370		GIS Map (Up to 17" x 24")	\$		35.00
371		Color Zoning Maps	\$		10.00
372		Plan Unit Development (PUD) & Site Plan Review	\$		500.00
373		Site Plan Review/Planning Administrative	\$		170.00
374		Site Plan Review/City Staff	\$		200.00
375		Special Use Permit/Site Plan Review	\$		500.00
376		Street Vacation	\$		700.00
377		Alley Vacation	\$		700.00
378		Subdivision & Site Plan Review	\$		450.00
379		Site Condominium & Site Review	\$		450.00
380		Zoning Compliance Letter	\$		25.00
381		Legal Review and Interpretation Letter	\$		175.00
382		Zoning Amendment/Rezone	\$		600.00
383		Variance	\$		500.00
384		Copy of Zoning Ordinance	\$		25.00
385		Zoning Ordinance with Map	\$		45.00
386			\$		
387	POLICE DEPT.	Reports	\$		7.00
388		Impound Release	\$		\$50 + \$5 each additional day

LINE	DEPARTMENT	DESCRIPTION	FEE	RESIDENT	NON-RESIDENT
389	POLICE DEPT.				
390		Gun Permit	\$ 5.00		
391		Bike Registration	\$2.00		
392					
393		Parking Tickets			
394		Winter Parking (November 1 - April 1), 2 am - 6 am	\$10 (after 7 days fee is \$20)		
395		Fire Hydrant	\$10 (after 7 days fee is \$20)		
396		Double Parking	\$10 (after 7 days fee is \$20)		
397		Improper Parking	\$10 (after 7 days fee is \$20)		
398		Overtime Parking	\$10 (after 7 days fee is \$20)		
399		Front Yard Parking	\$10 (after 7 days fee is \$20)		
400		Launch Ramp Parking	\$50 (after 7 days fine is \$100)		
401		Handicap Parking	\$100.00		
402		Fire Lane	\$100.00		
403		Obstructing Traffic	\$10 (after 7 days fee is \$20)		
404		Sex Offender Registration	\$35.00		
405		Portable Breath Test	\$10.00		
406		Loud Music, Pitbulls, etc.	\$200.00		
407		Police Citations			
408		False 911 calls	\$ -		
409		VIN Verification	\$ 25.00		
410		Photo Reproduction	\$ -		
411		Salvage Title	\$ 100.00		
412					
413	RECREATION				
414		Basketball program - per participant			
415	TREASURER				
416		NSF Fee (returned check)	\$ 35.00		
417					
418	WATER DEPT.	Turn On Fees (during working hours only)*	\$ 35.00		
419		Service Turn on following shutoff for delinquent billing	\$ 25.00		
420		Meter	Meter cost plus \$25		
421		Additional meter request	Meter cost plus \$25		
422		Meter-reinstallation fee for missing meter	Meter cost plus \$25		
423		Replacement of frost bottom of the meter	\$30 for 5/8" meter		
424		Insufficient funds fee	\$40 for 1" meter		
425		"If property is owner occupied, a deposit will be required."	\$ 35.00		
426					
427		Quarterly Debt Service Charges			
428		Water Rates			
429		5/8" Meter	23.36		
430		3/4" Meter	35.49		
431		1" Meter	58.29		
432		1 1/2" Meter	117.06		
433		2" Meter	188.04		

LINE	DEPARTMENT	DESCRIPTION	FEE	RESIDENT	NON-RESIDENT
434	WATER DEPT.				
435		3" Meter	\$ 351.89		
436		4" Meter	\$ 645.70		
437		6" Meter	\$ 1,298.17		
438					
439		OM & R CHARGES (\$1.09 per \$1,000 gallons)			
440		Quarterly charges for operation, maintenance and replacement costs			
441		Minimum Quarter Line		1.0/gallon	
442		4 inch line	\$ 185.13		
443		6 inch line	\$ 298.61		
444		8 inch and larger	\$ 558.40		
445					
446		Contract Rates			
447		Norton Shores & Fruitport (effective 1/1/11)		1.42/thousand	
448					
449					
450		User Charge System for Sewer Service (Quarterly Debt Service Charges)			
451		Sewer			
452		5/8" meter		16.62	
453		3/4" meter		26.39	
454		1" meter		45.59	
455		1 1/2" meter		86.25	
456		2" meter		143.82	
457		3" meter		268.56	
458		4" meter		493.89	
459		6" meter		1,107.66	
460		Quarterly charges for operation, maintenance and replacement costs		3.94/thousand	
461		Sprinkler line charges			
462		4"	\$ 185.13		
463		6"	\$ 298.61		
464		8"	\$ 558.40		
467		Sanitation Fee, Residential		\$5.00/mo	