City of Muskegon Heights



Development Guide

CONTACTS

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2020 CALENDAR - City Council

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2020 CALENDAR – Planning Commission / Zoning Board of Appeals

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.

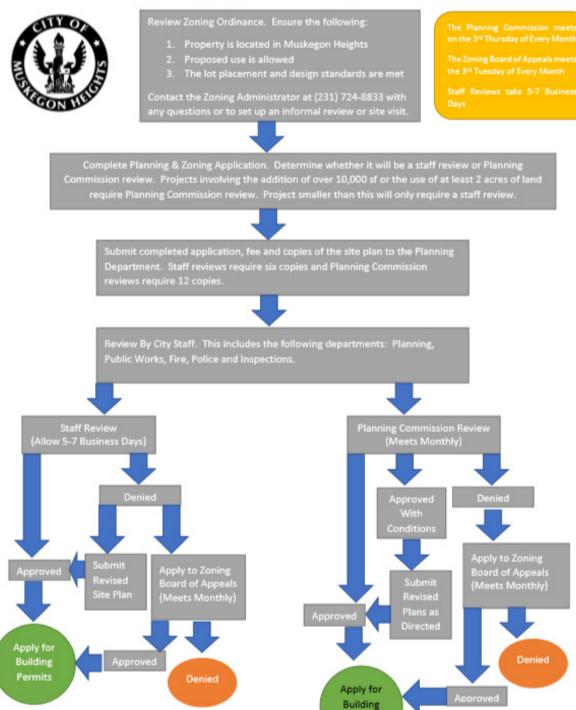
Conceptual Meetings

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



Permits

Planning & Zoning Application

Special Use Permit (\$500) Variance (\$500) Planned Unit Development (\$500) Zoning Appeal (\$500) Vacation - Alley or Street (\$700) Staff review (\$200) Special Meeting (\$400 additional) Site Plan Review Applicant Information: Organization: Address:	Planning Commission	Loning Board of Appeals	Date Stamp of Necelpt No.
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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. <u>"In person" customers</u> 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. <u>Mail-in customers</u> In those cases were customer contact is by mail, the staff liaison receiving the information will copy pertinent information and forward it to the Zoning Administrator.
- 3. <u>General Inquiries, project uncertain</u> When an initial phone call comes to ether department regarding a large projects (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 then first hearing of it when the plans hit their desk. <u>The review team consists of</u>: 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. <u>Other Staff Communication</u> - 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:

North Arrow	Road right-of-way line(s)
Scale	Name(s) of the street(s) the property fronts on
Name of the site plan preparer	Building footprint(s) for all existing structures
Property name and address and legal	Building footprints for proposed additions or new
description	buildings
Project description (may be on application).	Building setbacks from all property lines and the road
	ROW
Property boundaries, dimensions and lot size	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-ofway (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 <u>at least 4 feet</u> tall and may be required <u>up to 6 feet</u>. Fencing can't be over 8 feet high and <u>barbed wire is prohibited</u> 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.

<u>Helpful Hints</u>

- 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.

<u>Signs</u>

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. <u>Note</u>: 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.



JOB ADDRESS

BUILDING PERMIT APPLICATION

MUSKEGON HEIGHTS, MICHIGAN

NO.

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

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

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158 Solid fuel equipment complete		00.00	
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	~	20'00	
	2	30.00	
	8	30.00	
	8	30.00	
165 Humidifiers	50	10.00	
167 Air Conditioning and Refrigeration			
168 Residential A/C	U.	20.00	
169 Evaporator coils		00.05	
70 Refrideration (solit system)		00.00	
	9	00.00	
172 Chiller			
COULD IDWELS	S	30.00	

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Compression S Pain Review S Dereview S Unit Netwerkstores S Unit Netwerkstores S Sprinker Review S Sprinker Review S Pain Review S Pringer Review S <td>174</td> <td>INSPECTIONS</td> <td></td> <td></td> <td></td> <td></td>	174	INSPECTIONS				
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Image: Constant (residential includes ducis) S Der rit OROD CFR (ventilistion or) S Image: Constant (residential includes ducis) S Unit transfer Durit ventilization Image: Constant (residential includes ducis) S Image: Constant (residential	6		Air Handlers/Heat Wheels			
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Over 10,000 CFM (exhaust) S Implementation S Implementation S Unit treatistics (terminal units) regardless of medium transfer S Implementation S Section S Section S Section S Section S Section S Tarks - understruction S S S <td>-</td> <td></td> <td>Under 10,000 CFM (ventitation or)</td> <td></td> <td>00</td> <td></td>	-		Under 10,000 CFM (ventitation or)		00	
Heat recovery units or thru-the-wall fan coils S Heat recovery units or thru-the-wall fan coils S Unit vertilitients (terminal units) regardlees of medium transfer S Unit vertilitients (terminal units) regardlees of medium transfer S Fire Suppression/Protection S Effe Suppression/Protection S Serinkler (S, T5 eech head - minimum) S Restaurant bood S Data (S, T5 eech head - minimum) S Protection S Tarks - actions throad S Case Spind S <td>~</td> <td></td> <td>Over 10,000 CFM (exhaust)</td> <td></td> <td>00</td> <td></td>	~		Over 10,000 CFM (exhaust)		00	
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Init heaters (terminal units), regardless of medium transfer \$ Init heaters (terminal units), regardless of medium transfer \$ Spinheler (5,75 each head - minimum) \$ Spinheler (5,10 per foot - minimum) \$ Restance Duct (5,10 per foot - minimum) Restance \$ Duct (5,10 per foot - minimum) \$ Restance \$ Duct (5,10 per foot - minimum) \$ Restance \$ Duct (5,10 per foot - minimum) \$ Restance \$ Duct (5,10 per foot - minimum) \$ Restance \$ Duct (5,10 per foot - minimum) \$ Restance \$ Restance \$ Restance \$ Restance \$ Tarkis - underground \$ <td>4</td> <td></td> <td>Unit ventilators</td> <td></td> <td>00</td> <td></td>	4		Unit ventilators		00	
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Sprinkler (5,75 each fread - minimum) S Noted (5,75 each fread - minimum) 5 Dest (5,75 each fread - minimum) 5 Tarks - show grow 5 Tarks - show grow 5 Tarks - underground 5 Specialisation in turn on gas (fat (ee)) <	~		Fire Suppression/Protection			
Restaurant hood \$ Pione (15.10 per foot - minimum) \$ Tarks - underground \$ Tarks - underground \$ Tarks - underground \$ Case peing \$ Each opening (new installation) \$			ninin		00	
Nucl (\$.10 per foot - minimum) \$ Piping - includes process ploing. heat pumps, boller lines, and refragration includes process ploing. heat pumps, boller lines, and refragration includes process ploing. Heat pumps, boller lines, and refragration includes process ploing. \$ Tarks - above ground refragration includes ploing. heat pumps, boller lines, and refragration includes ploing. Tarks - above ground case before a case ploing. Tarks - above ground case before a case ploing. \$ Tarks - above ground refraction includes ploing. Tarks - above ground case before a case case before a case case before a case case a case case a case case a case case			Restaurant hood		00	
Piping - includes process plaing, heat pumps, boller lines, and s Tarkes - above underground s Tarkes - underground s Each opening s Final inspection s Inspection - additional s Each order s Inspection to turn on gas s Inspection	6		Duct (\$.10 per foot - minimum)		00	
refraction lines s Tarkis, undergrund s Cas piping s Cas piping s Each opening (new instalation) s Each opening (new instalation) s Inspection – additional s Final respection – additional s Final respection s Hourly rate s Specialization inspection s Hourly rate s Inspection to turn on gas (flat (ee) s Plan review s Date of the set s Expection s Corre Ston amp s			heat pumps, boiler lines,			
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Base Permit Fee \$ Service Service Through 200 amp \$ Over 200 amp \$ Over 600 amp \$ Over 800 amp \$ Over 1200 amps (GF1 only) \$	~		Electrical Permit Fees			
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Over 600 amp Over 800 amp Over 1200 amps (GFI only) \$	-		Over 200 amp through 600 amp		000	
Over (200 amps (GFI only) \$	~		Over 600 amp		00 2	
Over (200 amps (GFI only) \$	m		Over 800 amp		000	
	4		Over (200 amps (GFI only)		000	
	5					

216	INSPECTIONS DESC	DESCRIPTION	FEE	RES	RESIDENT NON-RESIDENT
Τ	T			-	
240	Circuits		5	5.00	
0 9	Cene		\$	15,00	
	Light	Lighting fotures per unit of 25 or fraction thereof	69	9.00	
0	Dishw	Dishwasher, garbage disposal	\$	8.00	
221	Furna	Furnace, unit heater	69	8.00	
2	Elect	Electrical heating units (baseboard) each)	49	00 8	
0	Powe	er outlets (including ranges, drivers, atc.)		10.00	
2				10.00	
225	Sians	Sians, per unit			
9	atter	there are a second s	4	10.00	
-	New	Name and 25 fact		00'61	
228				10.00	
6	Feed	Faadare hus durts at		00.07	
	Mohil	Mohila homa eitae		10.00	
Į.		to notice area		9,00	
	Kva c	Kva or ho rated equipment			
0	no	Lia to 20 kva or ho			
234	21	21 to 50 kva or ho	9.0	200.8	
235	511	51 kva or ho or over		00.01	
236			9	10.01	
237	Fires	Fire slarm (pull stations or sounding device)			
	-	to 10 douloos			
239	11	11 to 20 devices	0	75.00	
076		During 20 devices (such)	2	100.00	
T	5	1 170 NEW 200 (RACI)	2	8.00	
	Soan	Seedal – conduit ante or aroundian		-	
243			0	45.00	
	Inspe	Inspections		+	
245	ie.	Reinspection - additional		00.00	
	Eine	Einst Increation		30.00	
247		Hourth rate		35.00	
040				40.00	
t	obe	opectal/satety inspection	s	45.00	
642	Met	Meter inspection to reconnect power	69	35.00	
250	Pla	Plan review fee	25%	of permit fee	
107					
707	Plum	Plumbing Fees			
253	Pen	Permit fee	5	35.00	
_	Sup	Supplemental permit	s	10.00	
	Addit	Additional Fees			
_	Fixth	Fixtures, floor drains piping	2	000	
	100	Stacks conductors, vents	0.0	0.00	
259	Sea	Sewers, sanitary or storm (lees than 8")	0 0	8.00	
		(A limit death interes of interests)	0	8.00	

Networks Sevent satisfiery of them (Fi and Oxed) Se					
Marchers, Santibary et efforts 5 Nature sevice 5 Nature fracturation 5 Natore fracturati	261				
Imanufact, suith basine 5 Manufact, suith basine 5 Nater service (rest htms?) 5 Water service (rest htm?) 5 Water service (rest htm?) 5 Water service (rest htm?) 5 Reduced pressure zone backflow preventor 5 Reduced pressure zone backflow prevention 5 Reduced pressure zone prevention 5 Reduced prevention </td <td>262</td> <td>Sewers, sankary at storm (6" and over)</td> <td></td> <td></td> <td></td>	262	Sewers, sankary at storm (6" and over)			
Image: Severate stations, severate effectors 5 Vider service Over 0° 5 For exercise Exercition Detection or repair of water treating 5 For exercise Exer		Manholes, catch basins			
Water service (ses than 2') 5 Number service (rest from the service) 5 Water service over(') 5 Water over (rest) 5 Reduced prevision alteration or repair of water pipring and/or water treating evolver action iteration or repair of water pipring and/or water treating evolver action iteration or repair of water pipring and/or water treating evolver action iteration or repair of water pipring and/or water treating evolver action iteration or repair of water pipring and/or water treating evolver action of the second evolver actin of the second evolver action of the second evolver actin	263	Sewage sumps, sewage ejectors			
Water service Over 6' 5 Water service Over 6' 5 Water service over 6' 5 For educed pressure zone buckflow perventor 5 For educed pressure zone buckflow perventor 5 For educed pressure zone buckflow perventor 5 For educed pressure zone buckflow 5 For educed pressure zone buckflow 5 Nater Distribution 5 <	264	Water service (less than 2")			
Neter service over 6" 5 Reduced pressure correction consultation alteration consultation alteration consultation alteration consultation alteration consultation alteration consultation alteration consultation 5 Point consultation 5 5 Nature Distribution 5 5 Over 2" 5 5 Over 2" 5 5 Correscion building drain. building action building backflow protection devices 5 Diver 2" 5 5 Correscion building resolution 5 5 Diver 2" 5 5 Correscion building resolution 5 5 Diver 2" 5 5 Correscion building resolution 5 5 Diver 2" 5 5 Correscion and resolution 5 5 Diver 2" 5 5 Correscion and resolution 5 5 Diver 2" 5 5 Correscion and resolution 5 5 Diver 3" 5 5 Dinerition 5<	265	Water service 2" to 6"			
Image: service over 5" S Returbed: pressure zone backflow preventor S For each instantion or repair of water piping and/or water treating S Returbed: Nater biping and/or water treating S Returbed: Nater biping and/or water treating S Nater biping S S Na	266				
Reducted pressure some backflow preventor \$ Fouraed pressure some backflow preventor \$ For excitential (Cont, alteration or repair of watter piping and/or watter treating) \$ Watter Distribution Watter Distribution \$ Watter Distribution \$ \$ 1 10 \$ \$ 1 10 \$ \$ 1 10 \$ \$ \$ 0.ver 2* \$ \$ \$ \$ 1 1 \$ \$ \$ 0.ver 2* \$ \$ \$ \$ 1 11/3* \$ \$ \$ 2 \$ \$ \$ \$ 2 \$ \$ \$ \$ \$ 2 \$ \$ \$ \$ <td>267</td> <td>Water service over 6"</td> <td></td> <td></td> <td></td>	267	Water service over 6"			
For each fraisalition, alteration or repair of water piping and/or water treating 5 Revulement, Start Clistribution Start Clistribution 344 1 - 1/4* Start Clistribution 345 1 - 1/4* Start Clistribution 346 1 - 1/4* Start Clistribution 1 - 1 Start Clistribution 2 - 1/4* Start Clistribution 1 - 1/4* Start Clistribution 2 - 1/4* Start Clistribution 1 - 1/4* Start Clistribution	268	Reduced pressure zone backflow preventor			
equidment, sugar Varier Distribution Varier Distribution 1 1 1 1 1 1 1 1 1 1 1 1 1 1 2 1 2 2 2 2 2 2 2 2 2 5 2 5 2 5 2 5 2 5 2 5 2 5 2 5 2 5 2 5 2 5 2 5 3 5 4 5 5 5 5 5 6 5 5 5 6 5 5 5 6 5 6 5 7 5 7 5 6 5 7 5 7 5 7 5 6 5 7 5		vater			
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Water Distribution S 3.4" 1 1 1 1 1 1 1 1 1 1 1 2 Over 2 2 Correction building drain, building sever at street 2 Correction building readers not included in previous item 2 Earning system on any one meter including backflow protection devices 3 Correction building readers not included in previous item 1 5 2 Correction for each backflow protective device other than atmospheric 2" diameter or smaller 1 5 2 Correction 3 Correction 4 5 4 Correction 5 Corection 6 Second backflow protective device other than atmospheric 2" diameter or smaller 7 Corection 8 Corection 9 Corection 9 Corection 10 Inspection 11 S 11 S 12 Second backflore 13 Second backflore 14 Second backflore 15 Second backflore 16 Second	270				
34* 34* 1 - 1/4* 5 1 - 1/4* 5 2 - 2/4* 5 2 - 2/4* 5 2 - 2/4* 5 2 - 2/4* 5 2 - 2/4* 5 2 - 2/4* 5 2 - 2/4* 5 2 - 2/4* 5 2 - 2/4* 5 2 - 2/4* 5 2 - 2/4* 5 2 - 2/4* 5 2 -	271	Water Distribution			
1 1 1 1 2 2 2 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 0 2 1 3 0 3 1 4 1 4 1 5 2 2 2 3 3 3 4 4 1 4 1 5 5 5 5 5 6 3 6 3 7 5 7 5 7 5 7 5 7 5 7 5 7 5 7 5 7 5 7 5 7 5 7 5 7 5 7 5 7 <td>272</td> <td>3/4"</td> <td></td> <td></td> <td></td>	272	3/4"			
1 1/2* 5 2* 0ver 2* 5 0ver 2* 0ver 2* 5 110 5 5 0.ver 2* 0ver 2* 5 0.ver 2* 5 5 0.ver 2* 0ver 2* 5 0.ver 2* 5 5 0.ve	273				
11/2" 5 Over 2" 5 Over 2" 5 Over 5 5 Sub Soli drain. 5 Exam sprinkler system on any one meter including backflow protection devices 5 Sub Soli drain. 5 Lawn sprinkler system on any one meter including backflow protection devices 5 Lawn sprinkler system on any one meter including backflow protection devices 5 Lawn sprinkler system on any one meter including backflow protection devices 5 Lawn sprinkler system on any one meter including the context than atmospheric 2" diameter or smaller 5 Over 5 Over 7 5 Per ceach backflow protective device other than atmospheric 2" diameter or smaller 5 Over 7 5 5 Port 2" 6	274	1 1/4"			
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Over 2* Over 2* Connection building drain, building sever at street 5 Connection building sever at street 5 Connection building sever at street 5 Connection building sever at street 5 Sub sol drain 5 Connection building sever at street 5 Connection building sever at street 5 Connection building sever at street 5 Cover 2* 5 Cover 3* 5 Cover 4* 5 Cover 5* 5 Cover 5* 5	276	2*			
Corrrection building drain, building sever at street 5 Sub sul drain 5 Sub sul drain 5 Sub sul drain 5 Sub sul drain 5 Er amospheric type vacuum breakers not included in previous item 5 Fer amospheric type vacuum breakers not included in previous item 5 1 5 0ver 5 0ver 5 1 0ver 7 1 5 0ver 7 5 0ver 7 5 1 5 1 5 1 1 1 5 1 5 1 5 1 5 1 5 1 5 1 5 1 5 1 5 1 5 1 5 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	277	Over 2"			
Connection building drain, building sever at street S Even soft deal Even soft deal Even soft deal S Even soft S Even soft S Over 2' S Additional inspection S Even soft S Eve	278				
Sub sol drain Sub sol drain Sub sol drain I. awn sprinkler system on any one meter including backflow protection devices 5 For amongheric type vacuum breakers not included in previous item 5 0.ver 5 0.ver 5 Nowr 5 5 0.ver 5 5 Nowr 5 5 Nort 7 5 Nowr 5 5 Nort 7 5 Nort 7 5 Nort 7 5 Nort 1 5 Nort 1 5 Nort 7 5 Nort 1 5	279	Connection building drain, building sewer at street			
Lawn sprinkler system on any one meter including backflow protection devices S For atmospheric type vacuum breakers not included in previous item S 0.er 5 Additional inspection 1.spection S 1.spectin S 1.sp	280	Sub soll drain			
For atmospheric type vacuum breakers not included in previous item S 1 - 5 S 1 - 5 S Next 2* Dver 2* Nore 2* S Nore 1* S S S Nore 1* S Nore 1* S Nore 1*	281	Lawn sprinkler system on any one meter including backflow protection devices			
1-5 S Over 5 Over 5 Correach backflow protective device other than atmospheric 2" diameter or smaller S For each backflow protective device other than atmospheric 2" diameter or smaller S Cover 2" Over 2" Repections Additional inspection Repections S Additional inspection rate S Plan Special/Safety inspection Plan review fee S Plan review fee S Plan review fee S Permit fee is doubled if work is started before applying for permit. S Permit fees Housing Code Permit Fees Recording certificates of compliances S Inspection fees (Rental Dwellings) S	282	For atmospheric type vacuum breakers not included in previous item			
Over 5 S For each backflow protective device other than atmospheric 2" diameter or smaller 5 Dver 2" S Dver 1" S Dver 1" S Dver 1" S Seciel/Safety inspection S Permit fee is doubled if work is started before applying for permit. S Permit fee is doubled if work is started before applying for permit. S Recording certificates of compliances S Inspection fees (Rental Dwellings) S	283				
For each backflow protective device other than atmospheric 2" diameter or smaller Over 2" Over 2" Nover 2" Inspections Inspections Additional inspection Final Pourty inspection Special/Safety inspection Plan review fee Special/Safety inspection Parmit fee is doubled if work is started before applying for permit. Permit fee is doubled if work is started before applying for permit. Recording certificates of compliances Inspection fees (Rental Dwellings)	284	Over 5			
Over 2* S Inspections Additional inspection Inspection S Additional inspection S Additional inspection rate S Enail Special/Safety inspection S Deuty inspection rate S Special/Safety inspection S Plan review fee S Plan review fee </td <td>265</td> <td>other than atmospheric 2" diameter or</td> <td></td> <td></td> <td></td>	265	other than atmospheric 2" diameter or			
Inspections Inspection S Additional inspection S Additional inspection FInal S S Final S S Plant/N inspection rate S S Plant Plan review fee S S5% of period Plant review fee S S5% of period Plant fee is doubled if work is started before applying for permit. S S5% of period Permit fee is doubled if work is started before applying for permit. S S5% of period Housing Code Permit Fees Recording certificates of compliances S S5 Inspection fees (Rental Dwellings) Inspection fees (Rental Dwellings) S S	286				
Inspections Inspection Additional inspection 5 Hourly inspection rate 5 Special/Safety inspection 5 Plan review fee 5 Plan review fee 5 Review fee 5 Plan review fee 5 Recording certificates of compliances 5 Recording certificates of compliances 5 Inspection fees (Rental Dwellings) 5	287				
Additional inspection S Final Special/Safety inspection S Hourly inspection rate S Special/Safety inspection Special/Safety inspection S 25% of perrition Plan review fee S 25% of perrition Recording certificates of compliances S 25% of perrition Inspection fees (Rental Dwellings) S 25% of perrition	288	Inspections		-	
Final S Hourly inspection rate 5 Special/Safety inspection 5 Special/Safety inspection 5 Plan review fee 25% of perr Permit fee is doubled if work is started before applying for permit. 25% of perr Permit fee is doubled if work is started before applying for permit. 5 Recording certificates of compliances 5 Inspection fees (Rental Dwellings) 5	289	Additional inspection			
Hourly inspection rate \$ Special/Safety inspection \$ Special/Safety inspection \$ Plan review fee \$ Permit fee is doubled if work is started before applying for permit. \$ Housing Code Permit Fees \$ Recording certificates of compliances \$ Inspection fees (Rental Dwellings) \$	290	Final			
Special/Safety inspection \$ 25% of perr Plan review fee 25% of perr Housing Code Permit fees 25% of perr Recording certificates of compliances \$ Inspection fees (Rental Dwellings) \$	291	Hourly inspection rate			
Plan review fee 25% of perr Permit fee is doubled if work is started before applying for permit. 25% of perr Housing Code Permit Fees 5 Recording certificates of compliances 5 Inspection fees (Rental Dwellings) 1	292	Special/Safety inspection			
Permit fee is doubled if work is started before applying for permit. Permit fee is doubled if work is started before applying for permit. Housing Code Permit Fees Recording certificates of compliances Recording certificates of compliances \$ Inspection fees (Rental Dwellings)	293	Plan review fee	25% of peri		
Permit fee is doubled if work is started before applying for permit. Housing Code Permit Fees Recording certificates of compliances Inspection fees (Rental Dwellings)	294				
Housing Code Permit Fees Recording certificates of compliances 18 Recording certificates of compliances \$ 18 Inspection fees (Rental Dwellings) 18	295	Permit fee is doubled if work is started before applying for permit.			
Housing Code Permit Fees Recording certificates of compliances \$ 18. Inspection fees (Rental Dwellings)	296				
Recording certificates of compliances \$ 18. 18. Inspection fees (Rental Dwellings)	297	Housing Code Permit Fees			
Inspection fees (Rental Dwelling	298	Recording certificates of compliances	18		
Inspection fees (Rental Dwelling	299				
301	300	Inspection fees (Rental Dwellings)			
COP.	301				
100	302				

304 306 306	INCRECTIONS				
304 305					
304 305 306	Base fee i	Base fee includes up to two inspections. The fee for each additional inspection shall			
306	be \$15.00.				
306	Single	Single Family		00	
and and a second se	Two-Family	Vilue	\$ 55.	08	
307	Multiple	4	\$ 55.00	00	
308					
	Additional	Additional fees; multiple dwellings (including roominghouses, hotels and motels shall			
308	be the bas	be the base fee plus additional fee computed as follows:			
310	3 - 10	3 - 10 dwelling units		00	
311	11-25			00	
312	More t	More than 25	S 20.00	00	
313	Appearing	Appearing at a preamanged inspection at which entry to the dwelling is not provided.	\$5.00	8	
345	Incremention fee	, fao			
316	1000 Address	201			
317	Certificate	Certificate of Compliance	10.00	00	
318					
319	Swimmin	Swimming Pools Schedule of Fees			
320	Public Pool		30.00	00	
321	Private Pool	Pool			
332	Cool fills	the startform includion have for accuration and		00	
322	an deal	crowning ayatem, inturding back-now prevention each		2.00	
200	COULT	AND INCOME APPROVE VERIL		2.00	
324	Ges pip	Gas piping system, each	er S	3.00	
272	Replace	Replacing of filter		00	
89	Replacit	Replacing of piping		3.00	
321	Miscella	Miscellaneous replacements		00	
328					
328	Backwa	Backwash receptor	S S	2.00	
330	t				
122	Kegistrat	Kegistration of Vacant Building (annual registration fees)			
332	Vacant	Vacant less than six (6) months			
EEE	Vacant	Vacant six (6) months, but less than 2 years		00	
334	Vacant	Vacant two (2) years, but less than three (3) years	5 1,000,	00	
335	Vacant	three (3) years, but less than five (5) years		00	
338	Vacant	Vacant five (5) years, but less than ten (10) years		00	
202			\$5,000.00 plus an additional \$500.00	00.	
328	Vacan e	Vacam at reast ten (10) years	for each year in excess of 10 yrs.	yrs.	
339	Building	Building Parmits Total Valuation			
340	8 00 P				
244	0000 10010	2000		00.	
100	0 - 1000	0000		.75	
342	Se01 - S	2/00	33	32,50	
343	5/01-5800	5500		.25	
344	S801 - \$900	2900		.00	

	Building Dormits Tatel Malantian		
	comming retrines Lotal Valuation		
	\$901 - \$1,000		
	\$1,001 - \$1,100		
	\$1101 - \$1,200		
	\$1,201 - \$1,300		
	\$1,301 - \$1,400		
	\$1,401 - \$1,500		
	\$1,501 - \$1,600		
	\$1.601 - \$1,700		
	\$1.701 - \$1.800		
	\$1.801 - \$1.900	07.70	
	\$1.901 - \$2.000		
	\$2.001 - \$3.000		
	\$3 001 - 54 000		
	24,001 - 30,000		
	S5,001 - S6,000		
	S6,001 - \$7,000		
	S7,001 - \$8,000		
	S8.001 - \$9.000	0.00L	
	S9 001 - \$10 000		
Planning & C.D.			
	Housing Dahah I and Application (DID)		
	Dental Datability Analogical (PTP)	5 100.00	
	Month for the second physical second s		
	IMASTER MAIN (DIACK & WINTE) CODY		
	Special Meeting Request (Zoning Board of Appeals or Planning Commission		
	" X 24")		
	Color Zoning Maps		
	Plan Unit Development (PUD) & Site Plan Review		
	l-S		
	Site Plan Review/City Staff		
	Special Use Permit/Site Plan Benjeur	200.00	
	Street Variation		
	Allow Vacabour		
	Alley Vacation		
	Subdivision & Site Plan Review		
	Site Condominium & Site Review		
	Zoning Compliance Letter		
	Legal Review and Interpretation Letter		
	Zoning Amendment/Rezone		
	Variance		
	Convoit Zonino Ordinanos		
	ZUMING OLDINARDOG WITH WIRD	\$ 45,00	
DOLICE DEDT	Description		
FULLICE DEFT.	Keports	\$ 7.00	
	Impound Balassa	\$50 + S5 each	
		additional davi	

	POLICE DEPT.				
	Gur	Gun Permit	-	5 00	
	Bite	Registration		69.00	
				00.56	
	Par	Parking Tickets			
	IA.	(Alexandrate & Auril 4)			
		Cite Li Junet (1907-CILICE 1 - ADRI 1), 2 dRI - D SET	S10 (aft	S10 (after 7 days fee is S20)	
	Ē	C LIVOLATI	S10 (aft	S10 (after 7 days fee is \$20)	
+		Uouble Parking	\$10 (aft	S10 (after 7 days fee is S20)	
	S	Improper Parking	S10 (aft	ther 7 days fee is \$20)	
280	0	Overtime Parking	S10 /s0	har 7 dame foo ie \$300	
399	Ē	Front Yard Parking	250 (after	SED (start 7 dave fine to \$100	
400	1	Launch Ramo Parking			
401	I	Handicao Parking	averal and a	of / days inte is \$100	
402	ű	First and		\$100.00	
403	2	Chatacters Tealta		\$100.00	
204			S10 (aft	S10 (after 7 days fee is \$20)	
	Xab	Sex Unenger Registration		\$35.00	
405	Pon	Portable Breath Test		\$10.00	
405	Lou	Loud Music, Pitbults, etc.		00000	
407	Poli	Police Citations		00000	
408	Fals	False 911 calls			
409	NIN	VIN Verification			
410	Pho	Photo Rearreduction	0.0	25.00	
411	440	Cabiata Tito	~		
212		DDIT ARA	2	100.00	
Т	DECREATION				
T	Ī				
Т		ceskeloeli program - per participant			
T	READURER				
410	ISN	NSF Fee (returned check)	09	35.00	
				20.00	
	WATER DEPT. Turr	Turn On Fees (during working hours only)*	6/1	26 00	
419	Sen	Service Turn on following shutoff for delinguent billing		26.00	
420	Meter			00.02	
421	Add	Additional meter request		Mieter cost pills aco	
422	Met	or mine		Meter cost plius \$25	
	10ini			Meter cost plus \$25	
423	Rep	Replacement of frost bottom of the motor		\$30 for 5/8"meter	
424	lineit			\$40 for 1" meter	
30%	Noin I		\$	35.00	
+		If property is owner occupied, a deposit will be required."			
4.20					
427	Qua	Quarterly Debt Service Charges			
428	19M	Water Rates			
429	5/8*	5/8" Meter		0000	
430	3/4"	3/4" Meter		00'07	
_	1" M	eter		24/00	
_	111	1.1/2" Meter		28.29	
	2" Mater	Dist	4	117.06	
			10	188.04	

	DEPARTMENT	DESCRIPTION	FE	RESI	RESIDENT	NON-RESIDENT
	WATER DEPT.				Г	
435		3" Meter	5	353 80		
436		4" Meter		846.70		
437		6" Meter		1 208 47		
438				1.000		
439		OM & R CHARGES (\$1.09 per \$1,000 gallons)				
440		Quarterly charces for operation, maintenance and rentacement mete		A Alastica		
441		Minimum Quarter Line		LICHS SUN		
442		4 Inch line	2	105 10		
443		6 Inch line	-	200.03		
444		8 inch and laroer	~	C0001		
445				05-000		
446		Contract Rates				
447		Norton Shores & Fruitport (effective 1/1/11)		A ADMANIANA		
448				01/9900010774		
449		User Charge System for Sower Service (Quarterly Debt Service Charase)				
450		Sewer				
451		5/8" meter		40.00		
452		3/4" meter		20.00		
453		1" meter		£0.03		
+		1 1/2" meter		40.09		
465		2" meter		00.20		
		3" moter		143.62		
		4" meter		200.007		
		6" meter		483.03		
		Quarterly charges for operation, maintenance and registement costs		1.10/.00		
				3.34/mousand		
_		Sprinkler line charges				
~		4"	u	105.10		
		6*	0	100,15		
484		-00	•	10'022		
2		Sanitation Fae Recidential	0	026,40		
				\$5.00/mo		
1			-			