

Village of Millington
Resolution to Update the Schedule of Fees

A resolution to provide for the update of fees and charges for various permits, licenses and certifications that may be required and for costs associated with services rendered.

The following resolution was made by Nesbitt and supported by Selich.
5 years, 0 nays, 0 abstain

SECTION A - FEES AND CHARGES

Fees, charges and expenses shall be assessed as part of the application for permits, licenses, certifications, or for services rendered and special considerations given for appeal, to defray expenses incurred in processing such applications or providing services. The Village accepts cash, check and all major credit/debit cards. A 3% convenience charge will be applied to all credit/debit cards sales.

SECTION B - DEPOSITS

Deposits are used to reimburse the village for costs incurred for all actual and necessary costs connected with administering building permits, land divisions, plan/plat/site reviews, water course licensing and conducting public hearings. Any remainder is returned to the applicant after project has been finalized. In the event of uncollectible moneys due, it will be the Village’s policy to place a lien against the property involved in the application.

SECTION C – PROFESSIONAL REVIEW

The Village of Millington, at its discretion, reserves the right to enlist any professional services it deems necessary to review or investigate at the expense of the petitioner/applicant.

SECTION D – SCHEDULE OF FEES

BY SPECIAL EXCEPTIONS (PLANNING COMMISSION CASES)
ALL OTHER SPECIAL CONDITIONAL USE REQUESTS DEPOSIT..... \$600.00
(INCLUDES APPLICATION FEE OF \$300.00)

HOME OCCUPATION.....
LOW-INTENSITY – NO TRAFFIC – NO EMPLOYEES \$100.00
HIGH-INTENSITY – TRAFFIC – 1+ EMPLOYEES \$250.00

SPECIAL USE PERMITS: NO INSPECTION REQUIRED \$ 150.00
INSPECTION REQUIRED \$ 250.00

VARIANCE: (ZONING BOARD OF APPEALS CASES)

SINGLE	
FAMILY.....	\$100.00
MULTI-FAMILY/COMMERCIAL.....	\$100.00
INDUSTRIAL.....	\$200.00

PLAT/SITE REVIEW (FOR EACH) UNDER 60 SITES: DEPOSIT..... \$2500.00
 (INCLUDES APPLICATION FEE OF \$1500.00) (FOR RESIDENTIAL DEVELOPMENT PROJECTS SUCH AS SUBDIVISION PLATS, SITE CONDOMINIUMS, ETC)

PLAT/SITE REVIEW (TENATIVE/FINAL REVIEW) 61+ SITES: DEPOSIT..... \$3500.00
(At any time these fees are exhausted, an additional deposit will be required to cover the additional expenses)
 (FOR RESIDENTIAL DEVELOPMENT PROJECTS SUCH AS SUBDIVISION PLATS, CONDOMINIUMS, ETC.)

MONUMENTS: In the event the placement of the monuments are not completed at the time of final approval by the Village Council, the proprietor will deposit with the Village Clerk cash, an amount that will be determined by an estimate of the maximum number of monuments and markers required for the project at the rate of \$50.00 per monument and \$45.00 per lot corner marker, with the minimum charge being no less than \$1,000.00. No return of deposit until the project in final!

SITE PLAN REVIEW (R1, C1, C2) *Includes application fee of \$1000.00* \$ 1300.00
 If engineer or administrative review team need to review it also, add:
 Engineering Fee \$ 500.00
 Administrative Review \$ 250.00

SITE PLAN REVIEW (additions/remodeling) (C1, C2, IND) \$350.00
 Additions or remodeling of existing developments in commercial or Industrial properties.

RE-ZONING: \$ 500.00
 (INCLUDES APPLICATION FEE)

LAND DIVISION APPLICATION:
 DIVISIONS..... \$ 100.00
 PLUS \$25.00 PER LEGAL DESCRIPTION CREATED

PERMIT TO FILL OR BUILD WITHIN FLOOD PLAIN: \$ 500.00
<https://msc.fema.gov/portal/home> to look up flood plain map

SPECIAL MEETINGS:
 PLANNING COMMISSION..... \$ 150.00
 PLUS APPLICATIONS FEES, IF APPLICABLE

COUNCIL AND ZONING BOARD OF APPEALS \$ 250.00
PLUS APPLICATIONS FEES, IF APPLICABLE

ZONING PERMIT/REVIEW FEES (NEW BUILD):

NEW SINGLE FAMILY LESS THAN 3500 SQ FT.....\$ 50.00
NEW SINGLE FAMILY GREATER THAN 3500 SQ FT.....\$ 150.00
MULTI FAMILY, COMMERCIAL AND INDUSTRIAL .0015 X CONSTRUCTION VALUE
OR MINIMUM OR \$250.00.

ZONING PERMIT FEE/REVIEW FEES (OTHER THAN NEW BUILD):

SUCH AS SHEDS, ADDITIONS TO EXISTING BUILDINGS, FENCES,
DRIVEWAYS, ETC..... \$ 25.00

POOL PERMITS:

ABOVE GROUND..... \$ 25.00
IN GROUND..... \$ 50.00

FOOD TRUCK PERMITS

FOOD TRUCK PERMIT (1 DAY)..... \$ 10.00
ANNUAL FOOD TRUCK PERMIT (MAY 1 – APRIL 30TH YEARLY) \$ 100.00

*Food Truck Vendors are still required to call and confirm dates are available
and be put on the calendar*

CONSTRUCTION STARTED WITHOUT ZONING PERMIT:

DOUBLE THE RESPECTIVE ZONING PERMIT FEE

DEMOLITION PERMIT: \$50.00 (CUT AND CAP - \$25.00 minimum plus time and
materials

Billed at the discretion of the Zoning Administrator depending on situation, with
mandatory inspection if job done by owner)

ON SITE SIGN PERMIT FEES: FLAT RATE \$ 35.00

BILLBOARD APPLICATION FEE \$ 500.00

Ordinance Violation Invoices such as lawn mowing, weed cutting, rubbish

removal: (Where there is violation of the Village of Millington Weed/Blight/Lawn
Mowing Ordinance):

CHARGE WILL BE BASED ON CURRENT LABOR RATES AND EQUIPMENT RENTAL.
A 2% penalty will be charged to invoice every 30 days until paid or transferred to
taxes.

SECTION E – MISCELLANEOUS CHARGES

- 1. ORDINANCE BOOK.....\$ 35.00 IF PICKED UP AT VILLAGE OFFICE
IF MAILED, ADDITIONAL \$7.50
FOR POSTAGE AND HANDLING.
- 2. MASTER PLAN.....\$ 35.00 IF PICKED UP AT VILLAGE OFFICE
IF MAILED, ADDITIONAL \$7.50
FOR POSTAGE AND HANDLING.
- 3. ZONING MAP (COLOR).....\$ 5.00
ZONING MAP (B&W).....\$ 1.00
- 4. COPIES: 8 ½ X 11”.....\$ 0.25 PER PAGE/SIDE
 8 ½ X 14”.....\$ 0.50 PER PAGE/SIDE
 11 X 17”.....\$ 1.00 PER PAGE/SIDE

 COLORED 8 ½ X 11”.....\$ 1.50 PER PAGE/SIDE
 COPIES 8 ½ X 14”.....\$ 2.50 PER PAGE/SIDE
- 5. FAX COPIES:.....\$ 1.00 PER PAGE
- 6. F.O.I.A. REQUESTS (IN ACCORDANCE WITH ACT 442 OF 1976)
 “A public body may not charge more than the hourly wage of the lowest
 paid employee capable of retrieving the information necessary to comply
 with a request under this act.
 Fee shall also be limited to actual mailing costs and actual incremental
 cost of duplication.”
- 7. NOTARY FEES:.....\$ 5.00 PER NOTARIZATION/SIGNATURE
 NOTARIZING GUN PERMITS \$ 15.00

SECTION F – POLICE SCHEDULE OF FEES

- 1. POLICE REPORT.....\$ 5.00 per report
{Includes Crash Report, Incident & Accident Reports)
- 2. PRELIMINARY BREATH TEST.....\$ 10.00
- 3. GUN WEAPON PURCHASE PERMIT & SAFETY INSPECTION.....\$ 10.00
- 4. LIQUOR LICENSE INSPECTION..... \$ no charge

- 5. FINGERPRINT CARD.....\$ 10.00
- 6. Photographs & Digital Media:
 - Duplication/Publication cost per photograph..... \$.50
 - Photographs burned to CD/DVD..... \$ 5.00 per disc
- 7. Local criminal history check/certified copy of local Arrest record..... \$ 10.00
- 8. Police Contract Services
 - Hourly charge command officer – 4 hour minimum*.....\$ Payroll Cost
 - Hourly charge patrol officer – 4 hour minimum*.....\$ Payroll Cost
 - Hourly charge part-time officer – 4 hour minimum*.....\$ Payroll Cost

**Administration shall determine staffing level*

SECTION G PAYMENTS

No action shall be taken on any application or appeal until and unless all application fees, taxes, charges and expenses have been paid in full.

Final Certificates of Occupancy or final plat approval will not be granted until all required fees are paid.

Any fees, charges, or expenses left unpaid for more than a twelve (12) month period shall be added to the subsequent tax bill for the tax parcel as listed on the application, with 30 days prior notice, to be delivered by U.S. restricted mail delivery and/or personal hand delivery.

SECTION H – EFFECTIVE DATE

This Resolution shall take immediate effect upon adoption.

I, Kaylene Long, the Village Clerk of the Village of Millington, Tuscola County, Michigan do hereby certify that the above amended resolution was adopted at the regular council meeting of the Village Council of the Village of Millington held in the Village Chambers, 8569 State Street, Millington, Michigan, on the 10th day of April, 2023.

Kaylene Long, Village of Millington Clerk